
DOWNTOWN MCKINNEY

TEXAS • EST. 1848

CITY OF MCKINNEY'S
SPECIAL EVENT PERMIT
PROCESS



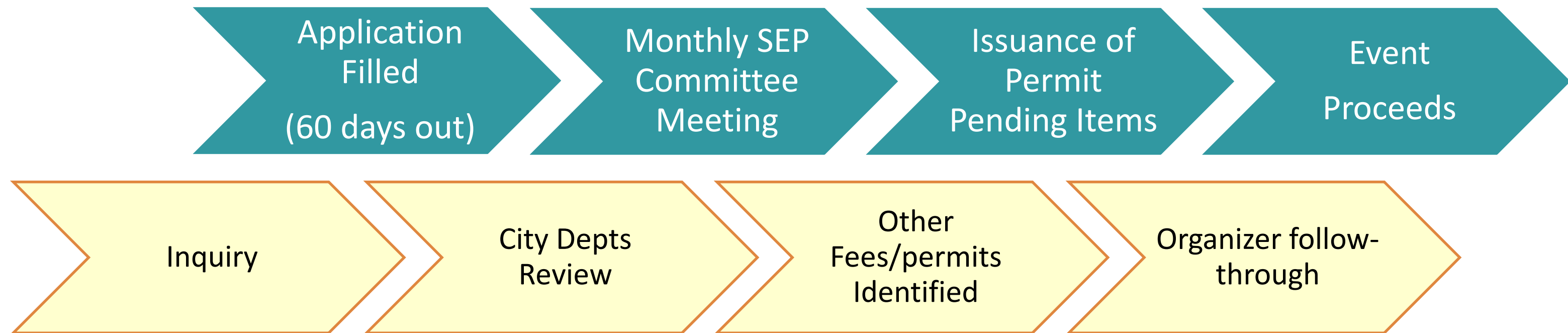
WHAT IS A SPECIAL EVENT?

A temporary event or gathering of 75 or more persons for a common purpose under the direction or control of a person or entity, including a special event parade, using either private or public property that involves one or more of the following activities, except when the activity is for construction or house-moving purposes only*:

- Closing of a **public** street
- Blocking or restriction of **public** property, including **public** rights-of-way
- Sale of merchandise, food, or beverages on **public** property
- **Sale of alcoholic beverages on public or private property where otherwise prohibited**
- Erection of a tent or canopy on **public** property
- Installation of a stage, band shell, trailer, van, portable building, grandstand or bleachers on public property or on private property where otherwise prohibited by ordinance
- Placement of temporary informational signs including, but not limited to: no-parking, directional, identification or special event signs or banners in or over a public right-of-way or on private property where otherwise prohibited by ordinance

*City Ordinance: Chapter 87 Special Events

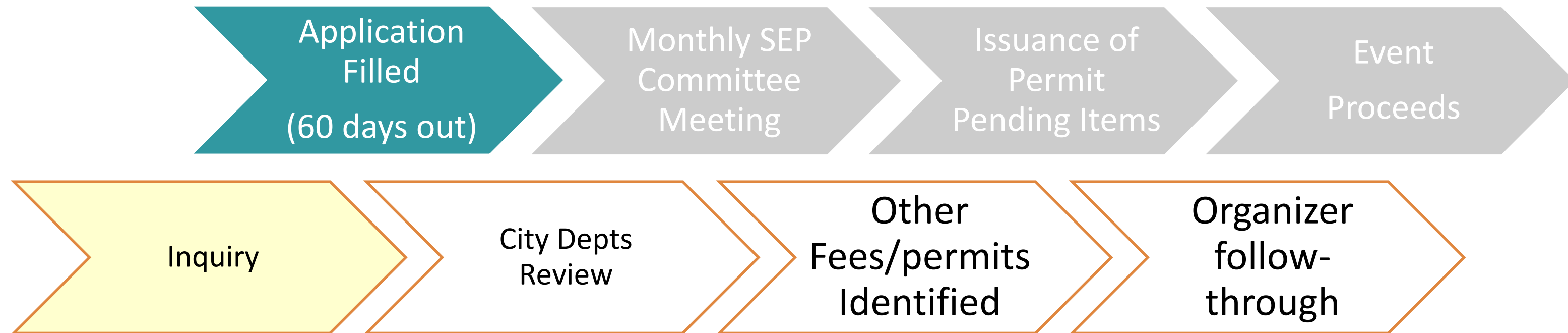
SPECIAL EVENT PERMIT PROCESS



Key Details:

- Collaborative process designed to get applicants across the finish line
- Most city events go through the same process, (carveout for certain Library and Parks events)
- Large events might require additional meetings

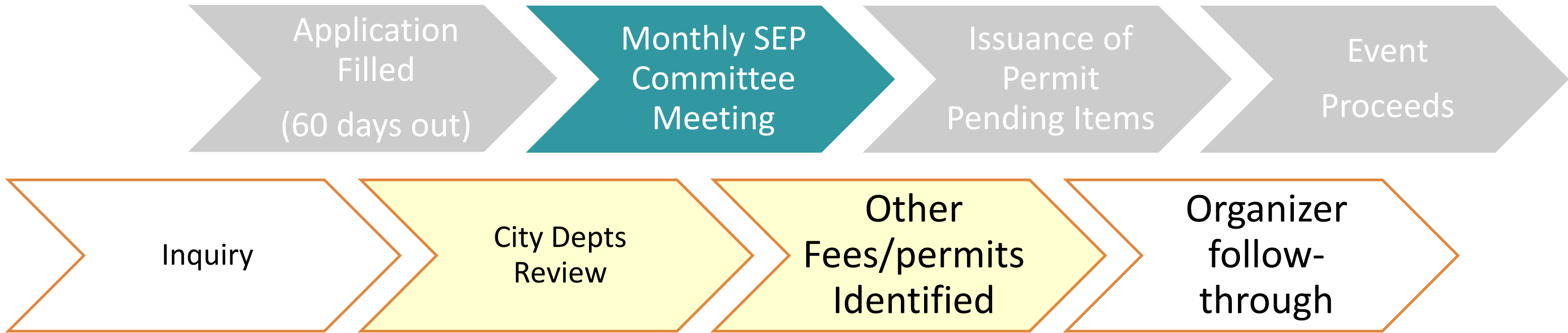
INQUIRY & APPLICATION:



Key Application Details:

- **Insurance:** Required: \$1 million liability insurance (property, bodily injury, and municipal liability) with the City of McKinney listed as an additional insured. Liquor liability insurance is also required since alcohol will be served.
- **Parks Reservations/Use**
- **Alcohol:** A TABC license will be required if alcohol is being provided.
- **Traffic Control:** If there are street closures, traffic control is the responsibility of organizer.
- **Food Vendors:** If food vendors are provided, temporary health permits are needed.
- **Additional points:** **Parking, Litter Control, Signage, Public Notifications to residents and businesses, Restrooms, Public Safety Plan, Security, Fire/Emergency Services, Tents/Canopies.**

SEP COMMITTEE MEETING:

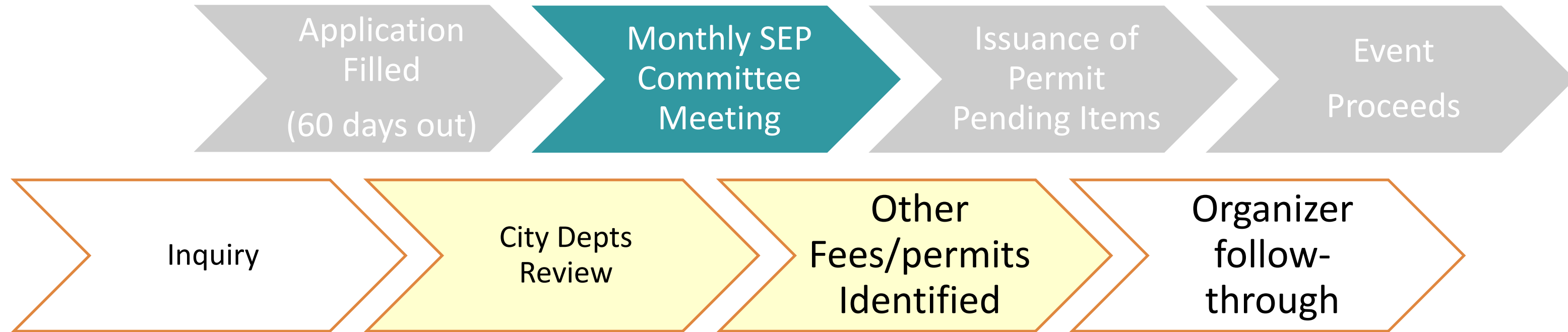


Committee made of many City departments:

Police, FD, Parks, Fire Marshall, Main Street, Streets/Public Works, City Secretary’s Offices, Office of Emergency Management, Building Inspections, Traffic, City Marshall, Health/Code Services, Solid Waste, & HR/Risk Management.

The review committee handles approximately 55-60 special event and film permit applications per year.

SEP COMMITTEE MEETING:



Fee Examples:

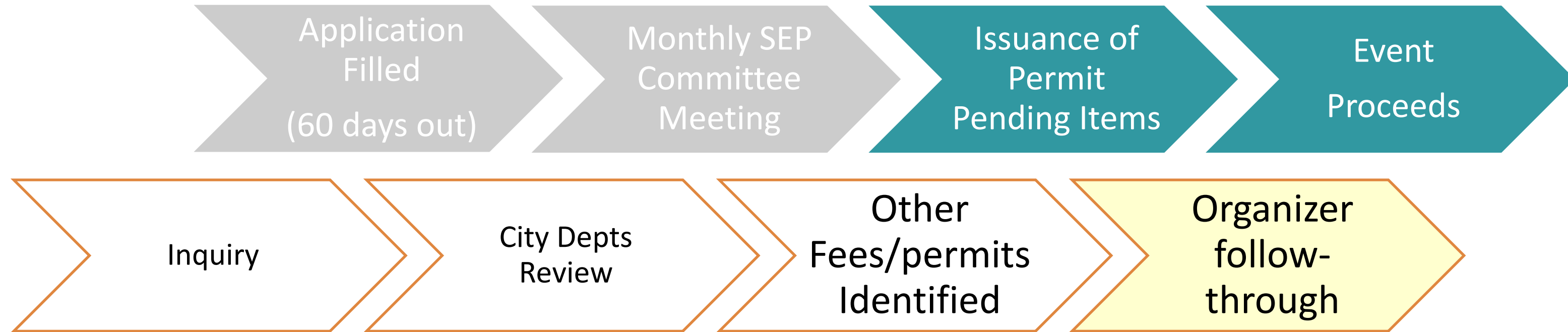
- Application Fee \$100
- Food inspections: \$75 health permit fee, fire has a \$100 fee if they require an inspection
- Tents/Canopies: Permit required for structures over 400 sq ft. \$150 fee (Includes both Building & Fire review)
- Police services (if necessary): \$64.50 per hour for each officer with a four-hour minimum.

Trash Services through Frontier Waste: Varies based on delivery and size

Private Traffic Control: If there are street closures, traffic control plan is needed. \$500 - \$2000 estimate based on route selection.

Insurance: Varies from \$50-500 depending on the size of the event.

PERMIT ISSUANCE:



Permits are issued pending follow-through of certain items. (Example: Traffic Control)

Liability: The city is not liable for any damage or loss to property during setup, the event, or takedown. The permittee must indemnify the city.

•**Compliance:** Permittees must follow all permit conditions, city ordinances, and other applicable laws.

•**No Transfer:** Permits cannot be assigned, sold, or transferred. Permit rights apply only to the permittee.



THANK YOU