



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.

SEE OTHER
SIDE



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.