



Ready to Submit Your Online Special Event Application?

In an effort to make your online special event application submission experience as smooth as possible, here is an advance of the questions and information you will need to provide:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will 75 or more people be attending the event? * <i>If the event will not have over 75 people in attendance, no permit will be required.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you use sound amplification (speakers, megaphones, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will a street, public right of way or sidewalk be closed or blocked (Other than for a Block Party)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the event disrupt or block traffic flow? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will a tent larger than 400 square feet be used? (Must provide flame certification on all tents and canopies in site plan, regardless of size.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Will temporary structures be constructed (i.e. stage, bands shell, portable toilets, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be alcohol for sale or consumption? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will food or beverage be sold? |

**If the applicant answers yes to any of the questions above, it is the applicant's responsibility to contact the corresponding department to make sure no other permits may be required for the event.*

Please note:

- After answering the above **Yes/No** questions, applicants should use the calendar provided to verify that no other events are scheduled for the desired date and time of their event.
- A Special Events permit request cannot overlap an existing special event.

In addition to the questions above, the following information will be required:

- Organization's Name, Address, and Primary Phone Number.
- Applicant's Name, Address, Primary Phone Number, Email, Driver's License Number/Identification Number, and State of Issue.
 - If Applicant is not the event point of contact, the event point of contact information must be submitted with the application.
- Event Name, Description, Location/Address, any relevant Social Media Feed, Start Date and Time, End Date and Time, Set up time before event if applicable, Estimated number of Attendance, Proposed Parking Locations for event, and Number of Spots Provided for Event.
- Food/Beverage and/or Alcohol plan.
- Describe sanitation and trash pickup plan.
- Upload a detailed Site Plan, Insurance Coverage, and/or other relevant documentation for the special event.

Thank you for your interest in holding your next special event in the City of Grand Prairie! We look forward to working with you.