



# MASS GATHERING PERMIT APPLICATION

TO BE SUBMITTED TO COUNTY JUDGE'S OFFICE



ELLIS COUNTY

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All applications must be submitted to the Ellis County Judge's Office by event promoters at least (45) days prior to the first day on which any event that requires a Mass Gathering Permit will be held

No Application shall be considered to have been submitted until is accompanied by an Application Fee. Fees shall be paid with Cashier's Check or Money Order, payable to "Ellis County, Texas". The standard application fee for a Mass Gathering Permit is \$250.00 for events of 2,500 or more.

The County Judge, or the County Judge's authorized assignee shall hold a public hearing to determine whether the application for a Mass Gathering shall be granted no later than the tenth day before the event. Applications may be denied for any of the reason enumerated in Section 751.007 if the Texas Health and Safety Code.

Applicants are encouraged to review Chapter 751 of the Texas Health and Safety Code for a comprehensive perspective on Mass Gatherings and the application of Texas law to such events.

**Business Promoter**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

**Property Owner**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

DATE(S) OF EVENT (MM/DD/YYYY) : \_\_\_\_\_ TIME(S) (START - END): \_\_\_\_\_

LOCATION: \_\_\_\_\_

MAXIMUM ATTENDEES: \_\_\_\_\_ EXPECTED ATTENDEES: \_\_\_\_\_

AVERAGE ATTENDEE AGE: \_\_\_\_\_ PERCENT BELOW 21 YEARS OF AGE: \_\_\_\_\_

WILL ALCOHOL BE SERVED, SOLD, OR CONSUMED? YES  NO

**ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:**

ATTACH TO APPLICATION WITH 3 BOUND COPIES

1. A financial statement that reflects the funds being supplied to finance the mass gathering and each person supplying the funds.
2. A certified copy and description of the agreement between the promoter and the property owner.
3. Description and Rendering of the property on which the mass gathering will be held - Identifying: parking/stages/vendors/emergency operations plan.
4. Description and plan on how the promoter intends to limit the attendance to maximum capacity.
5. Name and address of each performer who has agreed to appear at the mass gathering, as well as the name and address of each performers agent.
6. A description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the mass gathering. Following the minimum standards of the Texas Administrative Code, Title 25, Section 265.3 (water supply, toilet facilities, vector control, solid waste facilities, noise control, food sanitation, medical, nursing care, and final site cleanup.
7. A description and plan of all preparations being made to provide traffic control to ensure that the mass gathering will be conducted in an orderly manner, and to protect the physical safety of the persons who attend. Following minimum standards of the Texas Administrative Code Title 37, Chapter 1, Subchapter L, Copy of agreements with Police or Sheriff's Departments and Fire Department.
8. A description of the preparations made to provide adequate medical and emergency care. Including a copy of agreement or contract for ambulance service.
9. A description of the preparations made to supervise minors who may attend the mass gathering.
10. If applicable: A copy of permit from TABC and the description of how alcohol will be sold or served.

**THIS PERMIT AND DOCUMENTS DO NOT INCLUDE THE REQUIRED FIRE CODE PERMITS FOR STRUCTURES, TEMPORARY STRUCTURES, FIRE WORK DISPLAYS, OR OTHER RELATED FIRE CODE ISSUES**

By signing below, I attest that all the information on this document and attachments are true and fact to the best of my knowledge.

**PRINTED NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATE (MM/DD/YYYY):** \_\_\_\_\_

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**Office Use Only**

**FEE PAID**

**COUNTY JUDGE/DESIGNEE:** \_\_\_\_\_ **PERMIT #:** \_\_\_\_\_ **DATE (MM/DD/YYYY):** \_\_\_\_\_

**APPROVED** ■

**NOT APPROVED** ■

**CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
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