



**SPECIAL EVENT / TEMPORARY EVENT  
RECREATIONAL STREET USE PERMIT APPLICATION**

**NEIGHBORHOOD SERVICES  
SPECIAL EVENTS  
4301 City Point Drive  
North Richland Hills, TX 76180  
817-427-6650**

**APPLICATIONS MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO ALL EVENTS**

**TYPE OF EVENT**

- Carnival       Circus       Craft Fair       Community Sale
- Block Party       Parade       5K Run/Walk       Other \_\_\_\_\_

**LOCATION INFORMATION** (assembly, staging or ending areas)

\_\_\_\_\_  
Place of Sales/Event

\_\_\_\_\_  
Street Address of Sales/Event

\_\_\_\_\_  
Property Owner Name      Property Owner Address

\_\_\_\_\_  
On-site Contact Person at Place of Sales/Event

\_\_\_\_\_  
Email for Contact Person at Place of Sales/Event      Cell Phone for Contact Person at Place of Sales/Event

**EVENT INFORMATION**

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

Date(s) of Event: \_\_\_\_\_ To: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date(s) of Set-up: \_\_\_\_\_ Date(s) of Tear-down: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ No. of Staff/Volunteers: \_\_\_\_\_ No. of Floats \_\_\_\_\_

**WILL FOOD BE \_\_\_\_\_ SOLD? \_\_\_\_\_ SERVED? \_\_\_\_\_ FOOD TRUCK(S)? \_\_\_\_\_ FOOD BOOTH(S)?**

**WILL COMMERCIAL VENDORS BE PRESENT:      YES / NO**

**WILL A TENT(s) BE ERECTED?      YES / NO      How Many? \_\_\_\_\_**

**WILL BOUNCEHOUSES BE USED?      YES / NO      How Many? \_\_\_\_\_**

**WILL BARRICADES BE NEEDED?      YES / NO**

**WILL FIREARMS/BOWS/ARROWS BE USED ON SITE?      YES / NO**

**WILL A POLICE OFFICER BE REQUIRED?      YES / NO      How Many? \_\_\_\_\_**

**ARE TEMPORARY SIGNS BEING REQUESTED? \_\_\_\_\_ BANNER(S)? \_\_\_\_\_ FLAG(S)? \_\_\_\_\_ BANDIT SIGN(S)?**

REC'D BY STAFF: \_\_\_\_\_      DATE: \_\_\_\_\_      NRH PERMIT # \_\_\_\_\_

APPLICABLE FEES: \_\_\_\_\_      DATE FEES PAID: \_\_\_\_\_



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**APPLICANT INFORMATION**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Address/City/State/Zip

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant Driver's License Number/State (COPY REQUIRED)

\_\_\_\_\_  
Applicant Email

\_\_\_\_\_  
Name of Business / Name of Sponsoring Organization

\_\_\_\_\_  
Business / Sponsoring Organization Address/City/State/Zip

\_\_\_\_\_  
Business / Sponsoring Organization Phone Number

\_\_\_\_\_  
Business / Sponsoring Organization Email

**APPLICANT ACKNOWLEDGEMENTS**

\_\_\_\_\_ A maximum of 4 permits for non-profit fund raising events shall be issued to the property hosting the event per calendar year, with the exception of public school sponsored events held on school property.

\_\_\_\_\_ Circus / Carnival containing mechanized attractions shall be counted as one of the 4 annual non-profit events and may not exceed a duration of 3 consecutive days.

\_\_\_\_\_ Circus / Carnival events shall be on a site containing not less than 2 acres and located in a nonresidential zoning district, with the exception of public and semi-public schools.

\_\_\_\_\_ Events shall supply adequate parking and sanitary facilities to all attendees including handicap accessible facilities.

\_\_\_\_\_ Events shall only operate from 8:00 am to 11:00 pm Sunday – Friday; 8:00 am – midnight Saturday

\_\_\_\_\_ Tents shall conform to the latest adopted version of the International Fire Code.

\_\_\_\_\_ The issuance of a Special Event Permit is not an authorization for off-premises advertising and signage. A separate Sign Permit issued by the Development Services Department must be applied for to utilize a portable sign off-site as per Chapter 106, Section 106-13 of the City of North Richland Hill's Code of Ordinances.

\_\_\_\_\_ Tents shall conform to the latest adopted version of the International Fire Code; and no tent shall be erected with a minimum of 30 days between events. Please note that any canopy (no sides) 700 sq ft or larger or a tent (with sides) 400 sq ft or greater require a separate permit and inspection by the NRH Fire Department.

**ADDITIONAL REQUIREMENTS\* – The following must be submitted with the complete application**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Property Owner's Written permission for assembly/staging/ending site</li> <li><input type="checkbox"/> Applicant's Driver's License</li> <li><input type="checkbox"/> Site Plan for event (list size(s)/locations of all stages/booths/tents/structures/shelters)</li> <li><input type="checkbox"/> Non-Profit Status Documentation (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Description of planned activities (ex: food vendors/speakers/music/entertainers)</li> <li><input type="checkbox"/> Description and map of route or street use</li> <li><input type="checkbox"/> Description of proposed traffic control including street closure requests</li> <li><input type="checkbox"/> Description of safety and security measures</li> <li><input type="checkbox"/> *Additional information may be requested.</li> </ul>
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I hereby certify that the information provided in this application is correct to the best of my knowledge and that said sales or event will be performed in accordance with the information contained herein and in compliance with the zoning regulations of the City of North Richland Hills and any other applicable ordinances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

REC'D BY STAFF: _____	DATE: _____	NRH PERMIT # _____
APPLICABLE FEES: _____	DATE FEES PAID: _____	