



SPECIAL EVENT LICENCE APPLICATION
Category B & Category C Event

Category B events are defined as requiring full or partial control over the use of the street and are less than a calendar day in duration. Category B events are restricted to local/minor streets and streets in the Downtown Area. Except for processions, Category B events shall not occur during the hours of 7:30 a.m. to 5:30 p.m. Monday through Friday on North 1st, Pine, Cypress, Oak, or Chestnut Streets within the Downtown Area unless the event takes place in the Street Festival Area. The license fee for a Category B Event is \$50.00.

Category C events are defined as requiring full or partial control over the use of the street and are either a multiple day event or a single day event with a community-wide focus or major impact. Events utilizing fireworks shall be Category C events. Category C events may not occur on arterial streets except in the Downtown Area. They may not occur during the hours of 7:30 a.m. to 5:30 p.m. on North 1st, Pine, Cypress, Oak, or Chestnut Streets in the Downtown Area unless the event takes place in the Street Festival Area. The street restrictions do not apply to processions. The license fee for a Category C Event is \$100.00.

Return completed application to:

Abilene Police Department, located in the Law Enforcement Center at 450 Pecan Street, Abilene, Texas 79604

This application is due no later than 14 days prior to the event for a Category B event and no later than 60 days prior to the event for a Category C event.

Name and description of Event: _____

Event organizer ("Licensee") _____

Agent for Licensee (*must be 21 years of age or older*): _____

Phone number: _____ Address: _____

Date of event: _____ Time and duration of event: _____

Date and time of street closure for set-up: _____

Description of public right-of-way proposed for the event: _____

Activities that will occur in the public right-of-way: _____

Provider of security services: _____

Identify items that will be made available to event attendees, whether they will be given away or sold, and whether the sponsoring entity or a third party will be responsible.

<u>Item</u>	<u>Available Yes/No</u>	<u>Given/Sold</u>	<u>Responsible Party</u>
Food	_____	_____	_____
Beverages	_____	_____	_____
Alcohol	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attached Information

In addition to proof of insurance, the following information must be returned and attached to this application:

1. Operations Plan – Provide the following details of the Special Event:
 - Entry control: barriers used to control entry into the event site; locations of entry points; who will erect, maintain, and remove barriers
 - Security: service provider; number of officers by time increments
 - Refuse collection: service provider; number and type of containers; frequency of service
 - Street litter clean-up: service provider and frequency
 - First aid: service provider
 - Utilities (electricity, etc.): service provider; maintenance plan

2. Layout Plan – Show graphically on a scaled drawing of the special event location the following:
 - Event boundary, entry control barriers, and entry points
 - Refuse container(s)
 - Portable toilet layout
 - Tent/booth type, layout and erection plan
 - First aid station(s)
 - Entertainment stage(s)
 - Designated parking area for volunteers
 - Event staging area(s)
 - Event command center

3. Traffic Control Plan
 - Service provider for temporary traffic control (signs, barricades, etc.)
 - Schedule of set up, maintenance, and removal
 - Scaled plan showing locations of signs, barricades, and other traffic control devices to be used. If traffic control will be different for various phases of the event, then a separate plan for each phase is required.

Signed (agent for licensee): _____ Date: _____

Do Not Write Below This Line - Administrative Use Only

Event classification: Category B or Category C By: _____

License fee paid: _____ Received by: _____ Date: _____