



### Special Event Permit

# NOTICE OF PROPOSED STREET CLOSURE

## Temporary Use of City Right-of-Way

I (We), Sacred Heart Catholic Church, will be holding an event on June 17, 2017 from

Time 4:00 pm to 5:00 pm. I am (We are) asking for your consent to temporarily block off  
4th Street, Houston St, 3rd St. and Fort St for Corpus Christi Eucharistic Procession  
 Street Closure Event

Please print your name, address, and indicate owner or occupant of the property and check off either *Consent* or *Object* with your signature below.

[illegible]



# 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 SOUTH FOURTH STREET

City/State/Zip: RICHMOND, TX 77469

Home/Work Phone: 281-342-3609

Cell:

Fax: 281

Email:

### 2 CONTACT INFORMATION

Name: KATHY CARTER

Address: 5519 WALNUT GLEN LANE

City/State/Zip: ROSENBERG, TX 77471

Home/Work Phone: 281-342-3609

Cell: 815-762-2765

Fax: N/A

Email: kathy@sacredheart-richmond.com

Preferred Language: ☒ English ☐ Español

### 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 & proceed  
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 & walk  
east on Houston Street to Third Street. Turn right and walk south  
on Third Street to Fort Street. Turn right, walk west on Fort Street  
Turn right and walk north on Fourth Street 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:	200		
Vehicles:	—	Number of people expected during peak hour:	



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## 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

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## 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

TIME YOU NEED THE STREETS/TRAFFIC MONITORED

(include setup and cleanup times)

☐ Multiple Traffic Control Dates

Traffic Control	Date	Time
START:	June 17, 2017	3pm
END:	June 17, 2017	5:30pm

## EVENT TIMES:

TIME THAT PARTICIPANTS/ATTENDEES WILL BE PRESENT ON

CITY RIGHT-OF-WAY

☐ Multiple Event Dates

Event	Date	Time
START:	June 17, 2017	4:00pm
END:	June 17, 2017	5:00pm

6a

## MULTIPLE DATE BREAKDOWN

Date	Time Start	Time End	Date	Time Start	Time End

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## 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:

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## 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:

2

Quantity:

2

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.*

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## 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 picking of any debris that may be dropped as we 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?

☐ Yes ☒ No (If no, continue to section 12)

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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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 AffectedDescription 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 ☒ NoDescription/Purpose  
of Structure(s):Will compressed  
gasses be used?  
☐ Yes ☒ No

(If Yes) Flame Type:

☐ Cooking ☐ Display/CeremonialWill 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.	<u>                    </u> (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.	<u>                    </u> (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.	<u>                    </u> (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.

SACRED HEART CATHOLIC Church

Applicant Name (Print)

J. Hall

Signature

3-10-2017

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

Signature

Date

Kathy CARTER

Contact Name

Kathy Carter

Signature

3-6-2017

Date



**CITY OF RICHMOND - PERMIT OFFICE**  
**600 MORTON ST. - RICHMOND, TX 77469**  
**281-232-6871 - FAX 281-238-1215**



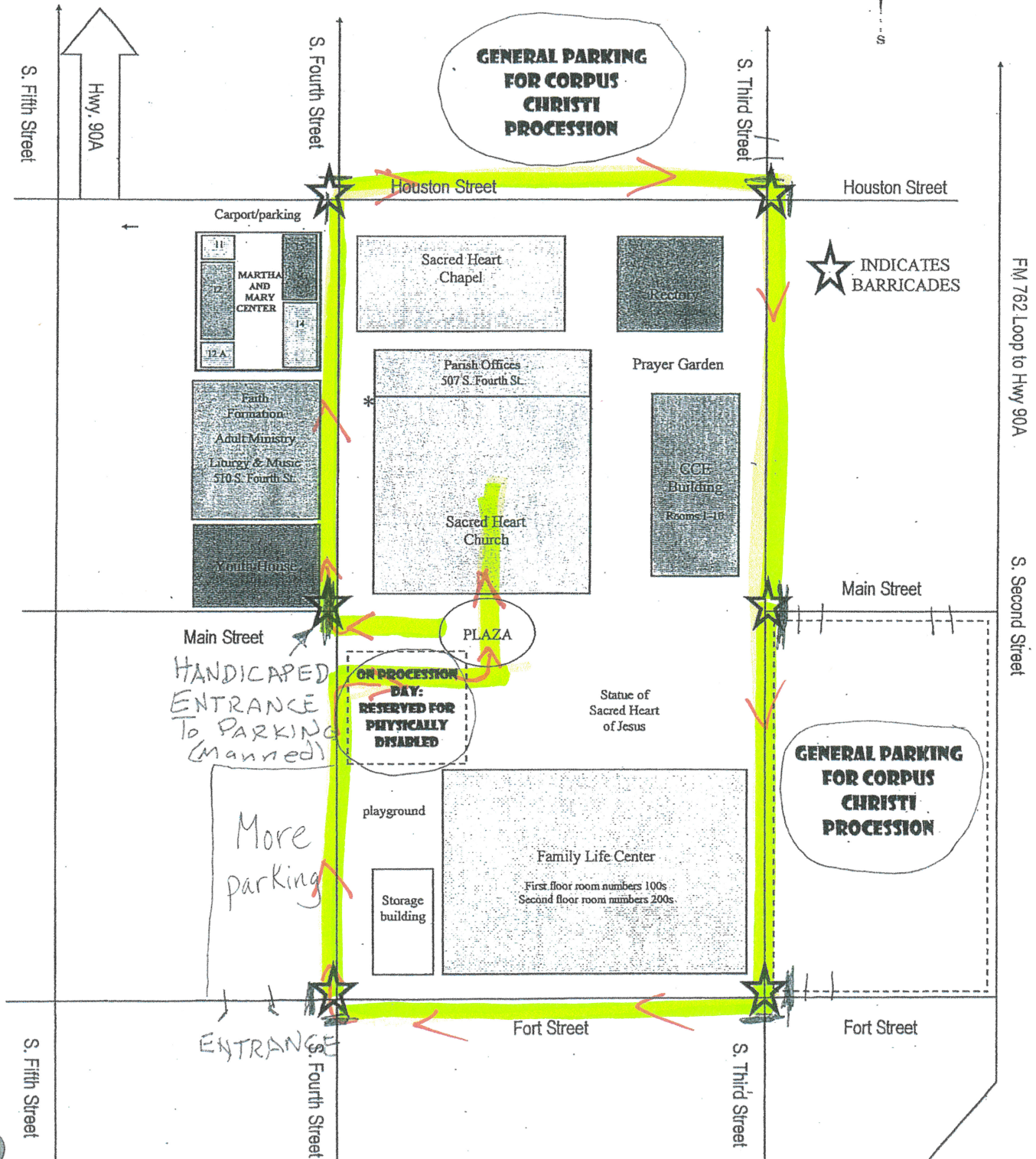
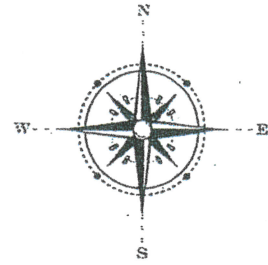
<b>APPLICATION FOR STREET CLOSURE - OCCUPANCY OF A STREET - OTHER THAN FOR CONSTRUCTION</b>				Date Rec'd In Permit Office  <b>DATE:</b>	
<input type="checkbox"/>	Film Making (\$1000.00 per day per block)				
<input checked="" type="checkbox"/>	Closing of a Street (\$100.00 per day, per Block and a \$200.00 Deposit)				
<input type="checkbox"/>	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 <b>30</b>	
<b>Purpose:</b>					
*** PLEASE NOTE: FOR STREET MARKING PURPOSES USE <b>CHALK ONLY</b> ***					
Event Date:		<b>June 17, 2017</b>		Event Time: <b>4:00 pm</b>	
<b>Responsible Party</b>	Name: <b>SACRED HEART CATHOLIC CHURCH</b>				
	Address:				
	Street <b>507 South 4th Street</b>				
	City <b>Richmond</b>		State <b>TX</b>		Zip Code <b>77469</b>
Telephone:			Telephone: <b>281-342-3609</b>		
<b>Locations:</b>					
<b>Please Attach a Map Indicating the Streets to be Closed</b>					
<b>Street(s) To be Closed</b>		<b>Requested Times</b>			
		Closed		Reopened	
<b>4th Street</b>		<b>3:30</b>	AM/PM <b>PM</b>	<b>5:30</b>	AM/PM <b>PM</b>
<b>Houston Street</b>		<b>3:30</b>	AM/PM <b>PM</b>	<b>5:30</b>	AM/PM <b>PM</b>
<b>3rd Street</b>		<b>3:30</b>	AM/PM <b>PM</b>	<b>5:30</b>	AM/PM <b>PM</b>
<b>Fort Street</b>		<b>3:30</b>	AM/PM <b>PM</b>	<b>5:30</b>	AM/PM <b>PM</b>
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: <b>[Signature]</b>			Date:		
Signature, Public Works Director		Date		Signature, Police Chief	
Signature, Fire Chief		Date			

# Sacred Heart Parish

Richmond, Texas 77469

## Parking and Road Closures during Eucharistic Procession

May 28, 2016



Austin Street/FM 762 Loop

not drawn to scale  
062615



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CLOSURES

3:00 → 5:30 or

