



City of Helotes
 Police Department
 P.O. Box 507
 12591 Bandera Rd
 Helotes, TX 78023
 Phone (210) 695-3087
 Fax (210) 695-1816

CITY OF HELOTES

Application for Special Event Permit / Parade Permit

**CHAPTER 86,
 Parades and Public Gatherings**

PERMIT NO: _____

Check One: _____ Parade _____ Special Event

PLEASE READ: This permit application must be filed a minimum of **fifteen (15)** days before the anticipated date of the special event or parade event. All required documents must be submitted together at the time of application submission in order to have everything streamlined for the review process. City staff may contact you to determine if traffic control or any other code requirements are necessary for approval.

MARATHONS & RUN / WALKS: Event organizers shall ensure and certify, by executing this permit application, that trash and other debris left by event participants along event routes shall be collected and disposed of by event organizers. All event routes, in their entirety, shall be designated with traffic cones to delineate such routes and secure pedestrians from vehicular traffic. Restroom, water station, and first-aid facilities shall be provided along all event routes. Do not paint on streets or other public right-of-ways.

Refer to the City's Fee Schedule for permit fees, <https://www.helotes-tx.gov/city-government/Code-of-Ordinances>. You will be notified when the permit is approved or disapproved.

SECTION I. EVENT INFORMATION

Event Name: _____

Event Description: _____

Start and End Date of Event: _____

Start and End Time of Event: _____

Location of Event: _____

Estimated Number of Participants: 0-24 _____ 25-299 _____ 300+ _____

Will this event occupy all or part of any road(s)? No _____ Yes _____

Are street closure(s) required / requested? No _____ Yes _____

Is this Event a Marathon Run or Walk / Cycling / Parade? No _____ Yes _____

If yes, please provide a copy of the event route to include: Start, End, Water / Fuel Stations, First Aid, Restrooms, and road closure(s); if applicable or required.

Will this event include the selling, handling or distributing any of the following: (Check all that apply)

_____ Beer / Wine _____ Liquor _____ Prepared Food On Site _____ Pre-Packaged Food

Be advised that a temporary Food Licenses is required for all public events selling / serving food.

SECTION II. ORGANIZATION / PERSONAL INFORMATION

Sponsoring Organization: _____

Event Chairperson: _____

Contact: _____

Mailing Address: _____

E-Mail: _____

Non-Profit Organization No Yes *(Provide IRS Verification Form for 501 C3 Non - Profit)

SECTION III. EXECUTION

The applicant is responsible for the regulation and removal of all debris , trash, et cetera arising from the special event / parade. Refer to the current fee schedule for applicable permit fees. The event chairperson must place an approved permit in a easily visible location within the event location. If the applicant is applying on behalf of another entity, the applicant must submit written permission from the other entity to do so.

As applicant my signature below certifies that I have the authority to execute this application on behalf of myself and / or the organization identified on this application, and both the organization and myself agree to fully comply with any and all provisions of this application, the permit and its requirements, and the City of Helotes Code of Ordinances.

Applicant Name: _____

Relation to Organization: _____

Contact Number: _____

Mailing Address: _____

E-Mail: _____

Signature: _____ Date: _____

SECTION IV. APPLICATION CHECK LIST AND ADDITIONAL INFORMATION

Provide all of the documents that are applicable / required for your event with this application:

- _____ Medical Plan
- _____ Advanced Life Support Ambulance Contract (extreme sporting events)
- _____ Evacuation Plan
- _____ Security Plan
- _____ Route / Map of Event
- _____ IRS Verification Form for 501 C3 Non - Profit
- _____ List of Food Vendors
- _____ Flyer of Event

Provide any additional information that may be helpful to staff when considering the permit application: _____

APPENDIX A: MEDICAL AND EVACUATION PLANS

What physical address will be given in the event of an emergency? _____

Emergency operations will be coordinated by:

Name: _____

Telephone: (_____) _____

Name: _____

Telephone: (_____) _____

Be advised that all emergency operation telephone / cellphone contact numbers must be in service for the duration of this event.

For extreme sporting events, list the following:

Note: Medical emergencies involving participants of extreme sporting events shall be handled by contract ambulances(s) / medical teams(s)

Contracted Ambulance Company: _____

Contact person (day of the event): _____

Contact person telephone number: _____

Emergency telephone numbers: City of Helotes Fire Department / EMS and Police - 911

Fire Department: (210) 695-3572 Administration (210) 695-2500 Non Emergency
12951 Bandera Rd, Bldg. 3, Helotes, TX 78023

Police Department: (210) 695-3087 Administration (210) 695-2500 Non Emergency
12951 Bandera Rd, Bldg. 2, Helotes, TX 78023

Medical Plan

Event employees / volunteers shall immediately report all serious medical emergencies to the Emergency Coordinator(s) named above. Basic first aid shall be handled by the event Emergency Coordinator(s). Serious medical emergencies shall be reported to the City of Helotes EMS / Fire Department. Provide any additional medical plan information. (Attach additional sheets if necessary).

Evacuation Plan

Attach a site plan of the event indicating all exit locations for pedestrians and vehicular traffic. The plan should also detail evacuation procedures for event attendees and employees / volunteers. (attach additional sheets if necessary):

Fire / Rescue Emergencies

Fire / Rescue emergencies shall be report to the Helotes Fire Department.

Fire Department: (210) 695-3572 Administration (210) 695-2500 Non Emergency 911 Emergency
12951 Bandera Rd, Bldg. 3, Helotes, TX 78023

Appendix B: Security Plan:

Will you be requesting police officers from the City of Helotes? No _____ Yes _____

Events requesting City Police Officers shall contact:

Captain Anthony Burgess
Helotes Police Department
tburgess@helotes-tx.gov
(210) 695-5920

Police officers provided by the City of Helotes Po9lice Department will provide security and protection for event personnel, partici-
pants, patrons, and vendors. Officers will maintain order and perform crowd control on event property. Officers will be assigned
duty posts, as directed and determined by the supervising officer. Officers shall not handle event money, work as parking attend-
ants, or complete any other duties that would deter them from performing their primary mission of event security and crow control. Officers shall be paid by the event prior to the end of the event.

Police officers provided for the event, using an outside agency: No _____ Yes _____

Contracted Security Company: _____
Contact person (day of the event): _____
Contact person telephone number: _____

Number of police officers provided for the event: _____

Please provide any additional security plan information (attach additional sheets if necessary):

LIABILTY RELEASE STATEMENT

I, _____, as the representative / applicant for the previously referenced special event, hereby
agree as per the condition of the receipt of the approved permit, to hold harmless the City of Helotes, its' officers, employees,
volunteers, from all liability, loss and expenses, that the City of Helotes may incur by reason of the Special Event as well as any
action by the City of Helotes related to the activities per the application or permit, inspections, approval of the event and any
issuance of licenses.

Signature of Applicant Date

Witness Date