



# Event Permit Application

(PLEASE PRINT OR TYPE ALL INFORMATION)

City of Bedford  
Planning & Zoning Dept.  
2000 Forest Ridge Dr.  
Bedford, TX 76021  
Office: (817) 952-2105  
Fax: (817) 952-2210  
Email: zoning.info@bedfordtx.gov

## PART 1. LOCATION INFORMATION

Place of Event: \_\_\_\_\_

Street Address of Event: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## PART 2. TYPE OF PERMIT REQUESTED (Check appropriate boxes and fill in applicable information in the blank spaces)

SPECIAL EVENT (\$100.00 permit fee)

CIVIC EVENT (No Fee)

NAME OF EVENT: \_\_\_\_\_

Date of Event: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

Dates of set up / removal: \_\_\_\_\_ Tent over 400 sqft? Yes: (tent permit required) No: \_\_\_\_\_  
**\*Please call the Fire Dept. at 817-952-2500 to obtain a tent permit.**

**\*Event permit applications must be submitted to Planning & Zoning TEN (10) BUSINESS DAYS in advance of the event.**

## Part 3. APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Applicant's street address: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Applicant's telephone number: \_\_\_\_\_

Property Owner's telephone number: \_\_\_\_\_

Alternate telephone number: \_\_\_\_\_

Property owner acknowledgement obtained: **(required)**

Yes:  No:

Applicant's email address: \_\_\_\_\_

Property owner/representative signature **(required)** : \_\_\_\_\_

**I hereby certify that the foregoing information is correct to the best of my knowledge and that said sale or event will be performed in accordance with the information contained herein and in compliance with the zoning regulations of the City of Bedford and any other applicable ordinances.**

Your Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 4. FOR OFFICE USE ONLY

Permit #: \_\_\_\_\_

Permit Approved:

Notified Contact Person:

Date Notified: \_\_\_\_\_

Yes:  No:

Yes:  No:

Fees paid (if applicable): \_\_\_\_\_

## DEPARTMENTS NOTIFIED:

PD

FD

INSP

TCPH

OTHER \_\_\_\_\_

Comments: \_\_\_\_\_

# City of Bedford

## Event Planning Worksheet

Please fill out only one sheet per event. If your event requires multiple permits/requests please let those departments know that you have submitted this to other department(s).

**\*\*SITE PLAN REQUIRED\*\***

**Attach a specific site plan showing all parking areas and planned entrance and exit for emergency vehicles. This application will NOT be processed until a site plan is received.**

Event Name: \_\_\_\_\_

Exact Address of Event: \_\_\_\_\_

If in a large location, such as a park or school facility, specify below and indicate the specific area of the event on the site plan:

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Staff and Volunteers: \_\_\_\_\_

Sponsoring Entity: \_\_\_\_\_

Note: this onsite contact should have the listed cell phone on their person at all times. If utilizing radios, then frequencies and PL tone shall be provided.

On site Contact Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Will there be site security?    **Yes**    **No**    Type: \_\_\_\_\_

Will there be medical on site?    **Yes**    **No**    Type: \_\_\_\_\_

Will there be controlled parking?    **Yes**    **No**    Type: \_\_\_\_\_

Will there be traffic control?    **Yes**    **No**    Type: \_\_\_\_\_

Will there be food/alcohol served?    **Yes**    **No**    Type: \_\_\_\_\_

*\*If yes, please contact Tarrant County Public Health at 817-321-4700*

This worksheet should be turned in with your completed application. This worksheet will be forwarded to the review board for approval. (see checklist on next page)

Please include additional details about your event if necessary:



## COVID-19 INFORMATION PERTAINING TO MASK OR FACE COVERING

City of Bedford  
Planning & Development  
1805 L Don Dodson Dr.  
Bedford, TX 76021  
817.952.2105  
zoning.info@bedfordtx.gov

Effective March 10, 2021, Texas Governor Greg Abbott has signed an executive order that supersedes the previous Executive Order GA-29, which required Texans to wear a mask or face covering:

*Pursuant to Executive Order GA-34 issued by Governor Abbott, there are no COVID-19-related operating limits for any business or other establishment; and individuals are strongly encouraged to wear face coverings over the nose and mouth wherever it is not feasible to maintain six feet of social distancing from another person, but no person may be required by any jurisdiction to wear or to mandate the wearing of a face covering.*

The order says that businesses and other establishments may require employees or customers to wear masks. It also allows law enforcement to enforce trespassing laws and remove individuals who refuse to wear a mask at a business that requires them.

Therefore, the following conditions are no longer required, but are strongly encouraged:

- Maintain social distancing of a minimum of six feet;
- Post one or more "Social Distancing" sign visible to the public;
- Face masks to be worn by persons over the age of 10 years old;
- Face masks to be worn properly by covering the nose and mouth; and
- Adhere to other safety measures as stated in the *Health Recommendations (attached)*\*

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Information relating to Covid-19 are available at the resources listed below:\*\*

- Tarrant County: [www.tarrantcounty.com](http://www.tarrantcounty.com)
- Tarrant County Covid-19 Hotline: 817-248-6299
- State of Texas: [www.texas.gov/covid19](http://www.texas.gov/covid19)
- Office of the Texas Governor: [www.gov.texas.gov](http://www.gov.texas.gov)
- Texas Department of State Health Services: [www.dshs.state.tx.us/coronavirus/](http://www.dshs.state.tx.us/coronavirus/)
- Centers for Disease Control and Prevention (CDC): [www.cdc.gov](http://www.cdc.gov)

*\*The Health Recommendations is a guideline published by the Texas Department of State Health Services. It is NOT a required checklist for City of Bedford Event Applications.*

*\*\*The resources listed are not managed or monitored by the City of Bedford; and the City is not liable for the information provided within.*

REVISED MARCH 10, 2021

# HEALTH RECOMMENDATIONS



## CHECKLIST FOR OUTDOOR EVENTS

Page 1 of 1

**Individuals are strongly encouraged to wear face coverings over the nose and mouth wherever it is not feasible to maintain 6 feet of social distancing from another person not in the same household.**

*The following are the health recommendations for all outdoor events in Texas. These health recommendations are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.*

*The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these recommendations. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.*

*Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.*

### Health recommendations for individuals:

- Individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.
- Self-screen before going to an outdoor event for any of the following new or worsening signs or symptoms of possible COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect hands after any interaction with employees, other individuals, or items at the outdoor event.
- Clean and sanitize any items before and after use.

## **APPLICATION INFORMATION AND CHECKLIST**

### **SITE PLAN**

A scaled site drawing that shows locations of generators, tents, stages, booths, utility poles, stands, disbanding areas, signs, banners, vendors, portable toilets; orientation of amplifiers and loud speakers, lighting, viewing stands, bleachers, VIP areas, disability access, and emergency exits must be submitted with the application.

### **TRAFFIC CONTROL AND PARKING (*indicate on site plan*)**

### **PLANNED ATTENDANCE ESTIMATES**

### **PROPERTY OWNER ACKNOWLEDGEMENT & SIGNATURE**

Provide the property owner's name, contact information, and signature on the application. A letter confirming acknowledgement from the property owner may be accepted.

### **PUBLIC NOTIFICATION**

The Event Holder is advised to notify all affected residents, businesses, etc. of the specific plan – especially large events with anticipated attendance of 100 people or more.

### **SECURITY (*if applicable*)**

The Event Holder may be required to provide police officers for security, crowd control and traffic control at the event. The total number of officers required for the event is determined by the Bedford Police Department. Any fees for police officers will be at the event holder's expense. An Emergency Evacuation Plan will need to be designated and approved.

### **FIRE CODE & SAFETY**

The Event Holder must contact the Bedford Fire Department, (817) 952-2500, to obtain any required permits. This includes tent permits. The Fire Department may require certified EMS staff to be present at the event.

### **SIGNS**

The Event Holder is required to contact the Building and Inspections Department, (817) 952-2140, to notify them of the event and obtain sign permits, if applicable.

### **ELECTRICAL SYSTEMS & STAGE PERMIT REQUIREMENTS (*if applicable*)**

The Event Holder must contact the Building and Inspections Department, (817) 952-2140, to schedule an inspection of all electrical systems and be required to comply with the provisions of the City of Bedford Building Code and Stage Requirements.

### **MUSIC (*if applicable*)**

The Event Holder must comply with the Federal Copyright Law of 1978 (17 U.S.C. 101, et seq.) This law states that you, the Event Holder, are responsible for abiding by royalties, copyrighted works, and securing permission from artists/performers for any music used during your event. No written documents are needed for this requirement.

### **NOISE MITIGATION PLAN (*if applicable*)**

### **RESTROOMS**

Events with anticipated attendance of 100 or more must provide an adequate number of restrooms, including mobility impaired accessible units at the event holder's expense. Toilet facilities shall be provided and designated for each gender at a ratio of not less than 2:1 women's to men's.

### **ALCOHOL (*if applicable*)**

The Event Holder must submit a plan on how to prevent consumption of alcohol by minors. Plan must include signage at the point of sale and be presented in writing to our office. Event holder must contact TABC, (817) 652-5912, to obtain proper licensing and training if alcohol is being served or sold.

### **HEALTH PERMITS**

The Event Holder is responsible for contacting Tarrant County Public Health Department, (817) 321-4980, to obtain the necessary permits and information on proper food dispensing and handling procedures.

### **PERMIT FEE AND SECURITY DEPOSIT**

See attached Schedule of Fees.

## Section 5.10 Temporary Uses And Events

### 7020E "EIKK'GXGPVUCPF'URGEICN'GXGPVU"

Civic events and special events may be conducted within an existing use and ancillary to that use provided it meets the following criteria (Nothing within this section shall regulate or prevent an individual residential property owner from conducting activities normally associated with residential uses, including outdoor parties and gatherings. In addition, such outdoors activities shall be subject to the other regulations and ordinances of the City of Bedford which regulate the orderly conduct within the neighborhood and take into consideration the health, safety, and public welfare of the adjacent property owners):

- (1) The event is carried on for a period of time not exceeding fifteen (15) consecutive days;
- (2) No retail sales conducted except those incidental to the primary activity such as refreshment and souvenir sales. Charitable and Nonprofit Organizations may conduct retail sales for fund-raising purposes in any zoning district;
- (3) Assemblies are carried on out-of-doors, in temporary shelters, or tents;
- (4) A permit is obtained in accordance with the provisions provide herein.

### 7020F "EQPVGPVUQH'CRRNECVIQP"

An Application for Approval of a Special Event shall include the following information:

- (1) Brief description of the event.
- (2) Designation of whether it is a Civic Event or Special Event.
- (3) Exact Location of where the event is to be held.
- (4) Expected Attendance.
- (5) Anticipated number of automobiles and proposed methods of providing parking for the same.
- (6) Location and construction of any temporary signs to be used in connection with the event.
- (7) Dates and times of commencement and termination of the event.
- (8) Signed certification by the Responsible Party and the record owner of the land that all information provided is true and correct and that all schedules will be strictly adhered to.

### 7020G "CFO'PHVTCVKG'CRRTQXCN"

A request for an event may be approved by the City Manager or his/her designee if the following conditions exist, unless otherwise provided by this ordinance:

- (1) The event is located in either the "S", 'L', 'H', or 'I' zoning district; or in the case of civic event endorsed by a non-profit entity, Independent District, or religious institution, the event is located in any zoning district.
- (2) There is no property zoned for residential within 50 ft. of the proposed activity.
- (3) The event is limited to two (2) days.
- (4) The activities proposed will be limited between the hours of 7 a.m. and 12 p.m. (midnight).
- (5) There are no complaints on record for similar activities held by the applicant.

Appeal of the decision by the City Manager or his/her designee may be made to the Zoning Board of Adjustment. A governmental entity is exempted from the required fee for a permit.

### 7020H "DC'CRRTQXCN"

Approval of a permit for civic event permit may be approved by the Zoning Board of Adjustment if the following conditions exist:

- (1) The City Manager or his/her designee determines that approval by the Zoning Board of Adjustments is necessary.
- (2) The event is proposed to last for more than two (2) days.
- (3) The activities proposed will extend beyond the hours of 7 a.m. and 12 p.m. (midnight.)
- (4) There are complaints on record for similar activities held by the applicant.

I acknowledge that I have received a copy of the requirements.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Special and Civic Event applicants need to be aware of information pertaining to the display of signs for their event.

Section 6-73(i) - Signs provided in Section 6-72 "Temporary Signs" shall be allowed for Special or Civic Events.

Please Please review the Temporary Signs table (below) of Section 6-72 "Temporary Signs" of the City of Bedford Sign Regulations prior to the display of signs.

I acknowledge that I have received a copy of Section 6-72, page 20 of the City of Bedford Sign Regulations.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TEMPORARY SIGNS						
TYPE OF SIGN	PERMIT REQ.	DISTRICTS PERMITTED	MAXIMUM AREA	MAX HEIGHT & CLEARANCE	TIME LIMIT	REQUIREMENTS**
Church, charity & civic, On-Premises	Yes, No fee	All	50 s.f.	15 ft. max. for free-standing signs.	10 days prior to event, 30 days max.	On private property Not in R.O.W. No lighting
Church, charity/civic, Off-Premises	Yes, No fee	All	12 s.f.	3 ft. max. for free-standing signs.	10 days prior to event, 30 days max.	On private property Not in R.O.W. No lighting Removed 24 hr. after event

## UEJ GF WNG'QHGGU'

### EVENT PERMIT APPLICATION FEES

Special Event Permits*	\$100.00
Civic Event Permits**	No fee
Outside sales or storage of merchandise	\$100.00

\*plus the actual cost of city personnel up to \$50.00 per hour, per employee and the actual cost of city equipment up to \$75.00 per hour.

\*\*Parades, runs of five kilometers in distance or less and marches that are six hours or less which are sponsored by the Hurst-Euleless-Bedford Independent School District or non-profit groups, as recognized by the federal or state government, will be exempt from all special event application fees and reimbursement charges.

### TENT PERMIT

***A Tent permit from the Fire Marshal is required for tents covering 400 sq. ft. or greater, including tents connected together. Separation between tents shall not be less than 12 ft. The application is separate and is attached to this packet. Tent permit applications must be submitted to the Bedford Fire Dept.***

1—30 days	\$30.00
Each additional 30 days or portion thereof	\$30.00

### FIRE DEPARTMENT STAFFING FEES

Fire Marshal on premises (minimum three hours)	\$50.00 per hour
Stand-by Firefighters (minimum three hours each)	\$65.00 per hour
Stand-by Medic (each—three-hour minimum)	\$65.00 per hour
Stand-by engine or truck (each—three-hour minimum)	\$100.00 per hour

### POLICE DEPARTMENT STAFFING FEES

*fees are listed under - h " 7
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### OTHER CITY PERSONNEL STAFFING/EQUIPMENT FEES

*fees are listed under - h " 7
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