



**Special Events Permit Application**

**\$ 100.00 Non - Refundable Fee**

**\*SIMPLE BLOCK PARTY- USE BLOCK PARTY APPLICATION\***

Application Information											
Snabes			Caroline			E		Date: 9/11/19			
Last			First			M.I.					
Address:		6000 Preston Rd.									
Street Address						Apartment/Unit #					
		Dallas			TX		75205				
City						State		ZIP Code			
Home Phone:		(847) 668-6027			Business Phone		(469) 276-0682				
Cell Phone		(847) 668-6027			Email address		CSnabes@YMCADallas.org				
Date of Birth:		8/9/87			Driver's License Number:		S51210587826				
Type of Event			BBQ Cookoff @ Snider Plaza								
Requested dates of Event			Friday, March 27 <sup>th</sup> – Saturday, March 28 <sup>th</sup>								
Requested hours of Event			From:		6pm Friday (set up)		To:		6pm Saturday (break down)		
Name of Insurance Company			Swingle Collins				Insurance Amount		\$1,000,000		
Non-profit status			YES		Proof of non-profit status attached			YES			
Food Sales Allowed					NO			Merchandise Sales Allowed			NO
Alcoholic Sales Allowed					NO			TABC "temporary" permit attached			NO
Prescribed TABC training			YES								
Estimated number of people to attend			1,000 – 1,500								
<b>Other People Responsible for the Special Event or Parade</b>											
Please list any other people responsible for the Special Event or Parade.											
Full Name:		Chris Wright			Driver's License Number:		13269936				
Address:		3800 Amherst Ave. 75225			Home Phone						
Daytime Phone No.:		(214) 454-8863			E-mail Address:		<a href="mailto:chris@chriswrightco.com">chris@chriswrightco.com</a>				
Full Name:					Driver's License Number:						
Address:					Home Phone						
Daytime Phone No.:					E-mail Address:						
Full Name:					Driver's License Number:						
Address:					Home Phone						
Daytime Phone No.:					E-mail Address:						

### Parade Information

Parade's Commencement Time	9am	Parade	n/a
Parade's Starting Point	BBQ taking place at Snide Plaza on Snider Plaza Rd. between Daniel and Milton – Preliminary site plan attached.		
Parade's Ending Point	" "		
Estimated number of people to attend	1,000-1,500		

### Attachments and Detailed Plans for Special Event and/or Parade

<b>Attachment 1.</b> Attach a parade route map or site map for the event (for site map include locations for temporary structures and/or tents, stages, grandstands or bleachers, trailers, equipment vans, animal holding areas, ticket sales sites, sales of merchandise, food and alcohol, restroom facilities, public event parking, public entrance/exits, emergency vehicle access and on-site medical facilities).	Attached	YES	
<b>Attachment 2.</b> Listing of estimate of animals, animals and riders, animal drawn vehicles, floats, motor vehicles, motorized displays, marching units to include bands, color guards, drill teams or groups or organizations that will be involved in the parade or event.	Attached		NA
<b>Attachment 3.</b> Facilities: Provide the location of the site and a comprehensive set of plans and specifications relating to all temporary facilities to be constructed or utilized for the special event. All required permits relating to the temporary use of real property, buildings and structures must be obtained from the Building Inspections Department and approved by the Planning Department with regard to any zoning issues.	Attached	YES	
<b>Attachment 4.</b> Fire Protection: Provide a comprehensive plan for prevention of fires and for adequate protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire trucks and emergency vehicles. The fire protection plan shall be coordinated through and approved by the office of the Fire Marshal.	Attached	YES	
<b>Attachment 5.</b> Food and Beverage Service: Provide a comprehensive plan to provide food and beverage concessions. The City Health Officer or designee shall approve the plan.	Attached	YES	
<b>Attachment 6.</b> Emergency Medical Service: Provide a comprehensive plan to provide adequate emergency medical services at the parade or special event. The plan shall be coordinated through and approved by Fire Rescue Administration.	Attached	YES	
<b>Attachment 7.</b> Parking, assembly or disassembly of parade participants: Provide a comprehensive plan to provide adequate parking for the proposed parade or special event, including written permission by all of the owners of land to be used for the parade or special event.	Attached	YES	
<b>Attachment 8.</b> Police Protection: Provide a comprehensive plan providing for adequate safety, security, traffic, and crowd control in connection with the parade or special event. The plan shall be coordinated through and approved by the Police Department.	Attached	YES	
<b>Attachment 9.</b> Promotional: If applicable, provide a comprehensive plan to promote, market, and advertise the parade or special event. Signs and banners shall be permitted through the Building Inspection Department.	Attached	YES	
<b>Attachment 10.</b> Sanitation Plan: Provide a comprehensive plan to insure that the highest standards of cleanliness and sanitation are maintained at the special event including adequate restroom facilities and appropriate refuse containers to accommodate refuse generated by its patrons and operations and a plan to empty the containers frequently so as to prevent overflow. This plan will be coordinated with the Sanitation Department and the Building Department.	Attached	YES	
<b>Attachment 11.</b> Emergency Services Staffing Plan: Emergency Medical Service, Police Protection, and Fire Protection levels as deemed necessary to ensure safety for the event by the Chief of Police, the Fire Chief, or their designee, at the applicant/promoter's expense.	Attached	YES	
Other attachments should include but are not limited to: Insurance Forms naming the City of University Park as additionally insured. TABC temporary permit if alcohol sales are permitted. Copy of contract, agreement or details outlining arrangement between			

**Disclaimer and signature and date**

LICENSEE shall defend, protect and keep the CITY forever harmless and indemnified against and from any penalty, or any damage, or charge, imposed for any violation of any law, ordinance, rule or regulations arising out of the use of the property by the LICENSEE, whether occasioned by the neglect of LICENSEE, its employees, officers, agents, contractors, or assignees or those holding under LICENSEE. LICENSEE shall at all times defend, protect, and indemnify and it is the intention of the parties hereto that LICENSEE hold CITY harmless against and from any and all loss, cost, damage, or expense, including attorney's fees, arising out of or from any accident or other occurrence on or about the property causing personal injury, death or property damage resulting from use of property by LICENSEE, its agents, employees, customers and invitees, except when caused by the negligence or willful misconduct of CITY, its officers, employees or agents, and only then to the extent of the proportion of any fault determined against CITY for its willful misconduct. LICENSEE shall at all times defend, protect, indemnify and hold CITY harmless against and from any and all loss, cost, damage, or expense, including attorney's fees arising out of or from any and all claims or causes of action resulting from any failure of LICENSEE, its officers, employees, agents, contractors or assigns in any respect to comply with and perform all the requirements and provisions hereof.

*I certify that my answers are true and complete to the best of my knowledge.*

Print Name of Applicant: Caroline Snabes

Signature: *Caroline E Snabes*

Date: 9/11/19

**FOR OFFICE USE ONLY**

Date:		Permit Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Payment Amount:		Date:				

**ATTACHMENT 1**



Attach a parade route map or site map for the event (for site map include locations for temporary structures and/or tents, stages, grandstands or bleachers, trailers, equipment vans, animal holding areas, ticket sales sites, sales of merchandise, food and alcohol, restroom facilities, public event parking, public entrance/exits, emergency vehicle access and on-site medical facilities).

Promoter agrees to pay for any barricades provided by the City of University Park.

Street (Name of street and block ranges)	Time Closed	Time Reopened
Snider Plaza Rd. between Daniel and Milton (Milton Ave. barricades)	8:00 pm, Friday March 27th	6pm, Saturday March 28th

Additional Information:

See Attachment 1 below.

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Additional Payment Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Amount Charged:	
Date Paid:			Amount Paid	



Listing of estimate of animals, animals and riders, animal drawn vehicles, floats, motor vehicles, motorized displays, marching units to include bands, color guards, drill teams or groups or organizations that will be involved in the parade or event.

Parade Participants			Estimates
Animals		NO	
Animals and riders		NO	
Animal drawn vehicles		NO	
Floats		NO	
Motor vehicles		NO	
Motorized displays		NO	
Marching units (to include bands, color guards, drill teams or groups or organizations)		NO	
Other not listed	YES		Stage for band, Tents for organizer and event items such as First Aid Tent, Rise School Tent, Kid Zone Tent, etc.

Additional Informational:





ATTACHMENT 1

Attach a parade route map or site map for the event (for site map include locations for temporary structures and/or tents, stages, grandstands or bleachers, trailers, equipment vans, animal holding areas, ticket sales sites, sales of merchandise, food and alcohol, restroom facilities, public event parking, public entrance/exits, emergency vehicle access and on-site medical facilities).



ATTACHMENT 5

### **ATTACHMENT 3**

Facilities: Provide the location of the site and a comprehensive set of plans and specifications relating to all temporary facilities to be constructed or utilized for the special event. All required permits relating to the temporary use of real property, buildings and structures must be obtained from the Building Inspections Department and approved by the Planning Department with regard to any zoning issues.

Tents and stage layout attached as Attachment 1 above. To coordinate with BID and Planning Department.



#### **ATTACHMENT 4**

Fire Protection: Provide a comprehensive plan for prevention of fires and for adequate protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire trucks and emergency vehicles. The fire protection plan shall be coordinated through and approved by the office of the Fire Marshal.

TouchDown Club will require all teams to have a fire extinguisher as outlined under event rules of the registration form for the teams that all teams sign. We will also require all combustible materials be a minimum of 10 feet from open fires. No fires will be allowed overnight. We will reiterate the rules throughout the time leading up to the event

In addition to all teams require a fire extinguisher in their individual cooking sites, we will keep fire lanes open through both northbound and southbound lanes closest to the merchants.

We will also coordinate with the University Park Fire Department to coordinate their participation, including offering a free competition team to the City of University Park employees and officials, UPPD and UPFD.

We will also request a fire truck on site to provide entertainment for the attending children.



## ATTACHMENT 5

Food and Beverage Service: Provide a comprehensive plan to provide food and beverage concessions. The City Health Officer or designee shall approve the plan.

Food Sales Allowed		NO	Merchandise Sales Allowed		NO
Alcoholic Sales Allowed		NO	TABC "temporary" permit attached		NO
Prescribed TABC training	YES				

### SUBCHAPTER B. SPECIAL THREE-DAY WINE AND BEER PERMIT

*(Copied from the Vernon's Texas Codes Annotated Alcoholic Beverage)*

§ 27.11. AUTHORIZED ACTIVITIES. The holder of a special three-day wine and beer permit may sell for consumption on the premises for which the permit is issued, but not for resale, wine, beer, and malt liquors containing alcohol in excess of one-half of one percent by volume but not more than 17 percent by volume.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993. Amended by Acts 1999, 76th Leg., ch. 418, § 6, eff. Sept. 1, 1999.

§ 27.12. FEE. The state fee for a special three-day wine and beer permit is \$30.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.13. ISSUANCE OF PERMIT. (a) The commission may issue a special three-day wine and beer permit directly to a nonprofit charitable, civic, or religious organization for the temporary serving of wine and beer at a picnic, celebration, or similar event sponsored by the organization.

(b) The commission by rule may limit the number of special three-day wine and beer permits issued in each calendar year to a single nonprofit charitable, civic, or religious organization for events sponsored by that organization.

(c) If a special three-day wine and beer permit is issued for a premises in an area in which the sale of beer for on-premise consumption has been authorized by a local option election, but the sale of wine for on-premise consumption has not been authorized, then the permittee is only authorized to sell beer.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

### § 27.14. APPLICATION OF WINE AND BEER RETAILER'S PERMIT

PROVISIONS. A provision of this code that applies to a wine and beer retailer permit applies to a special three-day wine and beer permit unless the provision conflicts with a provision of this subchapter.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.15. RULES. The commission may adopt rules as necessary to implement and administer this subchapter.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

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Additional Payment Required:	YES	NO	Amount Charged:	
Date Paid:			Amount Paid	

## ATTACHMENT 8

## **ATTACHMENT 6**

Emergency Medical Service: Provide a comprehensive plan to provide adequate emergency medical services at the parade or special event.

Both fire department and EMS present for entire event. Emergency Medical Service parked on site, behind stage. EMS to have access to all guests, entry/exit @ Snider Plaza.

## **ATTACHMENT 9**



## **ATTACHMENT 7**

Parking, assembly or disassembly of parade participants: Provide a comprehensive plan to provide adequate parking for the proposed parade or special event, including written permission by all of the owners of land to be used for the parade or special event.

Parking offered at SMU and Hilltop parking lots, permission by both locations permitted. Snider Plaza parking for BBQ Cookoff attendees will not be permitted. Signage will be placed stating "NO EVENT PARKING" at strategic locations throughout Snider Plaza. Attendee parking regulated by on site police and / or courtesy officers hired by TouchDown Club of Dallas placed strategically around the remaining Snider Plaza parking areas directing both people and traffic.



## **ATTACHMENT 8**

Police Protection: Provide a comprehensive plan providing for adequate safety, security, traffic, and crowd control in connection with the parade or special event. The plan shall be coordinated through and approved by the University Park Police Department.

DPD and off-duty UPPD officers will be hired for on-site security and parking management to assist TouchDown Club hired courtesy officers. Number of off-duty DPD and UPPD officers hired dependent on UPPD requirements.

In addition, TouchDown Club will place vehicles at barricaded areas to restrict any potential vehicle that may try to pass barricades. These vehicles will be able to be moved quickly in the event of an emergency.



ATTACHMENT 9

Promotional: If applicable, provide a comprehensive plan to promote, market, and advertise the parade or special event. Signs and banners shall be permitted through the Building Inspection Department.

Sample DRAFT save the date below (previous year 2019 BBQ cookoff information). Used as an invitation and opportunity to sign up for event.

Promotion:  
Personal invitations, social media promotions, potential media coverage pre-event and on-site day of.

On-site/day of:  
Posters to recognize corporate sponsorships

FOURTH ANNUAL



Touchdown Club

RIB COOK-OFF

MARCH 2ND, 2020, 10:00 AM—6:00 PM

8750 NCX PARKING LOT (NEXT TO WHOLE FOODS)

PRIZES			
<b>RIBS</b>	<b>APPETIZER</b>	<b>BEST TAILGATE</b>	
FIRST - \$1,000	FIRST - \$500		
SECOND - \$500	SECOND - \$250		
THIRD - \$250		\$250	

LIVE MUSIC			
<b>10:00 AM</b>	<b>12:00 PM</b>	<b>2:00 PM</b>	<b>4:00 PM</b>
DeeArDominy	Justin Pickard	Tequila Night	Schroomville

SCHEDULE	INFO	INFO	
<b>TURN-INS:</b>	<b>COST</b>	<b>KID FRIENDLY</b>	
<b>Appetizers 1:00 PM</b>	<b>\$500 Per Team (10)</b>	<b>Bounce House</b>	
<b>Ribs 4:00 PM</b>	<b>\$25 Social Tickets</b>	<b>Face Painting</b>	
<b>Winners 5:30 PM</b>		<b>DFD Fire Engine</b>	

CELEBRITY JUDGES		
<b>Tootsie Tomanetz</b> Pitmaster/Legend, Snow's BBQ	<b>Daniel Vaughn</b> Texas Monthly BBQ Editor	<b>Jack Perkins</b> Owner, Mockingbird Diner/ Maple & Motor
<b>Marshall Prichard</b> Pitmaster/Legend, Snow's BBQ	<b>Jeffrey Hob</b> Owner/Pitmaster, The Slow Bone	<b>Doug Picker</b> Owner/Pitmaster, Ferris Wheeler's BBQ

SPONSORS





## **ATTACHMENT 10**

**Sanitation Plan:** Provide a comprehensive plan to insure that the highest standards of cleanliness and sanitation are maintained at the special event including adequate restroom facilities and appropriate refuse containers to accommodate refuse generated by its patrons and operations and a plan to empty the containers frequently so as to prevent overflow. This plan will be coordinated with the Sanitation Department, Parks Department and the Building Department.

### **Garbage**

Janitorial services, including but not limited to garbage collection, managed by Select Services, hired by TouchDown Club of Dallas. Additional trash cans and dumpsters brought by event hosts. Facilities for Snider Plaza businesses will not be impacted by event.

### **Restrooms**

Portable toilets on site for guests, as well as public hand washing stations throughout. Number of facilities TBD, pending number of anticipated guests and City requirements.

### **Participant Spaces**

Each space will have a hand washing station provided by the cooking team. Directions and sanitary requirements provided in each space.

Will coordinate with Sanitation Department.

**ATTACHMENT 11**

Emergency Services Staffing Plan: Emergency Medical Service, Police Protection, and Fire Protection levels as deemed necessary to ensure safety for the event by the Chief of Police, the Fire Chief, or their designee, at the applicant/promoter's expense.

Emergency Services Staffing Plan			Number Needed	Hourly Estimates
Emergency Medical Service	YES		1 Unit	
Police Protection	YES		TBD, Pending # of Guests	
Fire Protection	YES		1 Truck	
Other not listed		NO		

Additional Information:

Coordination ongoing with UP Fire Marshal Margaret (Marty) Corn.

**FOR OFFICE USE ONLY**

Additional Payment Required:	YES	NO	Amount Charged:	
Date Paid:			Amount Paid	