

Sec. 87-10. Permit required.

- (a) No special event may be held within the city without first obtaining a special event permit. Special event permits are issued by the department. A special event application form may be obtained from the office of the SEP coordinator or as otherwise provided by the department. All applications shall be reviewed on a case-by-case basis.
- (b) Except as otherwise provided in this chapter, a special event application form must be completed and submitted to the SEP coordinator no fewer than:
 - (1) Sixty days prior to a proposed special event, excluding special events for an expressive activity; or
 - (2) Ten days prior to a proposed special event involving expressive activity.

The SEP coordinator may waive the above requirements if the application can be processed in a shorter time period, taking into consideration the nature and scope of the proposed event and the number and types of permits required to be issued in conjunction with the special event permit.

- (c) The issuance of a special event permit grants permission to use public property proposed to be used in connection with the special event and/or authorizes the use of private property in a manner not otherwise permitted by the code in connection with the special event (the "licensed premises"). The use of such licensed premises shall be solely for the purpose of constructing, installing, operating and maintaining the special event, and for such other purposes consistent with promoting and conducting the special event as the SEP coordinator authorizes in writing.
- (d) The issuance of a special event permit authorizes appropriate city departments to issue permits for activities in connection with the authorized event in locations where such activities would otherwise be prohibited by ordinance.
- (e) Setup is allowed no earlier than the day immediately preceding the day of the event and must be completely removed before noon on the next succeeding business day after the event, unless otherwise determined. The placement of signs for a special event shall be in compliance with chapter ~~134~~[150, Article 4: Signs, sign code](#), of the City of McKinney Code of Ordinances.
- (f) The city and its officials, officers, employees and agents shall not be liable for any damage to or loss of any such property or facilities sustained during removal or storage of such property, equipment, tents or other facilities and the permittee shall indemnify the city, its officials, officers, employees and agents against all claims for any such damage or loss.
- (g) Issuance of a special event permit does not authorize removal or alteration of public property and any such removal or alteration is strictly prohibited except as expressly allowed in writing by the SEP coordinator, or other authorizing official.
- (h) In addition to complying with all conditions of the permit and all applicable city ordinances, regulations, rules, policies and guidelines, the permittee must comply with all applicable federal, state and county laws, rules and regulations.
- (i) A permittee may not and shall have no authority to assign, sell, transfer, pledge, encumber or otherwise convey a permit or any rights, duties, responsibilities or obligations thereunder, and any such conveyance shall be null and void and may, in the discretion of the city, result in the revocation of the permit.
- (j) No rights granted by a permit shall create rights in anyone other than the permittee.

(Ord. No. 2011-06-037, § 2, 6-7-2011; Ord. No. 2018-12-089 , § 2, 12-4-2018)