



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@sacredheartrichmond.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:	<u>200</u>		
Vehicles:	_____	Number of people expected during peak hour:	_____

5

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.sacredhearttrichmond.com

6

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

7

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:

8

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.*

9

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.*

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?		If yes, what office or organization:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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?		Number of Security Personnel:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Security	Company:		
	Contact Person:		
	Address:		City/State/Zip:
	Work Phone:	Cell:	Email:
Are you hiring Peace Officers?		Number of Peace Officers:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
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?		Will temporary membrane structures be erected (tents, canopies)?	Will stages or other structures be erected?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Description/Purpose of Structure(s):			
Will compressed gasses be used?	(If Yes) Flame Type:	Will the event feature or utilize fireworks/pyrotechnics?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Cooking <input type="checkbox"/> Display/Ceremonial	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Separate Application Required			
FOOD			
Will the event feature food, beverage or merchandise vendors?		Approximate number of food locations:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Approximate number of beverage locations:	
		Approximate number of exposed food locations:	
		Approximate number of pre-packaged food locations:	

NOTICE OF PROPOSED STREET CLOSURE

Temporary Use of City Right-of-Way

Organization/individual _____ Date _____

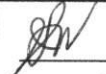


4:00 pm to 5:00 pm. I am (We are) asking for your consent to temporarily block off _____

Time / Time

4th Street, Houston St, 3rd St. and Fort St for Corpus Christi Eucharistic Procession

[illegible]

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)

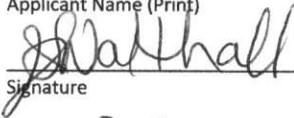
Applicant will coordinate with applicable City Departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including, but not limited to, sound amplification and the sale of alcoholic beverages.

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.

SACRED HEART CATHOLIC Church

Applicant Name (Print)



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

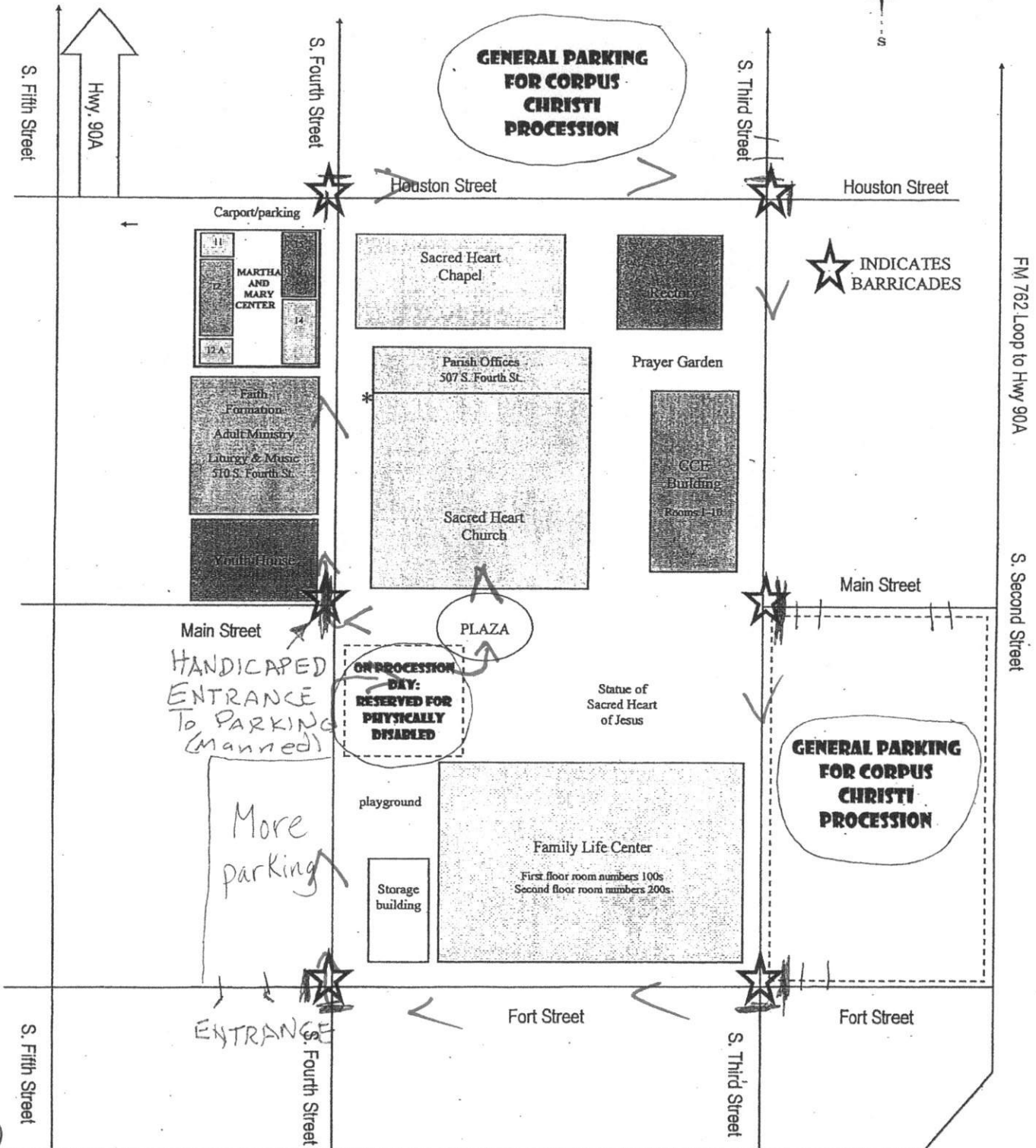
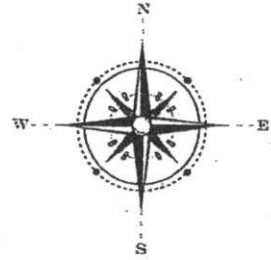


APPLICATION FOR STREET CLOSURE - OCCUPANCY OF A STREET - OTHER THAN FOR CONSTRUCTION				Date Rec'd In Permit Office	
				DATE:	
<input type="checkbox"/>	Film Making (\$1000.00 per day per block)				
<input checked="" type="checkbox"/>	Closing of a Street (\$100.00 per day, per Block and a \$200.00 Deposit)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

10
CLOSURES

3:00 → 5:30 or

Parking

FIRE
STATION

HOUSTON

CHURCH

4TH

3RD

Main

Parking

~~Parking~~ FAMILY
LIFE
CENTER

Parking

Fort

EMERGENCY
CENTER