

Office Use Only

Date Received: _____ Received by: _____

Permit Fee: _____ Receipt #: _____

SEP #: _____

COVID-19 EXTERNAL EVENT APPLICATION AND AGREEMENT
(OUTDOOR EVENTS OVER 10 PEOPLE NOT HELD ON CITY PROPERTY)

Name of Event:

Type of Event:

Date of Event:

Location of Event:

This agreement is between the City of Murphy, hereinafter referred to as CITY, and an Event/Event Coordinator, hereinafter referred to as EVENT, for the cooperation of planning and operating a Special Event within Murphy city limits and in accordance with all local, regional, state and federal orders.

City reserves the right to close down or cancel any Event that is in violation of any City Ordinance, EXECUTIVE ORDER, PROCLAMATION, or deviation from this Agreement. The City also reserves the right to close down or cancel the Event if public health, safety or affected department supervisors deem the event unsafe for public participation.

Submittal Information and City Requirements – Incomplete agreements will not be accepted. Any questions regarding this agreement, please contact the Manager of Recreation Services or other designee at 972.468.4067.

- The Event must carry property, bodily injury and municipal liability insurance of \$1,000,000.00 per occurrence if the expected attendance will be over 250 people or if there will be beer, wine or alcohol served or for purchase. The property owner must be shown as an additional named insured on the insurance declaration. **One (1) Original Copy of Insurance must be submitted at least ten (10) days prior to the Event.**
- If food will be sold at the event, applicants are responsible for obtaining all necessary vendor permitting fees and associated permitting costs. Temporary Health permits must be submitted to the Customer Service Department one week ahead of time in order to allow for approval and health inspector coordination.
- If upon event application approval, it is determined that you will need to obtain further permitting for your event, the Customer Service Department will be notified. Please contact the Murphy Customer Service Department for further information and to begin the permitting process at customerservice@murphytx.org (972) 468-4100.
- If **ALCOHOL** will be distributed or consumed at the event, proper written approval from the property owner must be obtained. A special event permit for alcohol will need to be obtained with a T.A.B.C. license. Please visit with the Murphy Customer Service Department, regarding this issue, as many criteria and conditions must be met. customerservice@murphytx.org (972) 468-4100.
- The City of Murphy requires a Public Safety Plan for all outdoor events in excess of 10 people during the COVID-19 pandemic. The plan must also address public safety in the event of an emergency if attendance will be over 100 persons. The plan must address how the organizer plans to alert both the attendees and emergency services personnel to the emergency, how they plan to move attendees to safety and provide Fire and Police access to the scene. This submittal does not provide enough detailed information to determine if this Plan is required for your event. Contact the Fire Marshal at (972) 468-4300 for specific guidelines and requirements
- All Special Events on city property or public rights of way that operate wholly or partially within City Limits of Murphy that are not solely in private hands must apply for approval of operating an event.
- Please answer all information pertaining to the event as accurately as possible. After completion of items listed under General Event Information, Description of Event, Operations and City Requirements, **return to the Murphy Community Center, 205 N. Murphy Rd, Murphy, TX 75094** for processing.
- In approximately 14 days, following agreement submittal, all internal departments, and local officials if deemed necessary will review and respond to the special event application.
- Amendments (date change, time extension, time subtraction, etc.) to the Rental Agreement must be made in person at the Murphy Community Center at least ten (10) days prior to the date stated on the Rental Agreement.

Initial: _____

Special Event Application Form

1. Event Type: Church Service Concert Run/Race Parade Party Fair Carnival
 (Circle one)
 Other (please specify): _____

2. Requested Event Date: _____

Location of Event: _____

Event Start Time: _____ Event End Time: _____

3. Expected Attendance (Max.) _____

4. Organization Name: _____

5. Designated Event Coordinator/Contact Name: _____

Phone: _____ Email: _____

6. Mailing Address: _____

7. Mobile Phone to be used at Event: _____

8. Alternate Contact: _____ Phone: _____

9. Description of Event:

10. Event Type: Private/Individual Non-Profit/Benefit Business/Commercial

11. Ticketing Information: Free to Public Invitation Only Admission Fee

12. **Food Vendors:** Will food and beverages be sold or distributed at this event? **Y** **N**

**Each Food Vendor will be required to provide a list of food and drink items and prices with temporary health permit. NO FOOD OR FOOD PRODUCTS SHALL BE STORED OR PREPARED AT HOME. Food vendor applications and concessions information concerning Temporary Event Health Permits must be obtained from the Customer Service Department*

Vendor	Description	Contact info

13. Do you plan to have open fire? (Candles, torches, recreational fire, bonfire, etc.) _____

14. Will alcohol be served? Y/N _____ (If YES, please be specific: Beer/Wine only or Beer, Wine and Liquor)

15. If alcohol will not be served at this event, initial here:

16. Will you have tents or bounce houses?

17. Please provide a list of tent and/or bounce house sizes and how many below:

Number of Tents or Inflatables

Tent/ Inflatable dimensions and description

18. Do you plan to have Pyrotechnics? _____

19. Do you plan to have any fire lane closures _____ Where: _____

20. Safety/Management Needs: Traffic Control Pedestrian safety
(check all that apply) Crowd Control Security

21. The required number of officers is determined by the Murphy Police Department.

- *MPD reserves the right to establish required security levels and personnel*
- *Roadway events and closures require MPD personnel*
- *All applications require MPD security review*

22. General Signage: Describe sponsors, directional, parking, registration, etc. Information concerning signs, flags, banners, etc. Please include requested quantity and size as well as planned location. If it is determined that you will need a sign permit, the sign permit may be obtained from the Customer Service Department, 206 N. Murphy Rd., Texas 75094

Include a **Site Plan** with *locations of vendors, port-a-lets and dumpsters, fencing, barricades, tents, bounce houses, etc.; description of route to be used, traffic and parking plan as well as severe weather emergency plan.* Use other pages as needed.



COVID-19 MINIMUM STANDARD HEALTH PROTOCOLS:

Please describe in detail all plans to address standard health protocols for events with an estimated attendance exceeding 10 individuals per Governor Abbott's Open Texas Checklist. Plans to ensure sanitation and cleaning, hygiene and social distancing enforcement as established by the CDC should be included.

SPECIAL EVENT APPLICATION, SERVICE AND PERMIT FEES

SERVICE	NON PROFIT	PRIVATE RESIDENT	COMMERCIAL
Special Event Application Fee	\$10	\$0	\$50
Carnivals and Fairs Permit	\$0	\$50	\$50
Exhibit and Trade Shows Permit	\$0	\$50	\$50
Open Flames, Torches and Candles Permit	\$100	\$100	\$100
Pyrotechnic Special Effects Permit	\$200	\$200	\$200
Tents/Canopies/Air-Supported Membrane Structure (Bounce House) Permit	\$0	\$100	\$100
Temporary Banner Permit (valid for 7 days)	\$0	\$50	\$50
Temporary Sign Permit (valid for 7 days)	\$0	\$75	\$75

I, _____, the Event Coordinator, certify that all of the information contained in this Special Event Agreement is true and correct and that any deviation from this Agreement could result in the City closing down or canceling the Event. The applicant is authorized to negotiate and sign this agreement on behalf of the individual, group or organization he/she represents. He/She pledges the individual, group or organization to observe the policies stated on this agreement. The applicant has read through all attached pages and agrees to abide by them. The applicant has also read the Cancellation/Amendment Policy attached. I understand that a Special Event Permit must be issued by The City of Murphy prior to the occurrence of this Event and that issuance of that permit is contingent upon the Event Coordinator's conformance with the Special Event Agreement and acceptance of all listed stipulations of the Special Event Permit.

Signature

Print Name

Date

V. City Official Review/Comments:

Recreation _____ Date _____ Approved _____

Comments:

Fire _____ Date _____ Approved _____

Comments:

Police _____ Date _____ Approved _____

Comments:

Customer Service _____ Date _____ Approved _____

Comments:

Local Health Authority Approval / Comments: _____ Date _____

Mayor Approval / Comments: _____ Date _____
