



COUNTY OF DALLAS  
MASS GATHERING  
APPLICATION PERMIT INSTRUCTIONS

At least 60 days before a mass gathering is to be held, the promoter of the mass gathering shall file with the issuing officers an application of permit and shall contain the following information.

1. The name and address of the performers who have agreed to appear and their agents and descriptions of any agreement reached with these performers.
2. A description of the preparation made to provide adequate sanitation, law enforcement, medical and nursing care.
3. A description of the preparations made to supervise minor persons who may attend the mass gathering.
4. A financial statement reflecting all funds which are being supplied to finance the mass gathering and who supplies them.
5. A certified copy of the agreement made between the promoter and the owner of the property.
6. Please submit an accurate drawing or plat showing ingress and egress and showing fire exits plan.
7. A description of all preparations being made to provide traffic control, to ensure that the mass gathering will be conducted in an orderly manner, and to protect the physical safety of the persons who attend the mass gathering.
8. With each public entertainment permit, a liability, fire and comprehensive insurance policy shall be provided reflecting the County of Dallas as an additional insured party for an adequate and reasonable amount of insurance as determined by the Commissioners Court or County Administrator, in an amount not less than three hundred thousand dollars (\$300,000.00) per occurrence.
9. The issuing officer shall set a date and time for a public hearing on the application, which shall be held at least ten days before the day on which the mass gathering is to begin. Notice of time and date of the public hearing shall be given to the promoter and any persons who have interest in the granting or denial of the permit, including notice to all owners of property, which abuts the property where the mass gathering will be held. At the hearing, any person may appear and testify for or against the granting of this mass gathering permit.
10. \$350.00 filing fee per mass gathering application.
11. Promoter will provide eight (8) copies of the application of the mass gathering plans to Dallas County Officials: 1- County Judge, 2- County Court Administrator, 3- Development, 4- Health Human Services, 5- County Sheriff Office, 6- County Fire Marshal's Office, 7- County Court of Records, 8- County Commissioner district that the mass gathering will be held.

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APPLICATION PERMIT

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**1. Promoter:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_ Fax: (\_\_\_\_\_)\_\_\_\_\_

E-Mail: \_\_\_\_\_ Mobile: (\_\_\_\_\_)\_\_\_\_\_

Name of the event: \_\_\_\_\_

**2. Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_ Fax: (\_\_\_\_\_)\_\_\_\_\_

E-Mail: \_\_\_\_\_ Mobile: (\_\_\_\_\_)\_\_\_\_\_

3. Address of mass gathering: \_\_\_\_\_

4. Dates of proposed gathering: \_\_\_\_\_

5. Type of gathering: \_\_\_\_\_

6. Total capacity of facility to be used for entertainment: \_\_\_\_\_

7. Number of Restrooms available within the facility: \_\_\_\_\_

8. Time and hours of the mass gathering: \_\_\_\_\_

9. Number of persons the promoter will allow to attend the mass gathering, submit a plan which the promoter intends to use to limit attendance to this number:

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10. Events Financial and Contractual Obligations:

- Attach the following documents:
  - a. A certified copy of the agreement between the promoter and the landowner.
  - b. List of the names and address of each performer and their agent who has agreed to appear at the mass gathering including a description of terms of the agreement.
  - c. Financial statement reflecting the funds being supplied to finance the mass gathering and each person supplying the funds.

11. Health and Sanitation Compliance:

- *Following the minimum standards of the Texas Administrative Code, Title 25, Section 265.3 (water supply, toilets, facilities, vector control, solid waste facilities, noise control, food sanitation, medical and nursing care and final site cleanup)*
  - a. Describe the steps taken to ensure that minimum standards of health and sanitation will be maintained during the gathering:
  - b. Describe the steps taken to ensure the physical health/safety of the persons attending:
  - c. Describe the preparation taken to provide adequate medical and nursing care:

12. Public Safety Compliance:

- *Following is the minimum standards of the Texas Administrative Code, Title 37, Chapter 1, Subchapter L, Section 1.161-1.169*
  - a. Describe how attendance will be limited to be maximum number stated in the gathering description above:
  - b. Describe the preparations you will take to provide traffic control:
  - c. Describe the steps you will take to ensure that the mass gathering will be conducted in an orderly manner:
  - d. Describe the preparations you will take to supervise minors who may attend the mass gathering:
  - e. Identify the locations on the grounds where promoter or representative will be available at all times during the event:

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Promoter's Signature

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Date

