



Applying for a permit? Follow these instructions:

1. Complete the application and attach all the supporting documents as outlined on the form.
 - a. If you want to complete the PDF form by using pen or typewriter, print the form first.
 - b. If you want to complete the PDF form on your computer, first save the file to your computer. Here's how:
 - i. On the File menu, click "Save As"
 - ii. In the "Save In" field, select a folder or "Desktop"
 - iii. Click "Save"
 - iv. Type your information as needed in the blue-shaded fields
 - v. When complete, print the form
 - vi. Complete the next steps to submit in person or by postal mail
2. Attach all fees. Checks or credit cards are accepted.
3. Submit application, supporting documents and fees:

In person or by postal mail:

City of Fort Worth
Transportation and Public Works Department
Special Events and Street Permit Center
311 W. 10th Street
Fort Worth, TX 76102

4. For information or questions call 817-392-6594.



CITY OF FORT WORTH
RUN \ WALK EVENT APPLICATION

APPLICATION DATE: _____

NON-PROFIT ORGANIZATION REQUESTING STREET CLOSURE: _____

CONTACT: _____ E-MAIL: _____

SIGNATURE OF EVENT HOLDER _____

ADDRESS OFFICE PHONE # FAX # MOBILE #

**BENEFITING NON-PROFIT (501 (c) 3) DOCUMENTATION REQUIRED

EVENT PRODUCER: _____

CONTACT: _____ EMAIL: _____

SIGNATURE OF PRODUCER _____

ADDRESS OFFICE PHONE # FAX # MOBILE #

EVENT NAME: _____ EVENT DATE(S): _____

TYPE OF EVENT: [] RUN [] WALK [] MARATHON [] Other _____ (SPECIFY)

PURPOSE OF EVENT _____

ANTICIPATED CROWD: _____ EVENT HOURS: _____

COORDINATING POLICE OFFICER: _____ MOBILE PHONE # _____

OFFICE PHONE # _____

CHECK ALL THAT APPLY:

- [] AMPLIFIED MUSIC (MUST COMPLY WITH NOISE ORDINANCE NO. 14331)
[] ADMISSION FEE \$ _____
[] FENCING (all structures, banners, scaffolding, vendors, stages, etc., are required to be reflected and indicated and submitted on a detailed event layout site plan)
[] STAKING/DRILLING IN CITY'S RIGHT-OF-WAY (REQUIRES SITE REVIEW & APPROVAL OF TPW - INFRASTRUCTURE DEPT.)
[] SIDEWALK
[] LIST NUMBER OF LANES TO BE USED _____
[] FULL STREET CLOSURE
[] PARKING METERS NEEDED (COMPLETE PARKING METER RENTAL REQUEST FORM)

STREET/LANE TO BE CLOSED (INCLUDE CROSS STREETS) FROM TO (BEGIN & END - DATE AND TIME OF CLOSURE)

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STREET/LANE TO BE CLOSED (INCLUDE CROSS STREETS) FROM TO (BEGIN & END - DATE AND TIME OF CLOSURE)

***All street/lane closures must be on application. If more space is needed, copy this page and list additional closures. ***

A detailed site plan, event itinerary, entertainment/performer schedule, \$150 permit fee and \$700 security deposit must accompany this application.

*Adequate parking plan required for events held on private and/or public property

TRANSPORTATION & PUBLIC WORKS - STREET PERMIT CENTER / SPECIAL EVENTS
311 W. 10TH ST. - FORT WORTH, TX 76102
(817) 392-6594 FAX (817) 392-8941



THE FOLLOWING INFORMATION IS REQUIRED SO THAT A REQUEST FOR APPROVAL OF A RUN / WALK MAY BE CONSIDERED WITH RESPECT TO ALL SAFETY, TRAFFIC AND CONSTRUCTION CONDITIONS AFFECTED BY THE REQUEST.

DETAILED DIRECTIONS OF ROUTE:

ROUTE MAP:

POLICE DEPARTMENT SPECIAL EVENTS COORDINATOR USE ONLY

THE REQUEST FOR THE RUN / WALK HEREON DESCRIBED IS:

DESCRIPTION OF ALTERATIONS OR GENERAL:

APPROVED AS REQUESTED

APPROVED WITH ALTERATIONS

DENIED

DATE:

SIGNATURE OF POLICE LIAISON:

_____ ID# _____

DEPARTMENTAL REVIEW: DESIGNATED DEPARTMENTS SHALL REVIEW THE RUN/WALK REQUEST AND INDICATE THEIR COMMENTS AND RECOMMENDATIONS. IF MODIFICATIONS IN THE RUN/WALK TIMING OR ROUTE SHOULD BE MADE, OR IF DENIAL OF THE REQUEST IS IN THE BEST INTEREST OF THE CITY, THE PERTINENT FACTS MUST BE STATED.

1. PD SPECIAL EVENTS COORDINATOR

DATE: _____ SIGNATURE: _____ ID #: _____

2. NPD LIEUTENANT

DATE: _____ SIGNATURE: _____ ID #: _____

3. CONSTRUCTION SERVICES

DATE: _____ SIGNATURE: _____ TITLE: _____

4. TPW SPECIAL EVENTS & STREET PERMITS

DATE: _____ SIGNATURE: _____ TITLE: _____

ANY ADDITIONAL COMMENTS MUST BE ATTACHED ON SEPARATE DOCUMENT



RUN / WALK EVENT REQUIREMENTS TERMS AND CONDITIONS AGREEMENT

1. The special event and street use permit, and traffic control plan (TCP) must be on site during your event at all times. You are authorized to occupy only the area(s) noted on the permit. You may not occupy or block access to additional city property (sidewalks, parking lots, rights-of-way, etc.) or private property without permission. Each closed intersection is required to be staffed by an adult eighteen (18) years of age or older during event set up and break down and during event operational hours.
2. The event holder shall comply with all requirements of the City's Special Events Policy and Street Use Requirements and other ordinance requirements.
3. Amplified music is prohibited by City ordinance between 10:30 p.m. and 7a.m. or at any time on Sunday, provided however, that it shall be a defense to prosecution per Noise Ordinance Sec. 23.8
4. Portable toilets, including mobility-impaired units, are required.
5. All necessary food and/or beverage permits and information for proper dispensing and handling procedures shall be obtained from the Code Compliance Consumer Health Division (817-392-7255) and are in accordance as stated under Model Food Ordinance #9827.
6. Permits for dispensing alcoholic beverages shall be obtained from the Texas Alcoholic Beverage Commission (TABC) (817-451-9466) at least ten (10) days prior to the event.
7. Daily litter removal is required in the vicinity of the closed streets. Litter must be removed from the sidewalks and streets inside the event area and for one (1) block around the event on the morning after each scheduled event day prior to 8 a.m.
8. Off-duty City of Fort Worth police officers or other peace officers licensed in the State of Texas and with jurisdiction within the City of Fort Worth (Tarrant County Sheriff's Office, City of Fort Worth Marshals, Tarrant County Constables and Department of Public Safety) must be on-site throughout the event's operations and outside the perimeter of the street closure to provide security and traffic control. The City's Police Department Special Event Coordinator shall determine the number of officers required for the event. If the event requires five (5) or more officers, a City of Fort Worth Police Department Supervisor must be on-site. Notification using other peace officers must be made to the Police Department Special Event Coordinator for approval.
9. When it is the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition display, contest or activity, the owner, agent or lessee shall employ one or more qualified fire marshals, EMS and public safety plan as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted, in accordance with the most current IFC (SECTIONS 403.1, 403.1.1, and 403.1.2). Agrees to services provided and shall be invoiced with payment due within thirty (30) days.
10. The event holder shall be responsible for costs of repairs in excess of amount of deposit and shall be invoiced and due within thirty (30) days for all costs related to these or other requirements.
11. If the site is left in as good or better condition than before the event, the deposit will be returned. Reimbursement to cover damage to public or private property, etc. shall be deducted from the deposit and event holder will be invoiced for any additional amount for the actual cost of repairs.
12. In addition, when the City of Fort Worth has to provide on-duty resources due to the lack of security, fire marshals, etc., the event holder will be billed for this service. Please allow approximately thirty (30) days for processing any refunds.
13. A person commits an offense if he commences or conducts a street function, parade, or special event without an applicable permit; or in violation of any provision of a street function permit, parade permit, special event permit, or any other city ordinance or applicable law.

I have read and understand the rules, regulations, terms and conditions listed above and will abide by all requirements, policies and ordinances of the City of Fort Worth.






Print name

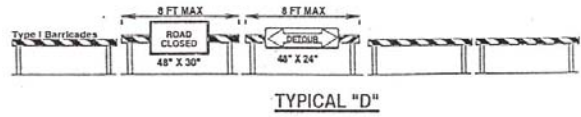
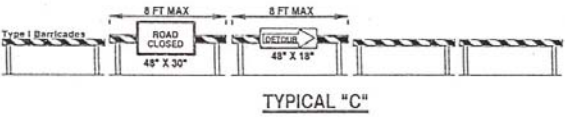
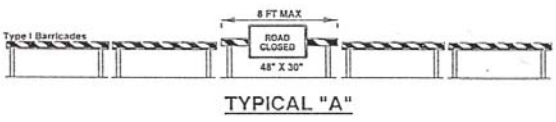
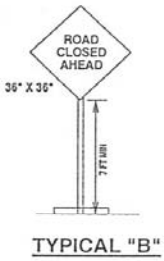
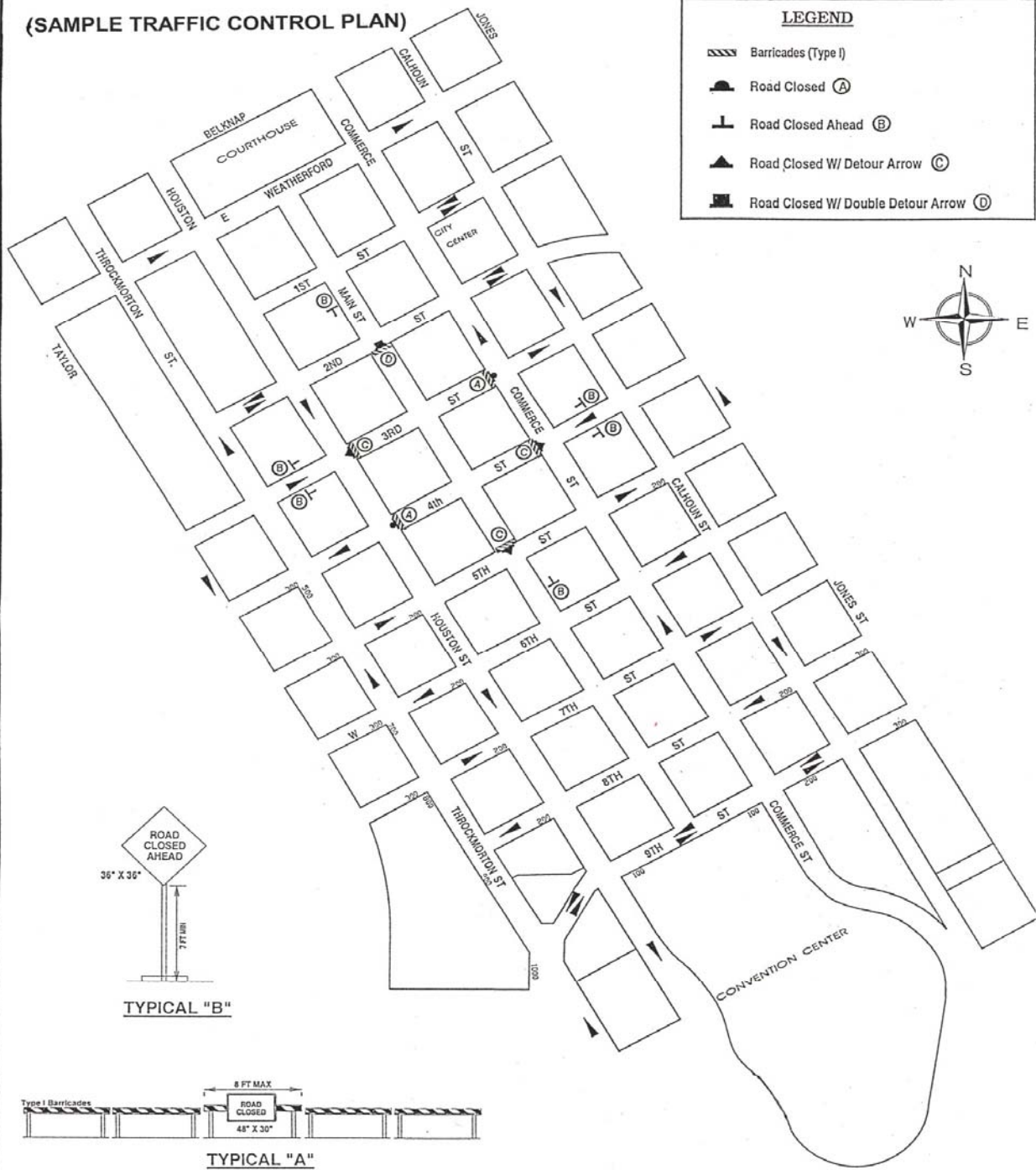
Signature of event holder

Date

(SAMPLE TRAFFIC CONTROL PLAN)

LEGEND

-  Barricades (Type I)
-  Road Closed (A)
-  Road Closed Ahead (B)
-  Road Closed W/ Detour Arrow (C)
-  Road Closed W/ Double Detour Arrow (D)



I certify that this traffic control plan (TCP) will be used for the following location(s):

_____ List street

_____ List cross street

_____ List cross street

Signature _____

Date _____

City of Fort Worth – Transportation and Public Works Street Permit Center