



# Special Events / Parade Permit

## Code of Ordinances Article 1.09

City of Westworth Village – Permits Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

### PLEASE READ BEFORE FILLING OUT APPLICATION:

1. PERMIT HOLDER - We must have the name, address and telephone number (home and business) of the person who will be responsible for the Special Event / Parade.
2. The applicant must sign an application for a special event or parade before an officer authorized to administer oaths.
3. Valid ID of all participants is required at time of application submittal.
4. Applicant must include check or money order made out to the City of Westworth Village, Texas. This is a non-refundable application fee of \$25.00.
5. Proof of all licenses and permits required by city or state ordinance or law (e.g. building electrical, food service, alcoholic beverage, etc.)
6. Proof of adequate Liability Insurance.
7. PARADES ONLY: Written Indemnification Agreement.

*SPECIAL EVENTS: The application must be filed no less than 21 days before the first special event is to begin.*

*PARADES: The application must be filed no less than 5 days prior to the date and time the parade is to begin.*

**Please complete ALL of the following blanks. If the information is not applicable, please indicate as such by stating "N/A".**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Group/ Organization: \_\_\_\_\_

Name, Address, & Phone # of Any Other Responsible Person(s) or Organization(s):  
\_\_\_\_\_

Application is for:  Special Event  Parade Requested Date: \_\_\_\_\_

Time of Commencement: \_\_\_\_\_  AM  PM Time of Conclusion: \_\_\_\_\_  AM  PM

**Attach a detailed proposal on a separate sheet describing all information about the activity planned to include any of the applicable options below (please check the box for each option included in your proposal):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Sketch of Requested Location/ Route  | <input type="checkbox"/> Location of Sanitary Facilities | <input type="checkbox"/> Location of Loudspeakers & Amplifiers |
| <input type="checkbox"/> Start & Termination Point for Parade | <input type="checkbox"/> Security Provisions             | <input type="checkbox"/> Estimated # of Vehicles Participating |
| <input type="checkbox"/> Location of Structures               | <input type="checkbox"/> Parking Provisions              | <input type="checkbox"/> Estimated # of Participants           |
| <input type="checkbox"/> Location of Tents                    | <input type="checkbox"/> Food Service                    | <input type="checkbox"/> Time & Location of Street Closings    |
| <input type="checkbox"/> Location of Fences                   | <input type="checkbox"/> Solid Waste Dumpster            | <input type="checkbox"/> Description of Animals Involved       |
| <input type="checkbox"/> Location of Barricades               | <input type="checkbox"/> Trailers                        | <input type="checkbox"/> Amusement Rides                       |
| <input type="checkbox"/> Location of Signs/ Banners           | <input type="checkbox"/> Water Usage                     |  |

#### Also attach:

- Proof of all licenses and permits required by city or state ordinance or law (e.g. building, food service, alcoholic beverage, etc.)
- Written indemnification agreement
- Proof of adequate liability insurance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

**FOR INTERNAL CITY USE ONLY**

**A. PERMITS DEPARTMENT**

- Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Emailed Copy of Application Packet to Each Department Below: \_\_\_\_\_ Date: \_\_\_\_\_

*Departmental responses required within 24 hours to Permits Department*

**Chief of Police:**

- Application Approved     Application Denied    Signature: \_\_\_\_\_    Date: \_\_\_\_\_
- Reason for Denial: \_\_\_\_\_

**Fire Department:**

- Application Approved     Application Denied    Signature: \_\_\_\_\_    Date: \_\_\_\_\_
- Reason for Denial: \_\_\_\_\_

**Building Services:**

- Application Approved     Application Denied    Signature: \_\_\_\_\_    Date: \_\_\_\_\_
- Reason for Denial: \_\_\_\_\_

**Administrative Services**

- Application Approved     Application Denied    Signature: \_\_\_\_\_    Date: \_\_\_\_\_
- Reason for Denial: \_\_\_\_\_

*If all approved for permit, route to issue permit. If any denied, route to City Secretary for issuance of denial notice.*

**B. PERMITS DEPARTMENT**

- Permit Created by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit # Issued: \_\_\_\_\_     Permit & Application Scanned into Tyler Content Manager
- Permit Mailed to Applicant by: \_\_\_\_\_ Date: \_\_\_\_\_

**C. CITY SECRETARY**

- Denial Notice Mailed to Applicant & Copied to Application by: \_\_\_\_\_ Date: \_\_\_\_\_

**D. RECORDS DEPARTMENT**

PW5300-02 – Keep for 2 years.