



SPECIAL EVENTS GUIDE AND SUBMISSION PACKET

Application required two weeks in advance if there will be less than 100 participants.

Application required 30 days in advance if there will be more than 100 participants and / or if food vendors will be present.

Development Services Department
6800 Main Street * The Colony, TX 75056
Ph: (972) 624-3158 or 624-3160 * Fax: (972) 624-2229
Website: www.thecolonytx.gov

WELCOME TO THE CITY OF THE COLONY!

We welcome the opportunity to work with you to help ensure the success of your event. The following pages outline the process in applying for a special event permit. Applications provided in this guide are for the most common events that occur in our community. Please submit all forms that apply to your particular event. Should you have any questions along the way, please feel free to contact our staff for assistance.

A Special Event is defined as: *An event to be held within the city that is of a limited duration and is likely to attract visitors.* Examples of special events include (without limitation) exhibitions, various races, sporting events, festivals, air shows, and religious events.

How do you know if what you are planning is considered a Special Event?

If you are planning an event that is open to the general public and/or will be held on public property, you likely need to fill out this application packet. By completing both pages of the Supplemental Questionnaire, you provide us with a better understanding of what you are planning.

STEP 1 – COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE

If you answer “Yes” to any item on the questionnaire, the Special Event Permit Application and applicable backup will be required. See “Special Event Rules and Regulations” for The Colony’s requirements.

STEP 2 – COMPLETE YOUR SUBMISSION PACKAGE

When completing your submission package, please include the following information:

1. A Special Event Permit Application;
2. An “Event Map” of your proposed set up with an explanation of the event; and
3. Additional applications/inspections, as followed:

<i>IF</i>	<i>THEN</i>
You are providing food	Complete a Temporary Health Permit Application.
You are putting up signs	Complete a Sign Permit Application.
You are having tents or canopies	You will need permitting and inspection approval from the Fire Marshal and the Building Inspections Department. Each tent over 100 sq feet (10 x 10) requires a permit at \$50 per tent/permit.
You are having fireworks or open fires	You will need permitting and inspection approval from the Fire Marshal and the Building Inspections Department.
Your event requires street closures	Complete a Street Closure Application.
You are serving alcohol	You will need permitting and inspection approval from the Fire Marshal and the Building Inspections Department.
Your event uses structures, bleachers or stages	You will need permitting and inspection approval from the Fire Marshal and the Building Inspections Department.

STEP 3 – SUBMIT YOUR APPLICATION PACKAGE

Turn in your completed application, supplemental questionnaire and backup information to the Development Services Desk at City Hall located at 6800 Main Street, The Colony, Texas 75056. **A \$50.00 application fee is required at time of submission.** Application package required two weeks in advance if there will be less than 100 participants. Application package required 30 days in advance if there will be more than 100 participants and / or if food vendors will be present.

STEP 4 – COMPLETION OF EVENT

At the completion of your event, you will have twenty-four (24) hours to remove any signage and structures associated with the event.

SPECIAL EVENT RULES AND REGULATIONS

1. The responsible organization, if holding the special event on City property shall, upon conclusion of the event, return the site to its pre-event condition within 24 hours.
2. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event. If applicable, a sales tax certificate must be provided.
3. All applications to conduct a special event shall be submitted to the Building Official. After review of the application, the Building Official shall make a determination as to whether or not the application should be granted or refused.
4. Any applicant who has been refused issuance of a permit shall have the right of appeal to the City Council. The City Council's decision regarding an appeal shall be final.
5. A person may display, in the public right of way, a special event sign for a maximum of 14 calendar days per event.
 - Display limitations.
 - i. Special event signs: No more than ten (10), twelve (12) square foot signs per event.
 - ii. Special event directional signs: No more than ten (10), four (4) square foot signs on the day of the event. Signs shall not be displayed in medians of any street or the traveled portions of the roadway and sidewalk.
 - iii. Portable marquee signs.
 1. Maximum effective sign area: Fifty (50) square feet.
 2. Maximum number: One (1) sign shall be located on –site and securely anchored to the ground. No flashing or lighted directional arrows shall be allowed.
 - iv. Signage must be maintained and be constructed of weatherproof materials, shall be professional in appearance and kept in good condition.

No sign shall be displayed until a permit has been issued.

All signs must be removed within 24 hours upon the completion of the event.



SPECIAL EVENT PERMIT APPLICATION

6800 Main Street
Phone 972-624-3158 * Fax 972-624-2229

*Incomplete application and/or submittal will delay the review process.
All Special Event Applications must be accompanied with all necessary back-up and the applicable application fee at time of submission.*

THIS APPLICATION IS TO PERMIT SPECIAL EVENTS THAT ARE OPEN TO THE PUBLIC AND OF LIMITED DURATION.

Profit

Non-Profit (501(c)(3))

Name of Organization: _____

Person in Charge of Event: _____ Phone Number: _____

Address _____ City _____ State _____ Zip _____

Description of event: _____

Event location / address _____

Date of event: from _____ to _____

Time of event: from _____ to _____

Estimated Attendance _____ Estimated Participants _____

Admission Charge? YES NO If yes, amount? _____

Participant Charge? YES NO If yes, amount? _____

Applicant

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Contact

Name _____ Phone _____ Mobile: _____

Address _____ City _____ State _____ Zip _____

Property Owner

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Sign Information: Signs may be displayed a maximum of fourteen (14) days. **Permit #** _____

Date signs will be put up: _____ Date signs will be taken down: _____

Location of special event sign(s): _____

Wording on sign(s): _____



SPECIAL EVENTS Supplemental Questionnaire

DIRECTIONS: Please indicate below all proposed uses for your event.		
WILL YOU BE HAVING:	YES	NO
Alcohol Sales (Indicate number of vendors)		
Bicycle / Foot Race		
Boating / Jet Skis		
Boat / Car / RV Show		
Carnival Games / Rides (If "Yes", Specify Below)		
Circus		
Concert (Specify number and hours of bands)		
Dancing		
Dunk Tank		
Fireworks		
Food Vendors (indicate type and number)		
Live Animals		
Live Performers (i.e. gymnastic event)		
Parade		
Tents / Canopies- Each tent over 100 sq feet (10 x 10) requires a permit at \$50 per tent/permit.		
Retail Sale Booth(s)		
Trade Show		
OTHER (Please Specify)		
COMMENTS:		

SPECIAL EVENTS Supplemental Questionnaire

DIRECTIONS: Please indicate below all services you will need or use for your event.

WILL YOU BE USING / NEEDING:	YES	NO
Street Closure (Additional application required)		
Street Barricades		
Traffic Control		
Electricity Hook-up		
Water Hook-up		
Special Street Sweeping (add'l fee required)		
Solid Waste/Recycling Services		
Signs and/or Banners (Additional application required)		
Fences (identify on site plan)		
Tents or Canopies (Additional application required)- Each tent over 100 sq feet (10 x 10) requires a permit at \$50 per tent/permit.		
Fire Hydrants (show nearest hydrant on map)		
Portable Restrooms		
Parking (show location on site plan)		
Other Special Needs (Specify below)		
COMMENTS:		

PROPERTY OWNER RELEASE
To be signed and notarized by owner of property

I, _____, certify that I am the owner of the above named property and authorize _____ to host the special event for the time specified.

PROPERTY OWNER SIGNATURE

NOTARY SIGNATURE

DATE

DATE

My Commission Expires

**NON-PROFIT ORGANIZATIONS
SPECIAL EVENT FEE REDUCTION REQUESTS**

The Colony City Council authorizes a fifty percent (50%) reduction of fees for non-profit organizations that provide a copy of the Internal Revenue Service (IRS) letter of recognition for 501(c)(3) status. Copy of IRS letter should be submitted at time of application.

To qualify for the exemption under the Internal Revenue Code, your organization must be organized by one or more of the following purposes:

- Charitable
- Religious
- Educational
- Scientific
- Literary
- Testing for public safety
- Fostering national or international amateur sports competition
- The prevention of cruelty to children or animals.

Please note that non-profit does not mean tax-exempt. A "tax-exempt organization" is a unique entity that is usually a non-profit organization; however, a non-profit organization cannot be exempt from Federal or franchise tax until the organization applies for an exemption and the IRS and the state franchise board issues a determination of exemption.

SITE PLAN

Applicant must provide a drawing or a site plan of event layout.

Site Plan or drawing should include:

1. Map of entire venue, including any street closures;
2. Traffic control plan, if needed;
3. All entries and exits, fire lanes and barricades;
4. Structures (bleachers, fences, displays, booths, stages, rides, etc.);
5. Location of parking for attendees and public restrooms; and
6. Start/End points for parades and races.



Event Name _____

STREET ACTIVITY / CLOSURE REQUEST

- The applicant requests closure of the street(s) indicated on the **event site plan sketch attached**. * Barricades and other traffic control devices are indicated on the sketch. The City of The Colony's Public Works Department will review the requests and make changes, as it deems necessary. Applicant will be notified of any changes upon approval of the application. **The applicant is required to provide a traffic control plan as part of this application and must obtain their own traffic control devices.**

Name of Barricade Company: _____

Phone Number of Barricade Company: _____

* **Street closures must emphasize access for any emergency vehicle access.** You must note on your site plan areas in which emergency vehicles can get through the street, if necessary.

- The applicant requests to block off public parking in locations noted on the event site plan sketch attached to this application. "No Parking" signs must be placed 48 hours in advance of the event. Event-holders may NOT tow vehicles in the "No Parking" area. City of The Colony Police may be called to request vehicles be towed one hour prior to the event, and will be towed by the City of The Colony at the event-holder's expense only if signage was properly placed in advance.

Placement of all traffic control devices and barricades is the responsibility of the event-holder or it's traffic control provider, unless the City notes otherwise in the event approval. The City of The Colony reserves the right to stop any activity if proper traffic control devices are not in place during the event.

The applicant is responsible for notifying all businesses impacted by any street closure by sending notification to the appropriate owner or manager. Additionally, the applicant must petition said owner/managers, noting everyone spoken to about the event and obtaining 50% or better approval from said owners/managers. *No street closure will be approved without an attached notification letter and petition.* A sample petition is attached for your convenience.

I have read, understand and agree to the Street Activity and Closure requirements:

Applicant Signature

Date



PARADE PERMIT APPLICATION

6800 Main Street
Phone 972-624-3158 * Fax 972-624-2229

*Incomplete application and/or submittal will delay the review process.
All Special Event Applications must be accompanied with all necessary back-up and the applicable application fee at time of submission.*

Name of Organization: _____

Parade Chairman: _____

Alternate Chairman: _____

Parade Date: _____ Starting Time: _____

Assembly Location: _____ Assembly Time: _____

Estimate Number of Vehicles/Floats: _____

Description: _____

Estimate Number of People Walking/Marching: _____

Estimate Number of Animals: _____ Types: _____

Parade Route Requested: _____

Starting Point: _____ Termination Point: _____

Signature of Chairman or Alternate

Date Filed

Date Received: _____ Permit Number: _____

Approved

Not Approved

Chief of Police

Date



Guidelines for Temporary Events

6800 Main Street *Phone 972-624-3160 *Fax 972-624-2229

Off-Premise Temporary Events:

- A. Application for Temporary Food Establishment Permits must be made with the City of The Colony Health Department at 6800 Main Street. Applications must be made at least **fourteen (14) days** in advance of the event. **If in conjunction with a Special Event, application must be made a minimum of thirty (30) days in advance. A sales tax certificate listing THE COLONY must be provided.**
- B. A list of all foods to be served must accompany the application for the permit and must be approved in advance by the Health Authority. Only those food items requiring minimum of handling, mixing of preparation (including but not limited to foods such as hot dogs or proportioned hamburgers) are allowed to be prepared inside the temporary facility. If the facility is fully equipped with sinks and hot and cold running water, preparation of other food items may be allowed as permitted by the Health Authority. **(ONLY FOODS APPROVED BY THE DEPARTMENT WILL BE ALLOWED FOR SALE AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED OR CITATIONS WILL BE ISSUED).**
- C. Events consisting of 10 or more booths should have a designated representative to coordinate the affair with the Health Department. This representative should be a Certified Food Manager.
- D. Permitted Food items:
 1. All food distributed to the public must originate from an approved / permitted source and may not be prepared or stored in a facility not permitted by the appropriate Health Authority.
 2. Home preparation or storage is not permitted.
 3. All applicants that are not routinely inspected by the City of The Colony Health Authority must provide past inspection records from the appropriate Health Authority of jurisdiction.
- E. Establishment Requirements:
 1. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood. If a booth is located on grass, a four-inch high platform will be required to elevate the floor to allow the proper runoff of rain water.
 2. All stands must have suitable covering over food preparation, cooking, washing, and serving areas. Such cover must meet Fire Code Requirements.
- F. Food Care in Temporary Establishment:
 1. All meat, dairy and perishable food products while being stored, prepared, displayed and transported must be kept at the following safe temperatures:
 - a. Cold foods must be maintained at 41°F or below.
 - b. Hot foods must be maintained at 135 °F or above.
 - c. Hamburger patties must be cooked to an internal temperature of 155 °F during preparation (Reheat PHF'S to 165°F or above).
 2. A metal stemmed thermometer must be provided for checking food temperatures during preparation and storage.
 3. All condiments, including onions, relish, peppers, catsup, mustard, etc. must be in individual single service packets or should be dispensed from sanitary automatic dispenser.

4. All foods, food containers, utensils, napkins, straws, etc. must be stored well above the floor and adequately protected from splash, dust, insects, weather or other contamination. No open displays of food products will be permitted. Baked goods such as cakes, cookies, pies, etc. should be sold wrapped as a whole or provided as wrapped, individual servings.
5. When self service ice dispensers are not provided, ice scoops are required. Handles of ice scoops must extend out of ice. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans or bottles in melted ice water.

G. Sanitation in Temporary Establishments:

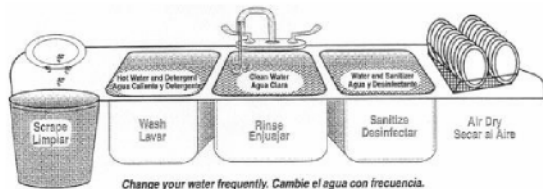
1. All stands in which open food will be handled or prepared will be required to have convenient hand washing and utensil washing facilities. The size, type, and number of sink compartments will depend upon the type of operation and will be determined by the Health Authority.
2. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves may be used and are recommended.
3. Those facilities which are in operation for more than 96 hours, and that sell non-packed, potentially hazardous foods must provide both hot and cold running water in quantities sufficient for hand washing by employees and for cleaning and sanitizing utensils and equipment.
4. Those establishments which are in operation for 96 hours or less, and that sell non-packed, potentially hazardous foods must furnish the following facilities if hot and cold running water and sanitary sewage facilities are not conveniently available.
 - a. At least five gallons of potable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.
 - b. One empty sturdy pail or tub to collect wastewater from washing hands.
 - c. An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least 50 parts per million (ppm).
 - d. Disposable paper towels and hand cleaning soap or detergent.
 - e. Three sturdy plastic pails or tubs at least two gallons capacity, one for washing) fill with water and dish soap), one with plain water (for rinsing off soap), and one with water and liquid chlorine bleach solution of 50 parts per million or greater (for sanitizing).
 - f. A sturdy five gallon plastic container with a small opening and funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.
 - g. Convenient solid waste containers, preferably with plastic liners.
5. The use of tobacco, eating food or drinking beverages is prohibited in food preparation and food service areas. Sitting on tables and counters is prohibited.
6. Animals are prohibited in all food establishments.
7. Wastewater from sinks, steam tables, etc. must be drained into the city sanitary sewer system of disposed of in accordance with liquid waste disposal ordinances and regulation.



9. HANDWASHING. Provision must be made for an adequate hand washing facility. In a pinch, a large clean water bucket, a soap dispenser, a roll of paper towels, and another bucket to collect waste water may do the trick. Liquid hand-sanitizer does not take the place of hand-washing, but should be used immediately after hand-washing. *The use of disposable gloves are strongly urged because they provide an additional barrier against contamination from all ill food workers who oftentimes work anyway. Hepatitis A is spread two weeks before symptoms appear. However, hand washing remains the first line of defense and must be used regardless of gloves.*

10. HEALTH & HYGIENE. Only healthy workers may prepare and serve food. Anyone who shows symptoms of a disease such as diarrhea, cramps, nausea, fever, vomiting, jaundice, flu, etc., are not permitted inside the booth. Workers should not smoke or eat inside. *Ill or unclean workers are a frequent cause of serious and widespread food borne diseases. Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers hands.*

11. DISHWASHING. Use disposable utensils for food service. Keep hands away from food contact surfaces and *never* reuse disposable ware. Use this wash procedure: 1. **Wash** in hot soapy water 2. **Rinse** in hot water, and 3. **Sanitize** in a solution of one capful of bleach in 2 gallons of water. *Use Chlorine test strips* to verify 50 to 100 ppm concentration. This bleach concentration does not smell or irritate hands, but effectively destroys harmful germs. *Can be purchased at restaurant wholesale supply houses.*



12. WIPING CLOTHS.

Rinse and store wiping cloths in a sanitizer bucket (1 tablespoon of bleach in each gallon of water). Change water often. *Keep all wiping cloths in bleach-water when not in use, because the actual disinfectant dissipates and becomes ineffective.*



13. ICE. Use a clean scoop to dispense ice, **never with a drinking cup or bare hands.** Drinking ice must be stored separately from ice used for bottles and cans. Scoops may be stored in the ice if the handle faces upward to prevent contamination from hands. *Ice can become contaminated with bacteria and viruses (like Hepatitis A) and cause food borne illness. Ice actually serves as a preservative for these tiny critters.*

14. INSECT CONTROL. Keep foods covered to protect them from insects. Store pesticides **away from foods** and when you apply them follow the label directions to protect food and work surfaces from contamination. Place food wastes and garbage in a refuse can with a tight fitting lid to minimize odors. Dispose of waste water in a sanitary sewer or toilet. Fly strips are permitted but must **not be placed** directly over foods. *Flies and other insects are carriers of disease. But it's easy to forget that pesticides themselves are also harmful to humans.*

The City of The Colony
Health Department
6800 Main Street
The Colony, TX 75056

Got Questions???
Please Contact:

Mary Branch
Phone: 972-624-3161
Fax: 972-624-2229
Email: mbranch@thecolonytx.gov

**The City of
The**

**Food Safety at
Temporary
Events**

**Are your hot
foods hot?
Cold foods cold?**



**Health Department
Tel: 972-624-3161**



Temporary Food Permit Application

14 Steps to...

SAFE and Sanitary Food Service Events

To qualify for a temporary permit, please read this pamphlet., complete the application , sign, and detach at the perforated line. Return to Inspections Department but **retain pamphlet** for you to use as a guide at your event.

Applicant Name: _____

Applicant Address: _____

Telephone _____

Date of Event: _____

Time: _____

Vendor Name: _____

Event Location: _____

A menu must be attached.

FEE: (circle one)

\$30/day [Max 14]

\$15/day Nonprofit

As a responsible food service manager or operator, I have received the temporary event guidelines and read this pamphlet distributed by the City of The Colony. I understand that pursuant to Art. III Sec. 10-64 of the Code of Ordinances, temporary food service events must comply with the provisions set forth therein.

Hence, I hereby agree to abide, as reasonably as possible, to these rules. Furthermore, I realize that failure to follow the same, may result in serious adverse effects in persons consuming food at my establishment.

Signed _____

Date _____

Church suppers, street fairs, civic celebrations and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a challenge. This 14 step guide will help your temporary event stay free of the risk of food poisoning.

- 1. PERMITS.** Obtain a temporary food permit from the City Health Department at 6800 Main Street. *In the event of a food borne illness, it will help if you can show you ran your event "by the book"*
- 2. BOOTH.** Design your booth with food safety in mind, ideally with an overhead covering, being entirely enclosed except for the serving window which should be screened. Only food workers are allowed inside the food preparation area. Animals must be excluded. *The more your food is exposed to outsiders, the greater the likelihood of contamination.*
- 3. MENU.** Have your menu simple, keeping **potentially hazardous foods** (meats, eggs, dairy products, potato salad, cut fruits & vegetables, etc.) to a minimum. Cook to order to eliminate leftovers. Use only foods from approved sources and which are wholesome with normal odors. *Preparation of food at home is not permitted because home facilities are not inspected by the Health Authority.*
- 4. COOKING.** Use a food thermometer. Cook: Hamburgers... 160 (or until juices clear) Poultry/Pork... 165 Other Foods... 155 Hold all cooking. Heat foods before placing in slower

responding crock pots if used. The US Public Health Service has determined that the major cause for food-borne illness is temperature related, that is, foods being in the **danger temperature zone of 40 to 140 F** too long.

- 5. REHEATING.** The use of leftover food is not permitted. *Prepared food that has been stored very likely has higher levels of microorganisms and would require higher temperatures to reheat. Some bacteria like Staphylococcus produce toxins that are resistant to reheating and could still cause illness anyway.*
- 6. COOLING AND COLD STORAGE.** Foods that require refrigeration must be cooled to 40 F within four hours and then held at that temperature. To cool quickly, put food containers into an ice bath (60% ice and 40% water) and stir the food frequently, or refrigerate foods quickly in pans no more than 4" high. To allow better heat dissipation, do not stack pans on top of each other, but leave the lids ajar until completely cooled. *Allowing hazard-ous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.*
- 7. TRANSPORTATION.** To safely transport food, keep it well covered with adequate temperature controls such as refrigerated trucks or insulated containers to **keep hot foods above 140 F and cold foods below 40 F.**
- 8. FOOD HANDLING.** Avoid hand contact with raw ready-to-eat foods and food contact surfaces. Use disposable gloves, tongs, or napkins to handle food. The State of New York has recently enacted a rule which requires all food workers to wear gloves when handling ready-to-eat foods. *Touching food with bare hands transfers germs to food. Potential contaminants on hands include Staphylococcus, Shigella, Hepatitis A, Norwalk-type virus, and other microorganisms.*