



Instructions for Special Event Permit Application Process

Thank you for applying for a Special Event Permit Application with the Town of Flower Mound! The purpose of this application process is to protect the public by assisting you in meeting minimum requirements to ensure a safe and enjoyable gathering.

Attached you will find a detailed packet that will help you begin the Special Event Permit process. Please use the check-list below in order to ensure you have all of the required forms necessary to process your application.

- A legible and completed Special Event Permit Application
- A legible site plan drawn to scale and/or dimensional detail showing the location, size, number and configuration in detail of the different components of the event
- Proof of public liability insurance with minimum combined limits of one million dollars (\$1,000,000)
- A legible and completed application for the issuance of a Temporary Food Establishment Permit (if applicable)
- A written lease or agreement from the owner of such property granting permission to operate a temporary event on said property during the dates of the proposed application. This agreement must be signed and properly notarized. (if applicable)

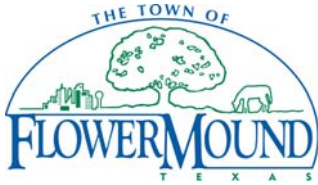
Please note that all of the above documents must be both legible and complete before your application can be processed. Once complete, this application must be approved by the Flower Mound Fire, Police, Environmental Health, and Building Inspection Departments. A permit shall be approved or denied within fifteen (15) business days after a legible and complete submission. **A late fee of One Hundred Dollars (\$100) shall be paid for each day or part of a day less than fifteen (15) business days before the event that the submittal is made.** Re-submittals or revised site-plans shall be limited to one (1) change per event and a site plan review fee of Forty Dollars (\$40) shall be paid upon submittal for review.

Please feel free to contact me directly should you have any questions or concerns regarding the application process. We look forward to helping your event be as safe and productive as possible!

Racheal Hudson
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Community Services - Town of Flower Mound

Helpful Contacts:

Parks Department # 972.874.6300
Police Department # 972.874.3335
Fire Department # 972.874.6270 or 6207
Environmental Health # 972.874.6340
Transportation Services # 972.874.6400



Special Event Permit Application

Complete the Special Event Permit application and submit to the Environmental Services Division a minimum of 15 business days prior to the event. A late fee of One Hundred Dollars (\$100) shall be paid for each day or part of a day less than fifteen (15) business days before the event that the submittal is made. Re-submittals or revised site-plans shall be limited to one (1) change per event and a site plan review fee of Forty Dollars (\$40) shall be paid upon submittal for review.

Date of Application:

Name and full description of event

Address/Location of event:

Start Date:	Hours:
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End Date:	Hours
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Organization/Sponsor:

Organization Address:

Phone:

Fax and e-mail:

Responsible/Contact Person:

Phone:

Number of people expected _____

Fee charged per person _____

Vehicles used for event _____

The following information must be on the required site plan:

- Tent: type and size: _____
(A Tent Permit may be required through the Fire Department)
- Sanitary Facilities: _____
- Food Type: _____
(A Food Permit may be required through EHS for each vendor)
- Alcohol Served
- Loudspeaker
- Extra Lighting - Type: _____
- Signs or Banner _____
(See Ordinance for specific sign requirements)
(Specific sign requirements apply for events held at Parker Square)
- A TXDOT PERMIT may be required if adjacent to a TXDOT controlled road.
- Lane Closure: Number of barricades ____ cones ____ (Allowed 2:5)
Address of drop-off/pick-up _____
- Animals/Rides/Inflatables _____

ACCEPTANCE AND AGREEMENT

Upon acceptance of this permit, it shall be construed that the provisions of this permit are acceptable to permittee and that it is his/her sincere intention to adhere to all of the requirements and conditions contained herein.

SIGNATURE

DATE



TEMPORARY FOOD EVENT REQUIREMENTS

What Every **Temporary Food and Special Event Operator** needs to know

Purpose

The purpose of these requirements is to prevent foodborne illness and protect public health by assisting operators of temporary food establishments in meeting minimum construction standards and in using safe techniques when storing, procuring, displaying, or serving foods.



Permits

“Temporary food establishment” shall mean any food establishment which operates at a fixed location for a temporary period of time, not to exceed more than 14 consecutive days, and is conducted in conjunction with a special event or celebration.

- All events open to the public in which food is conveyed to the public require a temporary food event permit.
 - A complete menu of foods to be conveyed must be provided at the time of application.
 - A permit fee of forty dollars (\$40.00) shall be paid by each applicant to operate a temporary food establishment. No fee will be charged to non-profit organizations.
 - The Town of Flower Mound Environmental Health Department may impose additional requirements related to the operation of a temporary food establishment to protect the health of the consumer, and may prohibit the sale of some or all potentially hazardous foods.
1. Application for and issuance of Temporary Food Event Permits are made at the Environmental Health Services Division, 1001 Cross Timbers Road, Suite 2330. Applications should be made at least 72 hours in advance of the event.

2. Only approved foods will be permitted. Foods requiring minimal handling will be allowed to be prepared on-site. More extensive food preparation must be conducted in a permitted commissary, unless the temporary facility can be provided with running water and an enclosed food preparation area.

HOME PREPARATION OR STORAGE OF FOOD IS NOT ALLOWED.

3. If the commissary facility, or place where the food is originally prepared, is in another jurisdiction (outside Flower Mound) one must attach a copy of the facility's current permit from the regulatory authority (state, county, or local Health Department) with the application.
4. **Bake sales:** The Health Department will not issue permits for bake sales. If your non-profit organization will be selling home-baked goods, the following guidelines must be followed:
 - No cream filled/custard/pudding type desserts may be sold, given away, or otherwise conveyed to the public, as these foods require refrigeration, and are considered potentially hazardous.
 - Baked goods should be portioned out and wrapped, or placed in single service containers or packages, prior to the sale to eliminate the need for additional handling on site.
5. All potentially hazardous foods such as meat, poultry, fish, or dairy products must be maintained at 41 degrees F. or below, or at 140 degrees F. or above at all times. This is to prevent the incubation and growth of foodborne bacteria. Mechanical hot holding and refrigeration is required, unless other methods are approved. Canned "Sterno"-type heating fuels are not allowed at outdoor events.
6. Open, unprotected displays of food are not allowed.
7. Eating, drinking and the use of tobacco in any and all forms are prohibited in food preparation or service areas.
8. Food handling personnel must wash their hands as frequently as necessary to keep them clean, even though disposable gloves may be used.
9. Suitable physical hair restraints, such as hair nets or caps, are required to be worn in the food preparation and serving areas by all personnel.
10. All establishments that handle or prepare unpackaged foods are required to have convenient handwashing and utensil washing facilities. The number, type, and size of sinks or basins required will be determined by the type of operation to be conducted.

Water Supply:

- At least five (5) gallons of potable water in a sturdy plastic dispensing container must be provided to be used for hand washing and utensil cleaning and sanitizing; if potable water replenishment is not readily available, additional containers of potable water may be required to be on site.

Handwashing:

- A one (1)-gallon container of water with a spigot to provide a flow of water and a small basin to contain the wastewater. Liquid bleach (approximately 1 tablespoon) may be added to this water for effective hand washing.
- Disposable paper towels, hand cleaning soap or detergent must also be provided.

Washing and Sanitizing:

- Three (3) sturdy plastic pails or tubs of at least two gallon capacity; one for washing, one for rinsing and one for sanitizing.
- An adequate quantity of sanitizer, such as household liquid chlorine bleach. A solution of at least 50ppm chlorine is required for sanitizing. (One tablespoon of bleach per gallon of water.)
- Test strips to verify the concentration of sanitizer.

Wastewater Disposal:

- A sturdy five (5) gallon plastic container with a small opening and a funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.
11. All waste water from sinks, steam tables etc. must be drained or disposed of into the sanitary sewer system, or in a manner that is consistent with liquid waste disposal code requirements.
 12. Covered trash containers must be provided.
 13. All foods, food containers, utensils, napkins, straws and single service articles must be stored well above the floor and adequately protected from splash, dust, insects, weather, or other contamination.
 14. All condiments, including onions, relish, sauces, peppers, catsup, mustard, etc., available for customer self service must be available in single self-service packets, or in properly designed, covered and protected dispensers.
 15. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, cartons, or other food items. Ice storage units

must be constructed to drain as the ice melts in order to prevent the submergence of chilled drink cartons, cans or bottles, and to prevent them from contacting melted ice water.

16. The physical handling of foods or ice must be kept to a minimum. Utensils such as scoops, tongs, forks, or spoons are to be used whenever possible. If direct handling of foods is required, disposable plastic gloves are recommended (but not required).
17. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt or tight-fitting plywood.
18. All stands must have a suitable covering over food preparation, cooking and serving areas. Such covers must meet fire code requirements. A skirt is recommended to protect food and utensils.
19. Animals are prohibited from being within 50 feet of a temporary food establishment.
20. Employees must have access to adequate restroom facilities at all times.

Failure to comply with these regulations may result in the revocation of the temporary food event permit and/or the issuance of municipal court citation(s).

For more information please contact the Environmental Health Services Department at 972 874-6340 or visit our website at www.flower-mound.com

