



A Family Community For A Lifetime

# Special Event Application

☐ Committee Review (\$250)

☐ Non-Committee Review (\$50)

☐ Expedited Review (+\$100)

Permit Fee:

Receipt #

Date

Name of event

Event Date Choice #1

Event Date Choice #2

Event Date Choice #3

Location of event

Event Times

Setup

Start

End

Applicant/Promotor

Address

City

Zip

Coppell Resident Address *Required*  
(deposit is mailed to this address)

Coppell Resident Birthday

On Scene Contact #1

Contact #1 Cell Number

On Scene Contact #2

Contact #2 Cell Number

Email Address(s)

Typed Signature

Date of application

## Approval by City of Coppell Parks & Recreation to use Park Trail System

The undersigned Coppell Parks and Recreation representative hereby authorizes approval for the above referenced applicant/promotor to use the Facilities &/or part trail system as outlined in the Rental Contract, subject to the Terms and Conditions of said Agreement.

Signature of Park Supervisor

Date

Will signs or banners be erected to advertise the event?

☐ No ☐ Yes

If yes, a sign permit is required.

Will private property be used to display the banner?

☐ No ☐ Yes

Written permission from property owner is required.

Will temporary electrical service or a generator be required?

☐ No ☐ Yes

If yes, a building permit is required.

Will tent(s) larger than 10'x20' be erected?

☐ No ☐ Yes

If yes, a tent permit is required.

Will food be served to the general public?

☐ No ☐ Yes

If yes, a temporary food permit required.

Will private property be used to stage the event?

☐ No ☐ Yes

Written permission from property owner is required.

Will bounce houses be used?

☐ No ☐ Yes

Will special event parking be required?

☐ No ☐ Yes

Will barricades or cones be required?

☐ No ☐ Yes

# barricades

# cones

Will animals be involved in the event?

☐ No ☐ Yes

How many?

Type of Animal

Are you recognized as a non-profit organization?

☐ No ☐ Yes

If yes, proof of non-profit status is required.

Are you facilitating this event for another organization?

☐ No ☐ Yes

Documentation required

An estimated number of attendees.

Brief event details

To be determined by the Special Event Review Committee:

Certificate of liability Insurance & endorsement agreement naming the City of Coppell as additional insured is required. ☐ No ☐ Yes

The Special Event Review Committee recommends  dedicated police unit(s) with  officer(s) assigned to the event.

The Special Event Review Committee recommends  dedicated ambulance(s) with  paramedic(s) assigned to the event.

### CITY OF COPPELL SPECIAL EVENT REVIEW COMMITTEE APPROVAL:

Building Inspections

HR/Risk Mgmt.

Emergency Mgmt.

Parks & Rec

Environmental Health

Police

Fire Marshal

Streets

Special Event Coor.

Date