



SPECIAL EVENT PERMIT APPLICATION

Parades, Temporary Events & Special Privileges

600 Morton Street, Richmond, Texas 77469 • (281) 232-6871 [T] • (281) 238-1215 [F]

Application Type (Office Only): Parades Temporary Event Special Privilege

Permit # _____

1 APPLICANT INFORMATION

Name or Organization: Sacred Heart Catholic Church

Address: 507 S. Fourth St. City/State/Zip: Richmond, Texas 77469

Home/Work Phone: 281-342-3609 Cell: _____ Fax: _____

Email: _____

2 CONTACT INFORMATION

3 EVENT INFORMATION

Official Name of Event: Corpus Christi Eucharistic Procession

Event Type: Parade Run/Walk Bike Race Music Festival Street Festival
Bazaar/Carnival Block Party Celebration Street Dance Street Display
Other (Explain): _____

Purpose of Event: Fundraiser Community/Neighborhood Activity School Activity Religious Activity
Other (Explain): _____

Target Audience: Children Teens Families 18 and Over 21 and Over

Parades Only: Location Assembly (Where do participants start): Inside the church + proceeds to the church plaza

Does the event route or footprint cross or take place near railroad tracks or other railroad property? Yes No
 (If yes, please describe below :)

Parade Route or Event Location Description:

From the Sacred Heart Church plaza on Main Street turn right and walk north on Fourth street to Houston street. Turn right and walk east on Houston St. to Third street. Turn right and walk south on Third street to Fort St. Turn right and walk west on Fort St. to Fourth st. Turn right and walk north on Fourth St. to Main and enter church plaza.

Parades Only: How will parade participants be released? All at Once In waves/groups (describe) Other (describe)

Describe Release: All participants will enter the church

What type of entertainment and activities will take place (music, games, etc.)? Prayers will be chanted - Divine Mercy Chaplet

Will you be using a park or other park property in conjunction with your event? Yes No

4 EXPECTED ATTENDANCE

	Number	Number
Spectators/Attendees:	_____	Other (specify): _____
Participants/Event Staff/Volunteers:	<u>200</u>	
Vehicles:	_____	Number of people expected during peak hour: _____

PUBLIC RELATIONS

This information will be released in response to inquiries from the public and may be published online and/or through other media.

Name: Same As Applicant Same As Contact Private Event (skip section) Other:

Phone: 281-342-3609

Email:

Website: www.sacredheartrichmond.com

TRAFFIC AND EVENT TIMES

If the event includes multiple dates, please enter the overall dates below and proceed to 6A for the individual date breakdown.

TRAFFIC CONTROL			EVENT TIMES:		
TIME YOU NEED THE STREETS/TRAFFIC MONITORED (include setup and cleanup times)			TIME THAT PARTICIPANTS/ATTENDEES WILL BE PRESENT ON CITY RIGHT-OF-WAY		
<input type="checkbox"/> Multiple Traffic Control Dates			<input type="checkbox"/> Multiple Event Dates		
Traffic Control	Date	Time	Event	Date	Time
START:	May 28, 2016	3:00 pm	START:	May 28, 2016	4:15 pm
END:	May 28, 2016	5:30 pm	END:	May 28, 2016	5:00 pm

MULTIPLE DATE BREAKDOWN

Date	Time Start	Time End	Date	Time Start	Time End

ANIMALS

Will your event feature animals? Yes No

**Applicants are required to keep event footprint clean and free of animal excrement during the event.*

Type(s) of Animals:

How will the animals be used during the event?

Will on-site housing be provided?

Yes No

Describe Housing:

AMPLIFICATION USE

Will your event use amplified devices? Yes No (Answer YES if your event will feature loud speakers, microphones or amplified instruments.)

Microphones	Speakers	Amplifiers	Other:
Quantity:	Quantity:	Quantity:	Quantity:

Purpose of Amplification:

Announcements Ambience Concert Advertising Provide Services
As we walk, we will be singing the Divine Mercy Chaplet as a group.

Location Description of Amplification Devices:

**Amplification utilized during the event shall comply with the noise standards set forth in Chapter 22 Article III (Noise) of the City of Richmond Adopted Code. If amplification will be utilized in any property owned by the City of Richmond, reservations shall be made prior to the event—for an additional fee—in conjunction with the required permit application.*

EVENT CLEANUP

Method of Street/Right-of-Way and Park Cleaning:

Applicant 3rd Party Professional Services:

On-Site Responsible Party for Cleanup: church volunteers

Phone: 281-342-3609

Cleaning and Sanitation Plan Description: manual pick up of any debris that may be dropped while we all walk in prayer.

**The City of Richmond requires applicants to clean the street, sidewalks, parks and other rights-of-way from all event litter and debris. In the event that the areas are not cleaned by the applicants, the City may perform such cleaning at a cost to the applicant.*

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ALCOHOL SALES AND CONSUMPTION

*Not Applicable for Parade Applications

Insurance and other provisions may be required when serving, consuming or selling alcohol. All alcohol sales require a TABC License.

Will alcoholic beverages be sold, served or consumed at the event?

Will alcoholic beverages be sold, served or consumed in a City Park?

Will alcoholic beverages be sold, served or consumed on City Right-of-Way?

Yes No (If no, continue to section 12)

Yes No

Yes No

10a

Trade Name of TABC License Applicant: (FOR ALCOHOL SALES ONLY)

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TRAFFIC CONTROL PLAN

*Not Applicable for Parade Applications

Barricade Company:

Alley Affected

Description of Closure: (Street, Lane, Sidewalk, etc.)

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POLICE SERVICES

Parades Only: Will someone other than the Richmond Police Department conduct traffic enforcement services? Yes No

If yes, what office or organization:

The office or organization must submit a signed letter on department letterhead indicating that they will be providing traffic enforcement services.

Are you hiring security? Yes No

Number of Security Personnel:

Security

Company:

Contact Person:

Address:

City/State/Zip:

Work Phone:

Cell:

Email:

Are you hiring Peace Officers? Yes No

Number of Peace Officers:

Peace Officers

Coordinator Name:

Agency Name:

Address:

City/State/Zip:

Work Phone:

Cell:

Email:

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FIRE AND SAFETY

*Not Applicable for Parade Applications

All temporary fencing, barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd control and/or fire watch may be required and must be approved by Richmond Fire Marshal's Office.

Will temporary fences or barriers be erected? Yes No

Will temporary membrane structures be erected (tents, canopies)? Yes No

Will stages or other structures be erected? Yes No

Description/Purpose of Structure(s):

Will compressed gasses be used? Yes No

(If Yes) Flame Type: Cooking Display/Ceremonial

Will the event feature or utilize fireworks/pyrotechnics? Yes No

Separate Application Required

FOOD

Will the event feature food, beverage or merchandise vendors? Yes No

Approximate number of food locations:
Approximate number of beverage locations:
Approximate number of exposed food locations:
Approximate number of pre-packaged food locations:

ACKNOWLEDGEMENTS

I understand that 100% of the permit cost for all permits and license, including Police and Fire services, shall be paid prior to permit issuance, or my event may be cancelled.	_____(Initial)
I understand that any estimate I am provided (excluding Parks) is only an approximation of the actual cost. I will be responsible for paying the full cost of the City Services provided to me, which may be higher than the estimates provided.	_____(Initial)
I understand if the property in question is not cleaned to the satisfaction of City Management and if city staff is required to finish any clean-up additional charges may be incurred. Any deposit made will not be refunded until all city departments are satisfied with the termination of the event.	_____(Initial)

Applicant will coordinate with applicable City Departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including, but not limited to, sound amplification and the sale of alcoholic beverages.

RELEASE: In consideration of the permit for use of city streets, city parks, sidewalks, and other public places, it is understood that the applicant(s) contained herein do hereby release and discharge the City, its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries, and damages that may be suffered which arise out of or result from participation in this event.

ACKNOWLEDGEMENT: I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay obtaining the Parade Permit.

Applicant Name (Print)

Signature

Jermi

Date

Approved and Reviewed by:

- City Manager
- Police Department
- Fire Department
- Street Department
- Parks Department (if applicable)

- Fire Marshal
- Building Official
- City Planner
- Health Inspector

Applicant Name

Contact Name

Signature

Signature

Date

Date

CITY OF RICHMOND - PERMIT OFFICE
112 JACKSON ST. - RICHMOND, TX 77469
281-232-6871 - FAX 281-238-1215

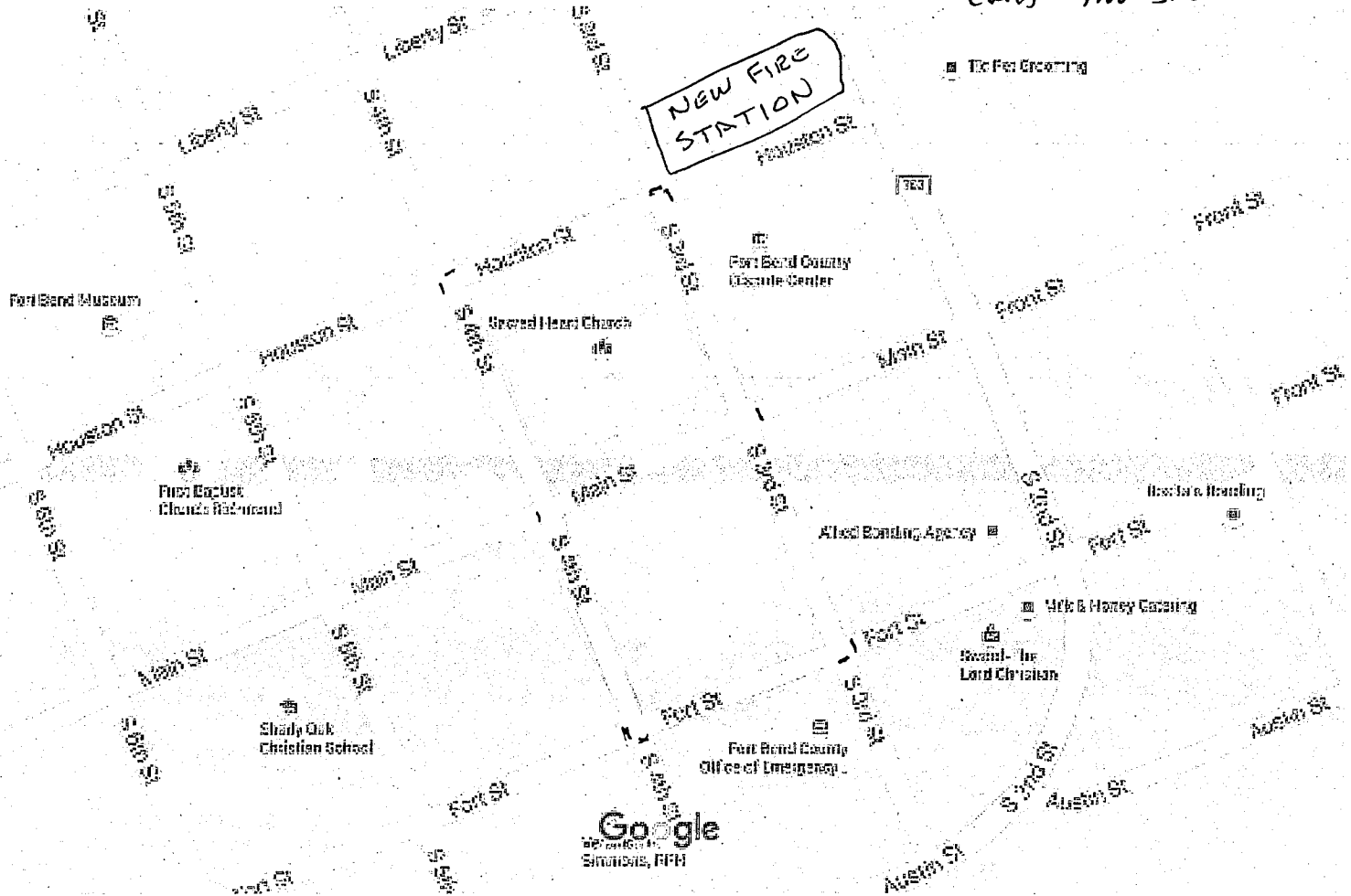


APPLICATION FOR STREET CLOSURE - OCCUPANCY OF A STREET - OTHER THAN FOR CONSTRUCTION		Date Rec'd In Permit Office	
		DATE:	
<input type="checkbox"/>	Film Making (\$1000.00 per day per block)		
<input checked="" type="checkbox"/>	Closing of a Street (\$100.00 per day, per Block and a \$200.00 Deposit)		
	Parking Spaces (\$35.00 Administration Fee and a Daily Fee of \$10.00 per Parking Spot.		
<input checked="" type="checkbox"/>	Barricade Rental Fee. (\$5.00 each) Must be City Approved		Number Requesting
Purpose:			
*** PLEASE NOTE: FOR STREET MARKING PURPOSES USE CHALK ONLY ***			
Event Date:	May 28, 2016	Event Time:	
Responsible Party	Name:		
	Address:	Street	
		City	State
	Telephone:	Telephone:	
Locations:			
Please Attach a Map Indicating the Streets to be Closed			
Street(s) To be Closed	Requested Times		
	Closed	Reopened	
	AM/PM	AM/PM	
	AM/PM	AM/PM	
	AM/PM	AM/PM	
	AM/PM	AM/PM	
I hereby certify, under penalty of perjury, that I have read and examined this application and know the same to be true and correct.			
Applicant Signature:		Date:	
Signature, Public Works Director	Date	Signature, Police Chief	Date
Signature, Fire Chief	Date		

Google Maps

May 28th
Setup 3:00 - 4:00
Event 4:00 - 5:00

NEW FIRE STATION



Map data ©2016 Google 100 ft

Google Maps

10
CLOSURES

3:00 → 5:30 or

FIRE
STATION

X X

X X

HOUSTON

X
X

X
X

CHURCH

4TH

3RD

Main

X
X

X
X

FAMILY
LIFE
CENTER

Fort

X
X

X
X

X X X

EMERGENCY
CENTER

X X X

