**This application must be turned in 30 days prior to the event**

CEDAR HILL POLICE DEPARTMENT
285 Uptown Blvd., Building 200
Cedar Hill, TX 75104

DISTRIBUTION
_____City Manager
_____ Fire
_____ Parks and Recreation
Other

**SPECIAL EVENTS PERMIT APPLICATION**

1. _____ _____
Name of person requesting permit (applicant) Date of application

2. _____ Bus._____Res._____
Address (including zip code) of applicant Telephone numbers of applicant (including area codes)

3. _____ _____
Name of organization, firm, or corporation on whose behalf application is made (requesting organization) Applicant's position with requesting organization

4. _____ _____
Address (including zip code) of requesting organization Telephone number of requesting organization (including area code)

5. _____ _____AM___PM__
Date and day of the week of the event Starting time

6. Days_____Hrs._____Mins._____ _____
Estimated length of time for event Theme or reason for event

7. _____
Brief description of event

8. _____ Yes_____No_____
Official name for event Solicitation of money, items, and/or services will be involved?

9. _____
Address(es) or block number(s) and street(s) to be used for assembly

10. _____
Address(es) or block number(s) and street name(s) of dispersal area

11. _____ _____
Estimated number of persons Expected to participate in event Estimated number, if any, of animals (with or without riders), animal-drawn units, floats, motor vehicles, motorized displays and/or marching units or organizations such as bands, color guards, and drill units

12. Yes_____No_____
All licenses and permits required by this code or other city ordinances or by state law for the conduct of this special event have been obtained. If yes, attach copies of all licenses and permits.

13. On separate paper, specify in detail the following information:
   A. A sketch showing the area to be used during the special event including with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities.
   B. Provisions for parking with a designation of where "No Parking" signs will be used.
   C. How applicant will provide security and fire, medical and traffic control. (Attach copies of all certificates and licenses of personnel.)
   D. Details of the sale of merchandise or the sale or serving of food or alcoholic beverages at the special event, designating any street vendors or peddlers involved. (Attach copies of all certificates and licenses required.)
   E. Details of how the applicant will clean up the area used after the special event if on public property.
   F. Route of parade from assembly point to dispersal or termination point.

The permit holder must remain in compliance of the city's noise ordinance, No 2003-185, during the event. A copy of this ordinance is available at City Hall, the Police Station, the Library or by accessing the city website, www.cedarhilltx.com.

This application must be signed by the applicant and sworn to before an officer authorized to administer oaths. (Notary Public)

_____
Applicant

Scribed and sworn to before me, this the _____ day of _____, A.D. 20_____

_____
Notary Public in and for
Dallas County, Texas

_____ _____
APPROVED BY POLICE CHIEF DATE

_____ _____
DISAPPROVED BY POLICE CHIEF DATE