



## THE CITY OF CEDAR HILL SPECIAL EVENT PERMIT APPLICATION

**Return completed application to the police department no less than 30 days prior to the first day of your event. If you email or fax your completed application in, you will be required to mail your notarized original as well.**

**Mail to:** City of Cedar Hill  
Police Department  
285 Uptown Blvd.  
Cedar Hill, TX 75104

**Drop off:** Cedar Hill Government Center  
Police Department  
285 Uptown Blvd., Bldg. 200  
Cedar Hill, TX 75104

**Email:** [Colin.Chenault@cedarhilltx.com](mailto:Colin.Chenault@cedarhilltx.com)

**Fax:** 972-291-5169

The City of Cedar Hill requires a special event permit for a temporary gathering or organized activity, including but not limited to parades, bike races, marathons, walk-a-thons, fireworks displays, concerts, carnivals or other types of races and festivals on private or public property which involves any of the following:

- Closing a public street
- Blocking or restricting use of public property or street
- A gathering of more than 100 people from the general public
- Sale of merchandise, food or beverage on public property
- Erection of a tent for public gatherings on public property
- Installation of a stage, band hall, trailer, van, portable building, grandstand or bleachers for public gatherings on public property
- Placement of temporary no parking signs in a public right-of-way
- Use of a public park in its entirety

The special event permit application will be reviewed by the City of Cedar Hill; you will be contacted about your event's approval status.

Permit will not be approved until all of the required information, fees & deposits have been received.

**Approval is not guaranteed. \*Please do not advertise your event prior to receiving your permit approval.**

We will not accept an incomplete permit application.

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

**SPECIAL EVENTS PERMIT APPLICATION**  
**CEDAR HILL POLICE DEPARTMENT**  
 285 Uptown Blvd., Building 200  
 Cedar Hill, TX 75104



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

2. \_\_\_\_\_  
 Address (including zip code) of applicant \_\_\_\_\_ Bus. \_\_\_\_\_ Res. \_\_\_\_\_  
 Phone number (w/area code) of applicant \_\_\_\_\_

3. \_\_\_\_\_  
 Name of organization, firm, or corporation on whose behalf application is made (requesting organization) \_\_\_\_\_ Applicants position with requesting organization \_\_\_\_\_

4. \_\_\_\_\_  
 Address (including zip code) of requesting organization \_\_\_\_\_ Phone number (w/area code) of organization \_\_\_\_\_

5. \_\_\_\_\_  
 Email address of person requesting permit (applicant) \_\_\_\_\_

6. \_\_\_\_\_  
 Date & day of the week of the event \_\_\_\_\_ Starting Time \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Days \_\_\_\_\_ Hrs. \_\_\_\_\_ Mins. \_\_\_\_\_  
 Estimated length of time for event \_\_\_\_\_

7. \_\_\_\_\_  
 Brief description of event \_\_\_\_\_

8. \_\_\_\_\_  
 Official name for event \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 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. No horses in irrigated areas. Vaccine records for all animals. \_\_\_\_\_

12. How many barricades/cones do you expect to use? \_\_\_\_\_ How will you provide them? \_\_\_\_\_

13.  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.
14.  Yes  No A sketch showing the area to be used during the special event including proposed structures, tents, fences, barricades, signs, banners and restroom facilities.
- Yes  No Provisions for parking with a designation of where "no parking" signs will be used. Additional signs may be required to be provided by applicant. No 18 Wheelers or parking behind Amphitheater.
- Yes  No How applicant will provide security and fire, medical and traffic control (Attach all copies of certificates and licenses of personnel)
- Yes  No Details of event sales, including merchandise, tickets, parking, food, alcoholic beverages, etc. at the special event, designating any street vendors or peddlers involved (attach copies of certificates and licenses required)
- Yes  No Details of how the applicant will clean up the area used after the special event if on public property
- Yes  No  N/A Route of parade from assembly point to dispersal or termination point
- Yes  No Insurance with City of Cedar Hill listed as additional insured, \$1,000,000 per occurrence & \$500,000 damage to rented premises
- Yes  No Promotions – please provide a copy of any promotional to be distributed regarding your event
- Yes  No Applicant acknowledges and agrees to allow the City to publish the contact person and media referral telephone numbers on the internet in conjunction with the Calendar of Upcoming Events if they so choose to do so. If you have a home page and would like us to link through our calendar, please provide your internet address for your home page.
- Yes  No Facility Attendance – the Parks & Recreation Department will assess a facility attendant fee of \$45 per hour per attendant for all events in the parks deemed necessary
- Yes  No **Payments/Fees – all deposits, bonds, payments and fees must be paid in advance of the special event permit being approved**

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](http://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

DEPARTMENT APPROVALS		
<input type="checkbox"/> Animal Shelter	<input type="checkbox"/> Library	<input type="checkbox"/> Police
<input type="checkbox"/> Building/Code Enforcement	<input type="checkbox"/> Neighborhood Services	<input type="checkbox"/> Public Works
<input type="checkbox"/> Fire	<input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> Tourism
<input type="checkbox"/> Other		