

CITY OF BRYAN

SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT shall mean an event to be held within the city, which is of limited duration and is likely to attract 100 or more visitors. Examples include (without limitation) exhibitions, automobile races, sporting events, festivals, air shows, carnivals, circuses, revivals, tent sales, concerts, parades, runs, walks, races or motorcades.

Applicant Name		Phone Number:
Event Name:		Email:
Address:		City, State, Zip:
Event Representative/Chairman (if different from applicant):		Date of Birth:
Address:		City, State, Zip:
Daytime Phone:	Message Phone:	Email:
Sales Tax Number from State of Texas Comptroller's Office:		

Details of event/program (All spaces must be completely filled out)

Type of event/program:		
Proposed location (address) of event/program:		
Opening Date:	Closing Date:	Hours of Operation:
Number of Attendees, including workers – Per Day:		Total:
Will you be closing portions of streets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete Temporary Street Closing Form.
Will you need solid waste containers? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How will you dispose of your waste (port-o-potty, dumpsters, trashcans, etc.)?		
Will food and beverages be served or dispensed at event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain:		
City of Bryan Vendor Permit is required if selling items/food.		
You may also need to purchase a \$55 temporary food permit for food & soft drinks from the Brazos County Health Department. If you provide alcoholic beverages, you will need to contact TABC for necessary permit.		
Who will provide you with security?		
Description of activities to be conducted at the event/program and advertising/promotional efforts		
Attach a detailed sketch drawing of event site plan, including adequate parking spaces to accommodate attendance.		
Maximum number of units/booths in event:	Certificate of Fire Retardant required if using tents.	
For events taking place in downtown Bryan, do you need electrical outlets? No If yes, how many?		
How and where will event be advertised/ promoted?		

If this is a parade or motorcade, please fill out this section.

Starting time:	Ending time:	
Starting location:	Ending location:	
Proposed route & distance – attach a detailed map or diagram with all necessary information		
Has Bryan Police Department reviewed proposed route? _____ Yes _____ No		
The proposed route includes or intersects with: (check those that apply)		
_____ Any railroad crossing	_____ Any street that has a speed limit in excess of 30mph	_____ Any street outside City Limits
Number of vehicles:	Minimum Speed:	Maximum Speed: 15 MPH

If applicable, applicant must submit a copy of their insurance/bonds. See Special Event Permit Instruction Sheet for more information.

Parades are limited to the celebration of U.S., Mexico, and Canada National/Federal holidays unless organized by the City of Bryan or Destination Bryan.

I certify that the information is true and correct to the best of my knowledge and agree to furnish all information that might be required by the City during the review process in order that a complete evaluation can be made of this application.

As a permit applicant, I hereby understand and accept all conditions, both regular and special, imposed by the issuance of this permit.

Signature and Title of Representative

Date

CITY OF BRYAN
TEMPORARY STREET CLOSING APPLICATION

Applicant Name:		Phone Number:	
Address:		City, State, Zip:	
Type of event/program: City or outside organization to provide the street closure:		Date of event:	
Street closing location:			
Street closed:	am pm	Streets reopen:	am pm
Number of barricades required:			
List portions of street to be obstructed or occupied by event			

Attach a detailed map or diagram of street closures

Barricade Fees (To be completed by the City)

Deposit (refundable)	\$200.00	\$
First Location	\$100.00	\$
Each Additional Location	\$50.00	\$
Total Fees:		\$

Temporary Signage Fees (To be completed by the City)

Temporary Signage	\$30.00	\$
Total Fees:		\$

Temporary signage notifying citizens of street closures and restricted parking is required for special events with street closures in downtown Bryan. Towing vehicles within a street closure is an expense of the event organizer and must be coordinated with Bryan PD. Event organizer can locate an officer and have them call dispatch or if an officer cannot be found, call dispatch themselves, 979-361-3888. Vehicles towed from a street closure are located at the Bryan Municipal Court Building parking lot, 401 S Tabor Ave in Bryan.

Applicants Signature

Date

Parks and Recreation Representative

Date

Ordinance requirements prohibiting mobile food vendors from use of public parking places for sales and operation are relaxed when a temporary street closure has been obtained; however, mobile food vendors must still obey the separation requirement prohibiting sales and operation from a mobile food vending unit within one hundred (100) feet from an open and operating food establishment or obtain approval from the food establishment for a variance.



BRYAN FIRE DEPARTMENT

"Dedicated Professionals Protecting Your Life and Property"



CITY OF BRYAN
The Good Life, Texas Style.™

SPECIAL EVENT CHECKLIST

WILL YOU HAVE ANY OF THE FOLLOWING:	YES	NO
Tent or Canopy (Indicate type & size)		
Cooking, Open Flames, or Candles		
Fire Extinguishers		
Flammable Storage		
Pyrotechnics or Fireworks		
Crowd Managers		

EVENT CONCERNS

Tents or other membrane structures shall be anchored and supported to prevent them from collapsing and to withstand the wind load. Any membrane structure that will be used for public occupancy, and is greater than 400sqft or is a canopy greater than 700sqft, shall be flame retardant treated and bear a label or have a certification stating it currently meets NFPA 701. A copy of the label or certification needs to be submitted with this application. Any tent or group of tents greater than 700sqft shall have a separation of at least 12ft to all structures or other tents. No smoking shall take place in any membrane structure. No combustible materials that could create a fire hazard (such as hay, straw, sawdust, shavings, or trash) shall be stored inside a membrane structure or in a manner that may create a fire hazard. Lights that generate heat shall not be used within 3ft of combustible materials or a membrane structure. Exits from tents will be clearly identified.

Cooking fuels shall be stored and disposed of properly. No open flame cooking devices or other open flame device shall be used under a membrane structure or within 3 ft. horizontally of a membrane structure unless approved by the Fire Marshal's Office. Cooking appliances, generators, or heating devices shall be guarded from accidental contact. Any gas fired heating device shall be vented properly.

Fire extinguishers shall be provided for each location that has any cooking appliances or heating devices. Fire Extinguishers shall be located within a 75 ft. travel distance from all membrane structures. The fire extinguisher shall have a minimum 2A-10BC rating. They shall be placed in an easily accessible and visible location.

Flammable and combustible liquids or gases shall be stored in a safe manner away from tents and heating devices.

Fireworks shall require a separate permit process contact the Fire Marshal's office for more information.

Crowd managers shall be required for assembly events with more than 1000 people at a ratio of 1/250.

I have read and understand these requirements:

Printed Name _____ Date _____

Signature _____

Please contact the Bryan Fire Marshal's Office if you have any questions.

Bryan Fire Marshal
414 Lawrence St.
Bryan, TX 77801
979-209-5960

CITY OF BRYAN
SPECIAL EVENTS NOTIFICATION SIGNATURE SHEET

Applicant Name:	Date of event:
Name of event:	Time of event:
Location of event:	Approximate attendance:
Description of Event	

	Name	Address	Title	Business Name	Do you have any special issues?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



BRYAN POLICE DEPARTMENT SPECIAL EVENT Attachment

Applicant acknowledges that a Special Event permit does not grant any exceptions for any City of Bryan ordinances. This includes the City of Bryan noise ordinance. Request for police services will be referred to Badge Hire/ TNT for non-city sponsored events.

Section 50-121. – General Prohibition

Any unreasonably loud, disturbing, unnecessary noise which causes material distress, discomfort, or injury to persons of ordinary sensibilities in the immediate vicinity thereof is hereby declared to be a nuisance and, as such, is liable to be abated, is hereby prohibited, and the person guilty of causing, permitting, or suffering them or any of them upon any premises or upon any building, occupied or controlled by him or her in any street, alley, sidewalk, or gutter immediately adjacent to such premises shall, upon conviction, be fined as provided in section 1-14. Any noise of such character, intensity, and continued duration which substantially interferes with the comfortable enjoyment of private homes by persons of ordinary sensibilities is hereby declared to be a nuisance and as such, is liable to be abated, is hereby prohibited, and the person guilty of causing , permitting, or suffering same upon any premises or in or on any building occupied or controlled by him or her or in any street, alley, sidewalk, or gutter immediately adjacent to such premises shall, upon conviction be defined as provided in section 1-14.

(Code 1975, 17-20, Code 1988 11-46)

Please reference Section 50-122 Enumeration Ordinance for definition of acts as defined and declared as noise nuisances.

Applicant acknowledges that if the permit is approved it does not provide special privilege to violate any state law or city ordinance. If applicant is determined to be in violation, they may be subject to fines and/or cancelation of event.

Signature: _____ Date: _____

Please provide copy of acknowledgement to:

Sergeant Broddrick Bailey
Bryan Police Department
Email: baileyb@bryantx.gov
Phone: (979) 209-5430