



**City of Richland Hills, Texas**

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

**Community Event Permit**

All applications must be submitted 30 days prior to event date

- Carnival
- Block Party
- Community Sale
- Other: \_\_\_\_\_
- Parade

**Application Information**

Name of Applicant: \_\_\_\_\_ Applicant's Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Name of Business/Organization: \_\_\_\_\_

Business/Organization Address: \_\_\_\_\_

**Location & Event Information**

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

Event Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Exact Address of Event: \_\_\_\_\_

Contact Person of Event: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email for Contact Person: \_\_\_\_\_

Estimated Number of People Participating: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Description of Event (including any road closure requests and traffic plans with time and locations listed):

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Security Provisions: \_\_\_\_\_

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**Please check all involved commodities involved in the storage, sale or use of your event:**

- Amusement Rides
- Portable Restrooms/Restroom Facilities
- Tents
- Speakers/Amplifiers
- Barricades
- Dumpsters
- Stages
- Trailers
- Bounce Houses

**Commodities listed below require additional applications. Select all that apply to your event:**

- Building Modifications
- Food Service (including food trucks and food handling)
- Serving Alcoholic Beverages
- Electrical Service Use
- Signs (including banners, flags, magnet signs, etc.)
- Other: \_\_\_\_\_

Addresses Impacted by the Event:

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I hereby certify that all addresses above have been notified of the event. Initials: \_\_\_\_\_

I hereby certify that the foregoing information is correct to the best of my knowledge and that said event will be performed in accordance with the information contained herein and in compliance with the zoning regulation of the City of Richland Hills and other applicable ordinances. The granting of a Community Event Permit does not presume to give authority to violate or cancel the provisions of any other state or local law.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only	
Development Services Approval:	_____
Public Works Approval:	_____
Fire Department Approval:	_____
Police Department Approval:	_____