

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



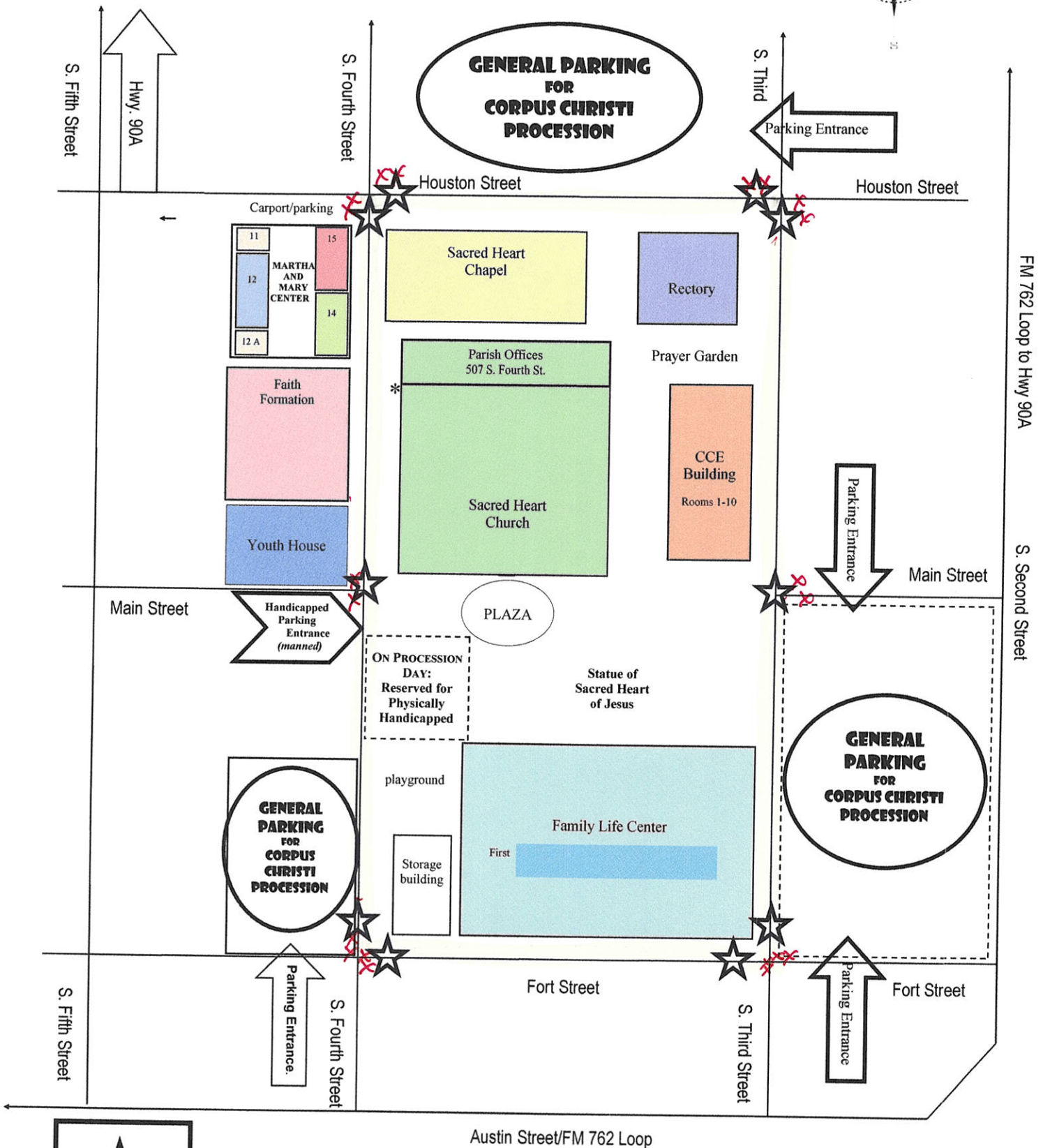
APPLICATION FOR STREET CLOSURE - OCCUPANCY OF A STREET - OTHER THAN FOR CONSTRUCTION				Date Rec'd In Permit Office DATE:	
	Film Making (\$1000.00 per day per block)				
<input checked="" type="checkbox"/>	Closing of a Street (\$100.00 per day, per Block and a \$200.00 Deposit)				
	Parking Spaces (\$35.00 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 <u>30</u>		
Purpose: <u>Eucharistic Procession</u>					
*** PLEASE NOTE: FOR STREET MARKING PURPOSES USE CHALK ONLY ***					
Event Date:		<u>June 2, 2018</u>		Event Time: <u>9:00 - 5:30 pm</u>	
Responsible Party	Name: <u>Sacred Heart Catholic Church</u>				
	Address:	Street <u>507 South 4th Street</u>			
		City <u>Richmond</u>	State <u>TX</u>	Zip Code <u>77469</u>	
	Telephone:		Telephone: <u>281-342-3609</u>		
Locations: <p align="center">Please Attach a Map Indicating the Streets to be Closed</p>					
Street(s) To be Closed		Requested Times			
		Closed		Reopened	
Houston (S. 3rd & S. 4th)		<u>3:00</u>	AM/PM <u>PM</u>	<u>5:30</u>	AM/PM <u>PM</u>
S. 3rd (Houston & Main)		<u>3:00</u>	AM/PM <u>PM</u>	<u>5:30</u>	AM/PM <u>PM</u>
S. 3rd (Main & Fort)		<u>3:00</u>	AM/PM <u>PM</u>	<u>5:30</u>	AM/PM <u>PM</u>
Fort (S. 3rd & S. 4th)		<u>3:00</u>	AM/PM <u>PM</u>	<u>5:30</u>	AM/PM <u>PM</u>
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: <u>Margaret Wiley</u>			Date: <u>4-2-2018</u>		
Signature, Public Works Director		Date		Signature, Police Chief	
Signature, Fire Chief		Date			

200
600
+150
950

Sacred Heart Parish

Richmond, Texas 77469

Parking & Road Closures during the **Eucharistic Procession**

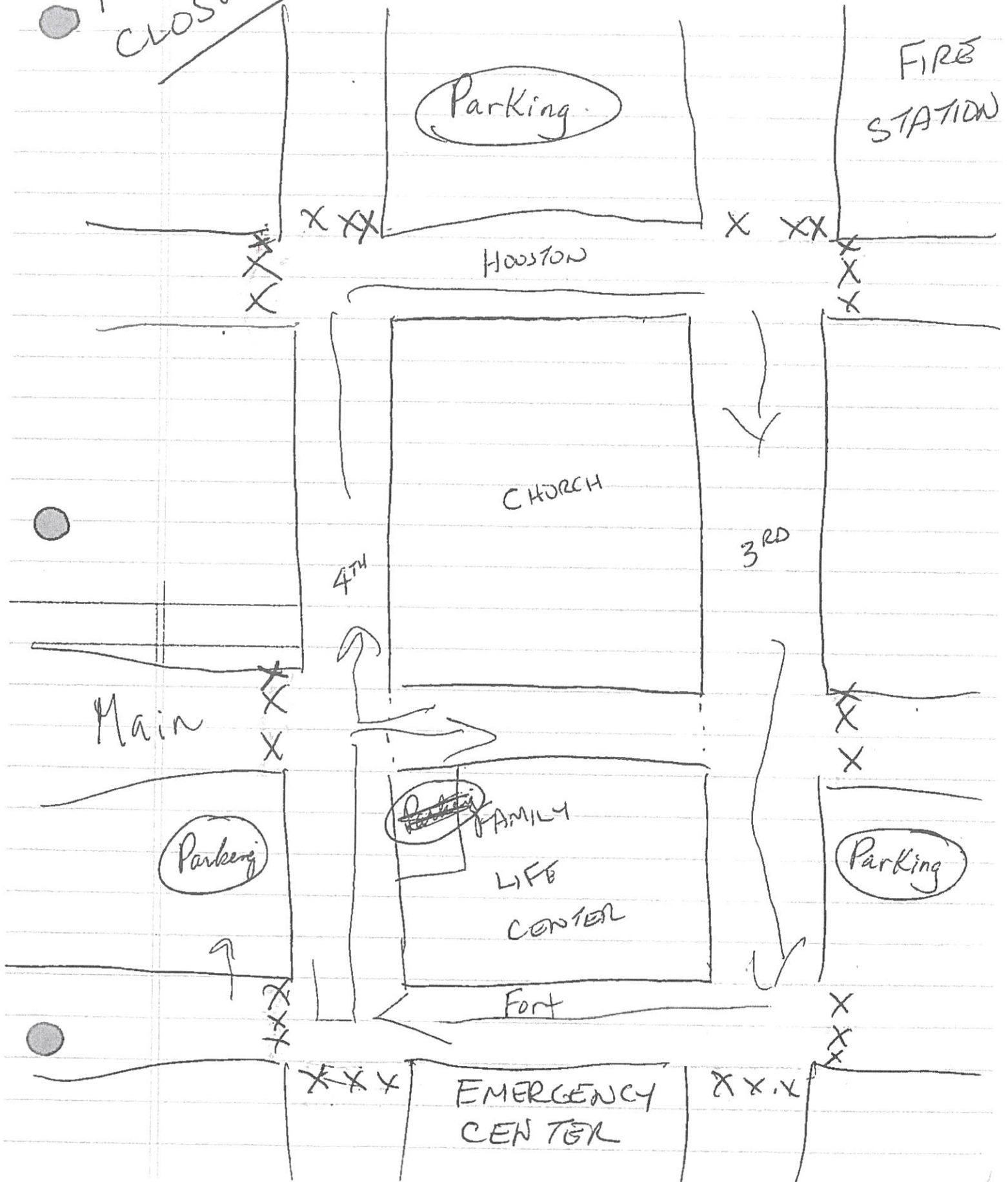


FM 762 Loop to Hwy 90A

S. Second Street

10
CLOSURES

~~3:00 → 5:30 PM~~



NOTICE OF PROPOSED STREET CLOSURE

Temporary Use of City Right-of-Way

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, Fort St. for Corpus Christi Eucharistic Procession

[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 #

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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: 281 342
Email: Kathy@sacredart.com

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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: —
Email: Kathy@sacredart.com Preferred Language: ☒ English ☐ Español

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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 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 SACRED HEART CHURCH PLAZA on Main St, turn right and walk North on Fourth St to Houston Street. Turn right & walk east on Houston St to Third St. Turn right & walk south on Third St to Fort Street. Turn Right walk west on Fort St. Turn Right & walk north on Fourth St to Main and enter the 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. Prayers will be chanted Divine Mercy Chaplet, hymns sung.

What type of entertainment and activities will take place (music, games, etc.)?

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

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EXPECTED ATTENDANCE

	Number		Number
Spectators/Attendees:	<u>—</u>	Other (specify):	
Participants/Event Staff/Volunteers:	<u>300</u>		
Vehicles:	<u>—</u>	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: kathy@sacredhrf.com

Website: www.sacredhrf.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			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:	June 2, 2018	3:00 PM	START:	June 2, 2018	4:00 PM
END:	June 2, 2018	5:30 pm	END:	June 2, 2018	5:00 PM

MULTIPLE DATE BREAKDOWN					
Date	Time Start	Time End	Date	Time Start	Time End

6a

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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 hymns 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 Pick-up 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.*

10	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?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, continue to section 12)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10a	Trade Name of TABC License Applicant: (FOR ALCOHOL SALES ONLY)		
11	TRAFFIC CONTROL PLAN *Not Applicable for Parade Applications		
Barricade Company:		<input type="checkbox"/> Alley Affected	
Description of Closure: (Street, Lane, Sidewalk, etc.)			
12	POLICE SERVICES		
Parades Only: Will someone other than the Richmond Police Department conduct traffic enforcement services? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Number of Security Personnel:	
Security	Company:		
	Contact Person:		
	Address:		City/State/Zip:
	Work Phone:	Cell:	Email:
Are you hiring Peace Officers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Number of Peace Officers:	
Peace Officers	Coordinator Name:		
	Agency Name:		
	Address:		City/State/Zip:
	Work Phone:	Cell:	Email:
13	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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Will temporary membrane structures be erected (tents, canopies)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will stages or other structures be erected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Description/Purpose of Structure(s):			
Will compressed gasses be used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	(If Yes) Flame Type: <input type="checkbox"/> Cooking <input type="checkbox"/> Display/Ceremonial	Will the event feature or utilize fireworks/pyrotechnics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Separate Application Required	
FOOD			
Will the event feature food, beverage or merchandise vendors? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Approximate number of food locations: Approximate number of beverage locations: Approximate number of exposed food locations: Approximate number of pre-packaged food locations:	

SACRED HEART CATHOLIC CHURCH

Applicant Name

Oscar Salas

Signature

3/15/2018

Date

KATHY CARTER

Contact Name

Kathy Conner

Signature

Date

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>O.G.</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>O.G.</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>O.G.</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)

Osca Zarbi

Signature

3/15/2018

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