



Office of Special Events
650 S. Griffin Street, Dallas Texas 75202
(214) 939-2701

SPECIAL EVENT PERMIT

PERMIT NUMBER: 2021-4132

Deep Ellum Fall Arts Festival	Complex Static	Festival	15,000
EVENT NAME	CLASSIFICATION	TYPE	TOTAL ATTENDANCE
Friday, September 10, 2021	11 a.m. – 11 p.m.		
Saturday, September 11, 2021	11 a.m. – 11 p.m.		
Sunday, September 12, 2021	11 a.m. – 8 p.m.		5,000
EVENT DATE(S)	EVENT TIME(S)		DAILY ATTENDANCE
Thursday, September 9 at 9:30 a.m.	Monday, September 13 at 12 p.m.		2
SETUP START DATE	TEARDOWN COMPLETE DATE		COUNCIL DISTRICT
Deep Ellum	Main street between Elm and Commerce		Deep Ellum
VENUE NAME	LOCATION OF EVENT (ADDRESS)		HIGH IMPACT AREA
Main Events International (MEI)			deepellumartsfestival.com
HOST/SPONSOR ORGANIZATION			EVENT WEBSITE
Stephen Millard	Stephen@meifestivals.com		(214) 855-1881
APPLICANT NAME	APPLICANT EMAIL		APPLICANT PHONE
Stephen Millard	Stephen@meifestivals.com		(214) 855-1881
PUBLIC INFORMATION OFFICER	PIO EMAIL		PIO PHONE
Rene Sigala	7595		Central
DPD LEAD OFFICER	DPD LEAD BADGE #		PATROL DIVISION
<input type="checkbox"/> Aircraft / Drones	<input checked="" type="checkbox"/> Alcohol (mixed drink, beer, wine)		<input type="checkbox"/> Amusement Rides
<input type="checkbox"/> Animals	<input type="checkbox"/> Automobiles		<input checked="" type="checkbox"/> City Hall Services
<input type="checkbox"/> City of Dallas Sponsored Event	<input type="checkbox"/> City Owned Property		<input checked="" type="checkbox"/> Combustible Fuel (generators)
<input checked="" type="checkbox"/> Constructed Elements (tents, + stage)	<input checked="" type="checkbox"/> Food (registered licensed concessionaires)		<input checked="" type="checkbox"/> Outdoor Cooking
<input checked="" type="checkbox"/> Parking Restrictions/Meter Hooding	<input type="checkbox"/> Parks and Recreation Joint Permit		<input type="checkbox"/> Pyrotechnics / Special Effects
<input checked="" type="checkbox"/> Sound Variance (until 11 p.m. Fri & Sat)	<input checked="" type="checkbox"/> Street Closure		<input type="checkbox"/> Street Closure Only Permit
<input type="checkbox"/> Third Party Medical Services	<input type="checkbox"/> Third Party Security Services		<input checked="" type="checkbox"/> Other (merchandise sales)

- BRIEF DESCRIPTION -

The annual, free, 3-day Deep Ellum Arts Festival includes 150 artists selling and commissioning original works, 80 bands and performance artists showcasing all music genres on four different stages with amplified sound, two additional acoustical performance areas, street performers and cultural musicians. Merchandise sales includes T-shirts, CD's souvenirs, original art, jewelry, clothing. Food and beverage (alcohol) sales throughout the event footprint; 20 food vendors in three food court areas (includes outdoor cooking) and nine beer/wine bars. Three secured Spirits areas adjacent to the main stages include table service, seating and mixed drinks in addition beer and wine sales. The Festival Producers office is in the Common Desk at 2919 Commerce Street, but a temporary Festival office and information center will be set up under a tent at the intersection of Hall and Main Street during Festival hours. (Sons of Hermann Hall will no longer be used as a festival office). The stage near the wedding venue will go dark at 5 pm if bookings are secured. A community church service is held in the festival grounds Sunday morning. The primary event entrance is at Malcom X Blvd. (70% of event attendees enter here). Set-up begins Friday, September 9 at 9:30 a.m. with the installation of water and electrical infrastructure followed by perimeter fencing, two mobile stages (24" high 24'x32'), tents (twenty - 10'x10' and twenty - 10'x20') and water barriers. On Thursday morning the entry/exits (freestanding fencing or bike rack for



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festival soft entrances), two 8'X8' platforms for street performers are installed and 180 exhibitor's setup their own tents and move in. Street closure apparatus will be removed, and tear down will be totally complete by 12 noon September 13. Starting Sunday night, at 8 pm vendors and concessionaires start to move out, infrastructure, tents, stages, and port-o-lets are removed, then street sweepers come thru. Finally, the street closure apparatus will be removed, and teardown will be complete by 12 noon. September 13.

- APPROVED STREET CLOSURES -

The following street will be closed from 9:30 a.m. Thursday, September 9 until 12 p.m. Monday, September 13

Street Name	From	To	# of Lanes	Start	End
Main Street	East side Malcolm X Blvd.	Exposition Avenue	Full closure	9:30 AM 9/9/21	12 PM 9/13/21
S. Walton Street	Elm Street	Commerce Street	Full closure	9:30 AM 9/9/21	12 PM 9/13/21
Hall Street	Elm Street	Commerce Street	Full closure	9:30 AM 9/9/21	12 PM 9/13/21
Murry Street	Main Street	Commerce Street	Full closure	9:30 AM 9/9/21	12 PM 9/13/21
Trunk Avenue	Main Street	Commerce Street	Full closure	9:30 AM 9/9/21	12 PM 9/13/21
2nd Avenue	Elm Street	Main Street	Full closure	9:30 AM 9/9/21	12 PM 9/13/21

Street closure does not shut down pedestrian access; sidewalks remain open. All cross streets will open by Midnight on Sunday September 12. One dedicated lane is provided for Case building tenant parking garage access. Local business deliveries will NOT be impacted *Thursday or Monday* – access will be provided.

All cross streets open Sunday night by midnight.

THIS PERMIT ISSUED SUBJECT TO THE FOLLOWING CONDITIONS AND/OR RESTRICTIONS

This Special Event Permit will be null and void, if all stipulations and requirements are not met.

All items identified in RED are on file with the Office of Special Events (OSE) prior to permit issuance.

The Applicant is responsible for the following:

Public Safety

- Hire officers for security, crowd, and traffic control as detailed below:
Four (4) off-duty Dallas police officers on September 9,
Twenty (20) off-duty Dallas police officers and two (2) supervisors on September 10
Twenty-nine (29) off-duty Dallas police officers and three (3) supervisors and 1 Lieutenant on September 11
Twenty-two (22) off-duty Dallas police officers and two (2) supervisors on September 12
Officer Shift Detail: All off-duty Dallas Police Officers are required to work for the entirety of the daily shift.
How to Hire Officers: The DPD Special Events Planning Unit will provide a lead officer, who will hire required DPD officers and oversee the event.
- If top rated bands, celebrities, or VIPs are performing, the requirement for police presence will be increased accordingly. Applicant confirmed that there are no top-rated bands, celebrities, or VIPs.
- Client to ensure that lead officer provides each hired officer an electronic copy of the Special Event Permit prior to the daily shift start.
- Applicant is not permitted to close streets without DPD onsite or without prior written approval from OSE. Police officers shall be on site prior to the first street closure and remain on duty, at post, until event has been cleared, streets have reopened, and Commander/Lead officer approves DPD departure.
- Provide OSE the names and badge numbers of each officer hired, and the cell phone numbers for the lead/supervising officer(s). **Received Lead Officer:** Rene Sigala #7595, (214)725-0044
- Traffic Control Plan:** For this event, the traffic control plan must be provided by the client, an independent traffic control company/engineer or the hired lead officer by **8-1-2021**. TCP is subject to review and approval by DPD's Special Events Planning Unit. Applicant shall ensure an approved *Traffic Control Plan (TCP)* is on file with OSE prior to permit issuance. **Received**



NOTE: applicant is requesting to have traffic detoured to Washington rather than Exposition to prevent back-up since Exposition is reduced to one lane (no left turn is allowed from Exposition onto Main or Commerce) Provide cones, barricades, signs and variable message signs (VMS) as detailed in the approved Cone, Barricade and VMS List (see attached). Please see summary of totals below. Provide OSE a copy of the invoice/agreement for required barricades, cones, VMS. **Received**

Type	Totals
Type III	12
Jersey Water barricades	Sufficient to close the street securely
VMS	2

7. **Event perimeter:** The entire event perimeter is not fenced.
There is fencing and chutes at the main entrances.
Stages are used as hard barricade at the following locations: On Main just east of Malcom X Blvd.; on Commerce Street south of Main; on Trunk Avenue south of Main; On Main just west of Exposition.
Water barricades at the following: Main and Malcom X; Elm and Hall; Hall and Commerce; Main and Exposition.
NOTE: all barricades can be quickly removed to allow for emergency vehicle cross traffic in an emergency
8. Ensure no traffic lanes other than those detailed in the approved TCP are obstructed.
9. Ensure no pedestrian pathways or public/private driveways are obstructed. Ingress and egress must be allowed to all businesses and residents.
10. **Third Party Security Vendor:** Applicant/Permit Holder will secure a third-party security vendor to provide the following services: **Platinum Security** will provide unarmed private security for the following roles: monitor entrances/exits and bar areas. Control set-up: check-in of cars and exhibitors (vendor and exhibitor cars are allowed into festival footprint for unloading at scheduled times on Thursday (time stamped - 2-hour pass)), provide crowd control during the festival and overnight security.
11. **DPD Command Post:** DPD will not activate a command post on event day.

DFR - EMS Services

Hire Emergency Medical Services and Staff (1 medics) for the duration of the event from Dallas Fire Rescue by calling Lieutenant Lt. Rogelio Trevino: rogelio.trevino@dallascityhall.com or (214) 412-9063. Provide OSE with the EMS confirmation invoice. **Received**

NOTE: Fire dept. access is provided; pallet movers are readily available to move barricades to provide vehicular access in an emergency.

AMBULANCE traffic to Baylor Hospital rerouting is needed.

DFR will set-up an Aide Station at NW corner of Main and Hall Streets.

EMS primary event footprint access is at Hall Street.

If hot (high temperatures) applicant will run misters.

DFR - Fire Prevention

1. Maintain a twenty (20) foot fire lane for Dallas Fire Rescue on all streets closed for the event. Event may not be activated within the designated fire lane: *Event setup maintains an aisle down the middle of Main Street. Street is 44 ft. wide - booths 10' on either side. Trunk Street - equip is set-up off center to allow for fire lane*
2. Events with a designated static street closure must provide DFR access to all fire hydrants located within the static closure. These fire hydrants must be identified on the site plan.
3. Provide a 12-foot clearance around fire hydrants.
4. Events required to maintain a secure enclosed perimeter:



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- a. Shall obtain approval of your maximum occupancy load from the Fire Marshal. Provide OSE with the written approval from DFR. **Received**
 - b. Shall identify on the site map the required number of exits as determined by City Code.
5. Obtain approval for your site plan from the Fire Marshal by submitting to stephen.washington2@dallascityhall.com along with the DFR - Tents and Other Membrane Structures Plan Review. Site Plan must meet the specifications detailed below in GENERAL and be reviewed by OSE prior to DFR submission. Provide OSE with the DFR site plan approval. **Received**
6. Obtain applicable permits from the Fire Marshal by calling (214) 670-4319 for:
 - a. tents larger than 399 square feet
 - b. liquid propane gas use
 - c. generators using combustible fuel (in excess of 60-gallon diesel and/or 10-gallon gasoline)
 - d. any candles or open flames
 - e. Payment of these permits and fees can be mailed or made in-person on Tuesday and Thursday from 9 a.m. to noon at the Fire Inspection office located at 1551 Baylor Street, Suite 400, Dallas, Texas, 75226.

Insurance

1. An applicant for a permit to hold a special event shall procure and keep in full force and effect for the duration of the event insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. All provisions of each policy must be acceptable to the city.
2. Each policy must name as the certificate holder, "City of Dallas 650 S. Griffin St., Dallas, TX 75202" and must also include, "its officers and employees and appointed representatives" as additional insureds.
3. The coverage provisions of each policy must provide coverage for any loss or damage that may arise to any person or property by reason of the conduct of the special event by the applicant.
4. The policy must include setup and teardown dates.
5. Provide the City of Dallas a Waiver of Subrogation on General Liability, Automobiles, Umbrellas and Workers' Compensation policies.
6. The applicant/permit holder is responsible for theft, loss, or damages to City owned property that result from this event.
7. A special event permit will not be issued until the insurance requirements have been verified by OSE/City.
8. Provided to OSE an original certificate of insurance completed by an authorized agent of the insurance company and evidencing each insurance coverage required below.

Insurance is required in the following types and amounts:

- a. **Commercial general liability insurance** must be provided with combined single limits of liability for bodily injury and property damage of not less than:
 - \$1,000,000 for each occurrence, for an expected total attendance of 5,000 or more. **Received**
- b. Events that include **alcohol**: If any alcoholic beverage is sold, served, or otherwise made available at the special event, then separate additional liquor liability insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000 for each claim. **Received**
- c. Events that include **third party security services**: If security guards (other than Dallas Police Officers or city staff) are used at the special event, then separate additional security guard liability insurance must be provided by the security guard company in an amount of not less than \$1,000,000 for each claim. **Received**

Alcohol

1. Alcohol related services will be provided by TABC permit holder: **MD Executive LLC.**



2. Obtain a TABC Permit for alcoholic beverage sales from the Texas Alcoholic Beverage Commission.
3. Ensure all alcoholic beverages are sold and served in recyclable containers – **glass is prohibited**.
4. Ensure no alcoholic beverages are sold before 10 a.m. on Sunday.
5. Alcohol area must be identified on the event site plan.
6. Ensure the following signage is visibly posted at each entry point:
 - a. "No Alcohol Allowed"
 - b. "No Coolers or Containers of Any Kind Beyond this Point"
7. Ensure "No Alcohol Beyond This Point" signage is visibly posted at each exit point.
8. Applicant is responsible for providing adequate staff members/private security (not DPD) that will be responsible for enforcing age and alcohol stipulations: *Licensed bar tenders shall be responsible for checking ID and complying with all TABC regulations.*
9. Applicant is responsible for securing the perimeter of the area where alcohol will be served and consumed as follows: *Beer and wine is allowed throughout the event footprint. Third party security and DPD will manage all festival entrances/exits to ensure alcohol is contained within the event site.*
10. Applicant is responsible for securing the perimeter of the "mixed drinks" area separately and in addition to the "beer and wine" area. *The two 'Spirits' areas adjacent to main stages include a secure perimeter (bicycle barricades) and a controlled entrance/exit.*
11. Licensed bar tenders at each beverage stand are responsible for ID checks - no wrist bands are issued.

DART / MATA

1. DART - This event will impact DART operations; DART bus routes and stops. Bus routes crossing Main street at Malcom X Blvd. (Route 11) and Hall Street (Route 76) need to reroute.
2. You are required to submit the DART Traffic Plan a minimum of 30 days prior to your event. Allow 10 days for review and approval. Provide OSE a copy of the DART Traffic Plan approval. **Received**
3. Dart information signs need to be posted at each of the affected bus stops, rail stations and transit centers in compliance with the approved DART Traffic Plan to inform DART's customers of delays and/or detours.
 - a. Signs need to be posted at least two weeks in advance of the event. Signs need to follow the specifications as provided by DART.
 - b. Signs must be removed immediately following the event and the event clean-up is not considered to be complete until all signs have been removed.
4. Applicant is responsible for additional personnel required to monitor the DART systems.

Parking, Shuttle, Shared Ride Plan

1. The following PSSR Plan on has been approved by OSE, DPD and Transportation – Parking Enforcement:
 - a. *Festival is providing alternate parking in a parking lot between 2nd St. and Exposition.*
 - b. *DART Rail – Baylor station (Hall Street) is heavily promoted. DART is an event sponsor.*
 - c. *Event attendees may access all available public lots.*
 - d. *Bike and scooters use is encouraged, and bike racks are provided. No bikes, scooters, skateboards allowed within the event footprint. Bike and scooter parking at Commerce and Hall.*
 - e. *Shared ride drop-off/pick up location: On Elm Street at Hall and Commerce Streets and on Exposition*
 - f. *Trunk Street between Main and Commerce Street: DPD event staff and contractor parking (pass required) and is also used for event staging only: bob cats, dumpsters, ice trucks etc.*
 - g. *Monica's Cantina parking lot on 2922 Main Street is rented for festival staff use only (purple lot on parking map)*
 - h. *Event attendees will have access to available parking in all surrounding public lots.*
 - i. *New parking garage at Hall and Commerce – public parking available*
2. Per City code, parking on unimproved surfaces is prohibited.



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3. Contact all major shared ride companies. Communicate your approved traffic control plan/map to include approved drop-off and pick-up locations for shared rides. Shared ride drop-off /pickup is at Commerce and Hall
4. Ensure no public/private parking access is blocked including access to handicapped parking, without providing alternate parking arrangements: *Lot 3300 is a free 'permit required' lot made available to replace displaced local business and resident parking. Dedicated access lane is provided for tenants of Case Building.*
5. "No Parking-Towing Enforced" Signage. *No parking goes will be installed up Monday/Tuesday*
 - a. Provide "No Parking-Towing Enforced" signs on the following street(s)

Street Name	From	To
Main Street	East side Malcolm X Blvd.	Exposition Avenue
S. Walton Street	Elm Street	Commerce Street
Hall Street	Elm Street	Commerce Street
Murry Street	Main Street	Commerce Street
Trunk Avenue	Main Street	Commerce Street
2nd Avenue	Elm Street	Main Street
Exposition Avenue	Main Street	Elm Street

- b. In addition to the blocks and streets listed above, these signs are to be posted in all areas where meters will be hooded.
 - c. "No Parking - Towing Enforced" signs must include the date and time of parking restrictions.
 - d. Signs are to be posted 30 feet apart. Permit holder is responsible for ensuring NO PARKING signs are unobstructed from view, within direct line of sight of each restricted parking space. In cases of physical obstructions, permit holder shall install signs closer than the 30 feet apart. Towing cannot be enforced if signs are not visible at time of towing.
 - e. **Signs shall be posted** a minimum of 24 hours prior to the event or up to five (5) days in advance of event date.
 - f. Permit holder shall provide photos of the posted NO PARKING signs. Email these pictures to Parking Services at TRNParkingServices@dallascityhall.com and OSE.
 - g. Client is responsible for making sure signs stay in place. Towing cannot be enforced if signs are not visible at time of towing.
 - h. "No Parking - Towing Enforced" signs must be purchased from the city – no other outside signs are permitted on the public right of way. Signs are available at 320 E. Jefferson Blvd., room 212, at a cost of \$2.50 each with a meter hooding permit and \$5.00 each without one. Customers can pay for the signs and pick up the signs in room 212. *Signs with customization of event details or large quantities require a minimum 30-day advance notice.*
6. **Meter Hooding**

Your event is approved to hood meters from 6 a.m. Thursday, September 9 until 12 p.m. Monday, September 13 as detailed below.

35 Meters @ 2900-3000 Main St.

7 Meters @ 100 S Hall St.

3 Meters @ 100 N Hall St.

3 Meters @ 100 S Walton St.

6 Meters @ 100 Malcolm X Blvd.

E2906, E2920, E2921, E2922, E2923, E2924, E2925, E2926, E2927, E2928, E2929, E2930, E2932, E2934, E2909, E3000, E3001, E3002, E3003, E3005, E3010, E3012, E3013, E3014, E3017, E3018, E3019, E3020, E3021, E3023, E3024, E3027, E3028, E3029, E3030, HA100S, HA101S, HA102S, HA103S, HA104S, HA109N, HA111N, HA113N, HA113S, HA114S, WL108S, WL110S, WL116S, OK101S, OK103S, OK109S, OK111S, OK113S, OK115S



- c. You must obtain a permit to hood the approved meters and pay stations from the City of Dallas. Provide OSE a copy of the meter hooding permit received from Parking Services. **Received**
- d. "No Parking - Towing Enforced" signs should be installed as detailed above in "No Parking-Towing Enforced" Signage.
- e. Where parking spots are managed by a central pay station it is recommended that each parking spot be secured by a cone or barricade with an attached "No Parking - Towing Enforced" sign.

General

1. The Site Plan below has been approved by OSE, DPD and DFR.
2. Submit all revised site maps to OSE.
2. **Event attendance/occupancy.** Attendees typically stay at the festival 2-3 hours. The festival attendance peaks between 6- 7 p.m. The fine artists close at 9 pm and only two stages are active after dark.

Total expected attendance per hour:

Time	Attendance	Time	Attendance
11 am-noon	1000	5pm-6pm	4000
noon-1pm	2000	6pm-7pm	3000
1pm-2pm	3000	7pm-8pm	2000
2pm-3pm	4000	8pm-9pm	2000
3pm-4pm	5000	9pm-10pm	1500
4pm-5pm	5000	10pm- 11pm	1000

3. **Temporary Signage.** The following temporary signage is approved:
Variable message boards installed on each end of the event closure. Branded signage at entrances. Festival guide, welcome, event run of show.
4. **Event timeline/Run of show.**
Set-up begins Thursday, September 9 at 9:30 a.m. with the installation of water and electrical infrastructure followed by perimeter fencing, two mobile stages at Malcolm X and Main Street (24" high 24'x32'), Tents (20-10x10 and 20-10x20 rental tents) and water barriers. On Thursday morning the entry/exits (freestanding fencing or bike rack for festival soft entrances), two 8'X8' platforms for street performers are installed and 180 exhibitors set up their own tents and move in. Thursday Morning small mobile stage (12x16') set up on Trunk Street at Main and Thursday evening after 8 pm 4th mobile stage (24" high 24x20) set up at Hall and Main Street. The festival will keep Hall Street open as long as possible to allow for cross traffic and will only close when the stage is set up. Street closure apparatus will be removed, and tear down will be totally complete by 12 noon September 13. Starting Sunday night, at 8 pm vendors and concessionaires start to move out, infrastructure, tents, stages, and port-o-lets are removed, then street sweepers come thru. Finally, the street closure apparatus will be removed, and teardown will be complete by 12 noon. September 13. **Refer to website for more details**
5. Ensure event equipment used for set-up is not in the street or blocking the public right of way outside of the approved event footprint.
6. Ensure all electrical cords, cables, hoses, etc. are covered by cable protectors.
7. Ensure no resident or employee is denied access or egress from his home or place of business.
8. Equipment deliveries and/or set-up may not take place until the permit has been issued unless written approval is provided by the Office of Special Events.
9. **Drone Use.** The permit holder has confirmed that there is no official use of Small Unmanned Aerial System.

Notification Requirements

Written Notice:

The written notice must include the following information: (1) name of event, host/sponsoring organization, approved event date, time and location; (2) detailed description of the event including timing of noise impact and



sound variance (see below, if applicable); (3) event website, if applicable; (4) "An application for a Special Event Permit has been filed, concerned persons may contact the Office of Special Events at 650 S. Griffin Street, Dallas, 75202 or (214) 939-2701; and (5) Public Information Contact email and phone number as provided on the application; (6) if your event includes street closures, the notification must also include the following information: street closure table as provided in your preliminary letter; suggested detours for the public including in and out locations for events that encircle areas of town; and a map of your route/street closures; (7) some events may be required to provide a notification in Spanish.

- a. Events with an approved sound variance must include the following text in their notifications: "Outdoor amplified sound is approved until 11 p.m. Call 911 with any complaint. There is a DPD officer on site that will be contacted to reduce the sound volume and/or turn it down."
- b. Provide OSE a copy of the notification for approval BEFORE distribution. **Received** Please use the template provided.
- c. Submit the Notification Verification Form AFTER you have completed all of your notification **Received**

Complex Static Closure Event

An event with a set footprint that includes the closure of four or more street blocks and/or intersections OR any closure in a high impact area.

Broad Community Notification Requirements:

1. Deliver written notice to all owners and occupants of real property abutting the event area and all those impacted by the event a minimum of **30 days** prior to the event date (mail, hand delivered, or door hanger and
2. Deliver written notice to all owners and occupants of real property abutting the event area and all those impacted by the event a minimum of **15 days** prior to the event date (mail, hand delivered, or door hanger).

Direct Notification Requirements – Deep Ellum

1. The applicant of a Complex Static or Moving event shall send a copy of the event notification a minimum of thirty days prior to event date to the Deep Ellum Foundation for distribution across stakeholder groups. Itemize on the Notification Verification Form. Send the notification as a PDF attachment to an email:
TO: info@deepellumtexas.com
CC: your assigned OSE permit coordinator
SUBJECT: Please distribute Special Event Notification
2. **Multifamily Housing notification** - Direct contact (in-person, or email) with property managers of all multifamily housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
3. **Businesses notification** - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties as well as the ones identified via email on Aug. 30. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Other Notification requirements:

If your event has street closures, OSE highly recommends you submit your street closures to Waze/Google Maps' Major Traffic Events (MTEs) in their required format.

City Notification Contributions:

The City will contribute to the notification process in the following ways:

- a. OSE will post event to OSE website calendar with hyperlink to event website and contact information.



- b. Council members are encouraged to post district specific event details to social media from the OSE weekly report.

Public Information Officer (PIO)

1. The PIO contact information provided on the application must be included on all community notifications, on the event website and will also be included on the Special Event Permit, Traffic Advisory and any other event communication distributed by OSE.
2. The Event Public Information Officer (PIO) is a pre-event, post-event and event day operations role, supplied by the host event organization, whose role is to provide community stakeholders direct access to detailed event assistance.
3. This PIO must have comprehensive knowledge of the specific event (mid to senior event expertise) to successfully address inquiries.
4. The PIO may receive inquiries diverted from event staff, 311, DPD Officers working the event or any residents using the PIO's posted contact information.
5. The PIO will need to be available for at least one (1) pre-event communications meeting/call with Dallas Police, OSE and other necessary stakeholders including Traffic Control contractors.
6. While the event is operational, the PIO is required to have direct contact with essential members of the event operations team throughout the event site and route in order to address and resolve issues.
7. The PIO shall log all inquiries and submit the online [Public Information Officer Log](#) within 48 hours post event. A PIO log is not required if the PIO does not receive any event inquiries or complaints.

Outdoor Amplified Sound

1. Outdoor amplified sound is permitted by city code between the hours of 8 a.m. and 10 p.m. only. Any variance to these hours, requires an explicit sound variance from the Manager of the Office of Special Events. A **sixty (60) minute** sound variance has been granted with the following stipulations: Outdoor amplified sound must be turned off by **11 p.m.** Amplified sound after 10 p.m. must remain at or below 75% percent of the volume played before 10 p.m.
2. A Special Event Permit does not override the City of Dallas Code on Noise Regulations ([Article VI Environmental Performance Standards, SEC. 51-6.102. Noise Regulations](#)).
3. Ensure that sound equipment noise level is not so loud as to disturb nearby residents and does not violate the City of Dallas Code on Noise Regulations.
4. If any complaints are received, the requirement will be to turn the music down or completely off regardless of the time. Call 911 with any complaint.

Vendor Requirements

1. Ensure each food and beverage vendor on your vendor list has current food permits issued by the Department of Code Compliance – Consumer Health. Consumer Health Permits must be applied for in person at least seven business days before the event, and require the following documentation:
 - a. Invite letter, email, or memo from the event stating vendor is invited to be at event.
 - b. Supporting documents for where the food is prepared
 - c. Menu (limited to 6 time/temperature-controlled foods)
 - d. Fee (accepts check, money order, or credit/debit cards.)
 - e. Consumer Health, 7901 Goforth Rd., 214-670-8093, M-F from 8 a.m. – 4:30 p.m. **Customers must book appointment on-line at <https://appointments.dallascityhall.com>**
2. Ensure all vendors adhere to all of the [General Guidelines for Temporary Food Establishments](#).
3. Ensure all food and beverages are served in recyclable containers – **glass is prohibited**.



4. Ensure vendors that will be using liquid propane gas obtain the correct LP-Gas Portable Cooking Permit from Dallas Fire Rescue - 214-670-4319.
5. Food Trucks with current City of Dallas Mobile Food Unit permits must provide a copy of the valid permit to the event organizer. The event organizer must maintain copies of all permits, and they must be on hand and available for review upon request.
6. **Vendor List: please provide OSE a vendor list. Received**

Sanitation

1. Provide a minimum of 30 restroom units of which 3 or 5% must be ADA compliant.
2. Hand washing stations must be provided in conjunction with all restroom facilities and in all areas where food is sold.
 - a. A hand washing station is to be comprised of running water with liquid soap and disposable paper towels OR hand sanitizer dispensers.
 - b. Regardless of the number of handwash basins located with the permanent restrooms, additional hand washing stations will still be required in close proximity to the temporary/portable restrooms.
 - c. Provide a hand sanitizer dispenser in each portable restroom or hand washing stations for every bank of five to ten toilets.
3. A maintenance schedule for the toilet and hand washing stations should be set up to ensure that facilities are cleaned, and supplies replenished as needed. When written confirmation/proof is provided to OSE that restrooms will be serviced throughout the event, the total number may be reduced based on the servicing schedule with the approval from the Manager of the Office of Special Events.
4. Event organizers should always have a contingency plan in place if attendance exceeds the anticipated numbers and additional restrooms and hand washing stations are needed on short notice.
5. Provide a copy of the invoice/rental agreement for the required temporary/portable restrooms and hand washing stations by Aug. 30, 2021. **Received**
6. The applicant shall be required to make adequate provisions for cleaning-up the area and/or route of the event, both during and upon completion of the event and to return the area and/or route to the same condition of material preservation and cleanliness as existed before the event.
 - a. Provide and distribute no less than 30 trash/recycle containers, throughout your event footprint with focus on entrances/exits and areas where food and beverages are consumed.
 - b. All litter, trash and debris must be removed from the site, to include trash removal from all permanent trash receptacles used by event participants/spectators before teardown is complete.
 - c. Provide trash dumpster(s) onsite to assist with trash maintenance or develop a plan to remove all trash from premises. **Three (3) 30-yard dumpsters on site, located on Trunk street - Two (2) waste and one (1) recyclable dumpster.**
 - d. The footprint for cleanup and trash removal includes the entire property and streets abutting the property.
 - e. Cleanup and trash removal Services will be provided by **M & M concessions staff will support the event. Vendor's staff will be dedicated to trash pick-up and removal during the event. All trash will be transported from food courts and event receptacles to the dumpsters located on Trunk Street (2 waste dumpsters and one recyclables dumpster)**

Waste reduction and diversion Pilot Program

Provide recommendations for vendor products (compostable plates, forks, cups etc.)

Styrofoam and glass prohibited

City of Dallas will provide:

- a. Staff and educational signage to encourage waste reduction and contamination of recycle and composting collection bins at the six primary collection stations: three food courts and three at major intersections



- b. A container at Trunk Street for cardboard. M&M staff to be informed that vendor cardboard (storage boxes etc.) to be broken down and placed in the designated container
- c. Educational information for event website and web-based festival guide
- d. Staff and materials at one 10X10 educational booth (part of the vendor/artists booths)

Permits and Licenses

The event organizer is responsible for securing all applicable permits and licenses. **Failure to obtain all applicable permits as detailed below will render the Special Event Permit null and void.** Please note, some permits may not be issued until after the Special Events Permit is issued.

1. Obtain a Health Permit for food and beverage distribution/sales from Code Compliance Food Protection Division by calling (214) 670-8083.
2. Obtain a TABC Permit for alcoholic beverage sales from the Texas Alcoholic Beverage Commission by calling (817) 652-5912.
3. Obtain applicable permits from Sustainable Development and Construction Department by calling (214) 670-8160 or (214) 948-4480 for:
 - a. electrical/generator use
 - b. construction of tents 400 square feet or larger
 - c. construction of bleachers, stages and/or platforms/flooring over 30 inches in height
4. If you are operating a preferred event parking site on public or private property, please contact the City of Dallas Parking Services to ensure parking at that location complies with City Code and to prevent citations from being issued. They can be reached at parkingservices@dallascityhall.com or call 214-948-5346.
5. Obtain a permit for use of city parking lots from City Parking Services by calling (214) 670-1324.
6. Obtain applicable permits from the Fire Marshal by calling (214) 670-4319 for:
 - d. tents larger than 399 square feet
 - e. liquid propane gas use
 - f. generators using combustible fuel (in excess of 60-gallon diesel and/or 10-gallon gasoline)
 - g. pyrotechnics display
7. Obtain a permit for the use of heavy equipment or scaffolding during event set-up/tear-down from Traffic Safety by calling (214) 670-5896 or (214) 670-1885.
8. Obtain approval for use of water hydrant from the Water Department by calling (214) 671-9237.
9. **Copies of all permits must be on hand and available for review upon request.**

ADDRESSING COVID-19 AT OUTDOOR SPECIAL EVENTS

1. The CDC offers guidance on their website for [vaccinated](#) and [unvaccinated](#) people who attend large gatherings to help prevent the spread of COVID-19. The CDC also provides guidance for event planners: [Guidance for Organizing Large Events and Gatherings](#). Event planners should implement this guidance. This guidance is meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must comply.
2. Event attendees and staff are strongly encouraged to wear a mask if they are not vaccinated.
3. Ensure compliance with all regulations and guidance in accordance with Federal, State and County postings.
4. **For events with attendance restrictions.** Permit holder shall establish a reliable means to monitor, document and control attendance. Permit holder is responsible for completing and documenting the total number of people within the entire event footprint as requested. Headcount includes all event staff, vendors and patrons. *(only for permits with attendance restrictions)*



City of Dallas

Office of Special Events
650 S. Griffin Street, Dallas Texas 75202
(214) 939-2701

SPECIAL EVENT PERMIT

PERMIT NUMBER: 2021-4132

Permit holder agrees that every employer, agent and volunteer associated with the event will conform to and comply with all laws of the United States, the State of Texas and all ordinances of the City of Dallas. If the attention of the permit holder is called to such violation, permit holder will immediately desist from and correct the violation.

Permit holder is responsible for providing a copy of this permit to all participating vendors, staff, volunteers, contractors, and hired officers prior to the event start. All parties are responsible for permit compliance.


Jacquelin Justice, Supervisor, Office of Special Events

9/8/21
Date

DEPARTMENTAL REVIEW:

CCS – CODE – ENFORCEMENT
CCS – CODE – FOOD PROTECTION
DFR – EMS
DFR – FIRE PREVENTION (SPECIAL EVENTS)
DPD – PATROL DIVISION
DPD – SPECIAL EVENTS UNIT
ORM – (ORIGAMI ONLY)
SDC – SUSTAINABLE DEVELOPMENT & CONSTRUCTION

EVENT SPECIFIC

DPD – FLEET
OEQS – ENVIRONMENTAL QUALITY & SUSTAINABILITY
(PARADES/ENVIRONMENTAL IMPACT)
SAN – SANITATION
TABC
TRN – PARKING SERVICES

CC ON PERMIT ISSUANCE:

311
CITY OF DALLAS - PAO
DPD – LEADERSHIP
DPD PIO
OSE – MANAGERS

ATTACHMENTS:

SITE PLAN

STREET CLOSURES

DART
PW – CAPITAL CONSTRUCTION PROJECTS
PW – ROW
TRN – TRANSPORTATION

DEEP ELLUM ARTS FESTIVAL | PARKING OPTIONS & TRAFFIC FLOW

