



REQUIREMENTS & PROCEDURES

Temporary Events



Applications may be submitted by fax, e-mail, postal mail, social media or in-person. **Processing cannot begin until the application fee(s) have been received.** Applicants will be contacted upon receipt of application to be provided a Case Number for payment. For assistance or more information, please contact us at (915) 212-1506, SpecialEvents@elpasotexas.gov or via Twitter or Facebook.

**A fillable electronic version of the Special Event Permit Application is available at www.epspecialevents.com.*

REQUIREMENTS

Description	Important Details				
<p>Complete Application</p>	<p>A Temporary Event License is required for any block party, bazaar, carnival, street display, street dance, street festival, special event, athletic event or any similar event that meets ALL of the following:</p> <ul style="list-style-type: none"> • Lasts 24 hours or less. • Takes place on City right-of-way (street, alley or sidewalk). • Does NOT exceed one city block or intersection. • Proposed closure is in a residentially zoned area. • Closure request is made by residents or property owners adjacent to the proposed closure OR by a neighborhood association. 				
<p>Application Fee(s)</p>	<ul style="list-style-type: none"> • Application and Late Fees are collected at the time of application submission and are NON-REFUNDABLE. • Application must be submitted a minimum of 30 calendar days in advance of the event in order to be considered on-time. • Applications cannot be accepted less than 7 calendar days before the event. <p style="text-align: center;">FEES</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Temporary Event Application Fee (30 days prior to the event)</td> <td style="text-align: right;">\$63.60</td> </tr> <tr> <td>Temporary Event Application Fee w/ Late Fee (less than 30 days prior to the event)</td> <td style="text-align: right;">\$127.20</td> </tr> </table>	Temporary Event Application Fee (30 days prior to the event)	\$63.60	Temporary Event Application Fee w/ Late Fee (less than 30 days prior to the event)	\$127.20
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<p>Authorization Notice(s)</p>	<ul style="list-style-type: none"> • If the event is applied for, on behalf of, or for any person other than the listed Applicant, a signed written notice from the Applicant authorizing the person(s) applying for the event to do so, shall be included with the application. <i>The notice must be on company letterhead (if applicable).</i> • If any portion of the footprint of the event is to be held on private property not resided in or owned by the listed Applicant, the property owner must provide a signed written authorization allowing the event to take place on the property and on the date(s) listed on the application. <i>The letter must be on company letterhead (if applicable).</i> 				
<p>Notice of Proposed Closure</p>	<ul style="list-style-type: none"> • The owners or occupants of real property adjacent to the footprint of the proposed closure must consent to the closure on the supplied Notice of Proposed Closure form. • If multiple residences exist within one property, the owner of the property may sign in lieu of individual residents. 				
<p>Traffic Control Plan</p>	<ul style="list-style-type: none"> • A traffic control plan demonstrating all traffic re-routing and appropriate barricades & signs must be included. Traffic control plan must utilize devices approved by the Texas Manual of Uniformed Traffic Control Devices. • Standard templates are available online at www.epspecialevents.com. If the templates do not fit your closure, you must contract a traffic control company to draft a traffic control plan for you. 				
<p>Site Plan & Dimensions</p>	<ul style="list-style-type: none"> • A map illustrating the footprint of the event to include locations of all temporary structures, portable restrooms, dumpsters, trash cans, public assembly areas, parking and emergency access points. • At least one lane (20 feet) of the street to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties by police, fire, and other emergency vehicles. This lane must be indicated on the site plan. • A drawing that includes the dimensions for all temporary structures (tents, stages, etc.) must be attached to the application. 				
<p>Contact</p>	<ul style="list-style-type: none"> • Please make all checks payable to: City of El Paso • SUBMIT APPLICATION & FEES TO: El Paso Special Events • c/o The One Stop Shop 811 Texas Avenue • El Paso, Texas 79901 (915) 212-1506 [T] • (915) 247-2025 [F] • SpecialEvents@elpasotexas.gov • www.epspecialevents.com 				

FEES	Fees shall be as authorized by City Council resolution. Application and Late Fees are due at the time of application submission. A deposit of half of the estimated amount of all costs for services provided by the City (except for Parks) is due prior to issuance of the parade permit, or a minimum of 48 hours before the event (whichever occurs first). Billing for the remainder of the costs will be invoiced by the City Comptroller within 30 days after the event.																		
POLICE AND TRAFFIC CONTROL	The applicant will be responsible for paying for and providing any required security, barricades, and signs. The barricading and signing shall must comply with provisions set forth in the Texas "Manual of Uniform Traffic Control Devices." The El Paso Police Department will evaluate all applications and determine if officers and police vehicles are needed. Applicants may elect to have services provided by certified peace officers other than EPPD (El Paso County Sheriff's Office, Constables, School District Police). If the traffic control will be provided by peace officers other than EPPD, a letter on departmental letterhead from the agency providing services must be submitted with the special event application. The applicant shall be responsible for any and all costs associated with the hiring and use of those peace officers.																		
CLEANING	The applicant shall be responsible for all litter and debris removal, including keeping the route clean and free of animal excrement. Cleaning may be performed by the applicant, or the applicant may hire a 3 rd Party or City Cleaning Services. To make advance arrangements for City Cleaning Services, indicate City Cleaning Services as the cleanup option in the Special Event Permit application.																		
PARKING METERS	Parking meters outside of the event footprint may be rented for exclusive use (delivery trucks, volunteer/staff parking, etc.) at a rate of \$8.25/meter/day + \$30 Administrative Fee. The meters will be bagged at 6AM on the date requested. The bag will be removed at 6AM following the end date requested. Parking meters inside of the event footprint will not be assessed fees, but they will not be bagged.																		
WIRELESS INTERNET	The City may be able to provide access to wireless internet during some events, including a secured connection for event functions such as cashiering or communications. Availability will vary depending on location and other factors. Additional fees may apply. If interested, please request the service in Section 10 of the Special Event Permit. Availability will be determined during processing by the City of El Paso Information Technology Department.																		
AMPLIFICATION	<p>Amplification utilized during the event shall comply with the noise standards set forth in Chapter 9.40 (Noise) and 13.28 (Sound Amplifying Devices) of the El Paso City code, which include the following exterior noise standards.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Noise Zone</th> <th style="text-align: center;">Time Interval</th> <th style="text-align: center;">Allowable Exterior Noise Level</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Residential Structures or Properties</td> <td style="text-align: center;">10PM – 7AM</td> <td style="text-align: center;">50 dB(A)</td> </tr> <tr> <td style="text-align: center;">7AM – 10PM</td> <td style="text-align: center;">55 dB(A)</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Commercial Properties</td> <td style="text-align: center;">10PM – 7AM</td> <td style="text-align: center;">60 dB(A)</td> </tr> <tr> <td style="text-align: center;">7AM – 10PM</td> <td style="text-align: center;">65 dB(A)</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Manufacturing or Industrial Properties</td> <td style="text-align: center;">10PM – 7AM</td> <td style="text-align: center;">65 dB(A)</td> </tr> <tr> <td style="text-align: center;">7AM – 10PM</td> <td style="text-align: center;">70 dB(A)</td> </tr> </tbody> </table>	Noise Zone	Time Interval	Allowable Exterior Noise Level	Residential Structures or Properties	10PM – 7AM	50 dB(A)	7AM – 10PM	55 dB(A)	Commercial Properties	10PM – 7AM	60 dB(A)	7AM – 10PM	65 dB(A)	Manufacturing or Industrial Properties	10PM – 7AM	65 dB(A)	7AM – 10PM	70 dB(A)
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STATE HIGHWAYS	If the event footprint will use a State or Federal Highway, the written approval from the appropriate governmental agency is required for the event, in addition to the approval by the City of El Paso. The use of IH-10, US-54, and Loop 375 is prohibited. Events lasting longer than 4 hours on State right-of-way will require insurance.																		
ALCOHOL	A City Council Resolution is required for all alcohol usage on City right-of-way. If it is a BYOB-style event, insurance may not be not required. If the event is directly <i>servng</i> alcohol, insurance will be required. If the event is <i>selling</i> alcohol, a TABC Permit will also be required. Selling, serving or consuming alcohol may require additional security, police and other safety provisions.																		
INSURANCE	Insurance is not required unless State right-of-way will be used for longer than 4 hours or alcohol will be served or sold by the event. If insurance is required, the following coverage must be met and the City of El Paso must be listed as an <i>Additional Insured</i> on the certificate of insurance: \$1,000,000 General Commercial Liability for personal injury/death per occurrence, \$1,000,000 General Aggregate AND \$1,000,000 Property Damage.																		
CANCELLATIONS	Cancellations must be submitted to the City of El Paso IN WRITING (fax, email, social media or in-person) a minimum of 24 hours prior to the start date and time of the event. Deposits and applicable permit fees will be refunded. A \$30 administrative fee will apply.																		