

Internal Use Only
FORM B APPLICATION CHECKLIST

Instructions: Each department director will read the application and other submitted materials, and consider the criteria listed to the right. If the application items meet approval, the department director shall write their initial in the corresponding box. If the item does not meet approval criteria, the department representative shall write an "X" in the corresponding box. If the item does not pertain to the department, the representative shall write "NA" in the corresponding box. Department directors may provide additional comments in the space below. If the application is satisfactory, then each director shall sign at the bottom and the form will be forwarded to the City Administrator for final approval.

Item	Police	Fire	Public Works	Community Development	Community Services and Parks Programs	Administration	Criteria (non-comprehensive)
Application Fee							Has the application fee has been received?
Name of Applicant							Has this person broken event policies in the past?
Name of Organization Hosting Event (if applicable):							Has the organization broken event policies in the past?
Phone Number							Was a phone number provided?
Email Address							Was an email address provided?
Date Form Submitted							Is this submission date at least 45 days before the event date?
Event Date							Is this event date close to when City events are being held? Does the event date meet frequency requirements set forth in the Special Events Policy?
Event Start/End Times							Do these times conflict with other reservations? Will the event conclude before dusk?
Residency							Is the applicant a resident, or is the sponsoring organization based in Hutchins City Limits? If not, have all fees been calculated using non-residential rates?
Location							Is the location appropriate for the type of event being held? Is it big enough to handle the expected number of people? Will the location cause undue burden or annoyance to adjacent residents, businesses, or traffic patterns?

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Campbell Baseball Field Reservation Fees							Have the deposit fee and hourly fees already been paid?
Campbell Park Pavilion Reservation Fees							Have the deposit fee and hourly fees already been paid?
Expected Attendance - Capacity							Does the expected attendance exceed the maximum capacity of the event location?
Fire Protection Plan							The number of expected attendees, or the nature of the event, is not expected to require a fire protection plan. OR If a fire protection plan is required, the fire protection plan has been approved by the Hutchins Fire Department.
Medical Plan							The number of expected attendees, or the nature of the event, is not expected to require a safety plan. OR If a medical plan is required, the medical plan has been approved by the Hutchins Fire Department. All fees have been paid to the Fire Department in accordance with the fee schedule.
Security Provisions/Crowd Control							The number of expected attendees, or the nature of the event, is not expected to require a security plan. OR If a security plan is required, the security plan has been approved by the Hutchins Police Department. The Police Chief has approved of the persons providing security. If using Hutchins Police Department personnel or equipment, including the presence of police vehicles, all fees have already been paid to the Police Department in accordance with the fee schedule.
Vendors							Has each vendor on the vendor list met approval requirements?
Food Permits							Has each person or vendor preparing hot food obtained appropriate permits through the County?
Fire Safety Inspections							There is no indication that the event must have fire safety inspections conducted. OR Have fire safety inspections already been carried out? If not, does the Fire Department have the inspections scheduled and have reasonable confidence that the inspections will pass?

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Advertisements							Is all the content approved? Have all the methods of distribution been approved? Do all advertisements contain the phrase, "Not sponsored by the City of Hutchins?" Do any advertisements contain the City logo?
Public Notification Plan							The nature of the event does not require a public notification plan. OR the public notification plan has been approved.
Traffic and Parking							If a traffic plan is required, has the traffic plan been approved? Has the applicant obtained appropriate equipment and people to manage the traffic? Will event parking be located in an approved area?
Trash and Cleanliness							Has the applicant shown proof that they will have the necessary number and sizes of trash receptacles at the event based on the nature and expected attendance of the event? Does the applicant have plans to clean the location after the event? Will the nature of the event cause excess litter or environmental issues (e.g., confetti).
Public Works - Other							Does the nature of the event raise potential concerns about property damage, safety, or similar (e.g., vendors driving on muddy grass)?
Liability Insurance							Has the applicant shown proof of sufficient liability insurance?
Exceptions to Free Speech							Is there any indication that advertisements, vendors, vendor merchandise, or other event characteristics have elements of profanity, obscenity, false advertising, fighting words, threats of violence, or other exceptions of protected free speech?

COMMENTS

Police:

Fire:

Public Works:

Community Development:

Community Services and Parks Programs:

Administration:

SIGNATURES

By signing below, I acknowledge that the special event as described in writing by the Applicant meets all criteria set forth by the department I represent.

Steve Perry
Police Chief

Date

Chief Hickson
Fire Chief

Date

Mamun Yusuf
Director of Public Works

Date

Tim Rawlings
Building Official

Date

Wanda Randle
Director of Community Services
and Parks Programs

Date

James W. Quin
City Administrator

Date

By signing below, I acknowledge that the special event as described in writing by the Applicant meets all criteria set forth by the aforementioned departments. I grant permission to proceed with drafting a written agreement.

James W. Quin
City Administrator

Date