Ready to Submit Your Online Event Application?

Will Your Event Include?

☐ 75+ People
☐ Sound Amplification
☐ Traffic flow disruption or block
☐ A 400 sq. ft. or larger tent
☐ Street/public right-of-way/sidewalk closure or blockage
☐ Temporary structures
☐ Alcohol consumption

About the Event?

• Event name and description.
• Event Location/address.
• Relevant social media feed.
• Start date/time - End date/time.
• Set up time.
• Estimate number of attendance.
• Food/beverage plan.
• Alcohol plan.
• Sanitation plan.
• Trash pick up plan.
Insurance Coverage Requirements:

- Name the City as additional insured & certificate holder. A subrogation waiver must be included.
- General Liability insurance coverage must be $1,000,000.00 per occurrence.
- For amusement rides: Vendor’s insurance certificate with applicant named as an additional insured.
- Auto Liability Coverage: Statutory limits (If applicable).

Supporting Documentation:

- Detailed site plan.
- Insurance coverage.
- Any other relevant documentation.

Questions? For more information, visit www.gptx.org/special-event-permit or contact the Grand Prairie Office of Emergency Management at 972-237-8333 or SpecialEventOEM@gptx.org.

gptx.org/special-event-permit