

**CITY OF ODESSA**  
**Special Event Application**

**Contact**

**Traffic Sergeant at 335-5756**

or

**Traffic Lead Corporal at 335-3355**

Monday– Friday  
8:00 A.M. – 5:00 P.M.  
to schedule an  
appointment prior to turning in the  
application to Records.

# ***CITY OF ODESSA***

## ***Parade/Special Event Application***

If you plan on organizing a parade or special event within the city limits of Odessa, the following guidelines will assist you in that endeavor:

### **1. How do I know if I need a permit?**

If the event is to be conducted on a public street or property and will require Special traffic controls, a permit may be required.

If any part of the event takes place on city property or right-of-way or requires involvement of city personnel including the need for crowd control, a permit may be required.

If the event involves the use of loudspeakers or amplifiers in a place that is not completely enclosed in a building, a permit may be required.

If the event involves a fireworks display, a permit will be required.

## **2. What is involved in getting a permit?**

Contact the Traffic Unit of the Odessa Police Department for a parade or special event permit application.

Complete the application; attach all other necessary permits, (ir. Health, electrical, etc), along with the applicant's written agreement to indemnify the City of Odessa against all claims of injury, and copy of the receipt for the \$25.00 non-refundable permit fee at the Odessa Police Department Records window and return to the Odessa Police Department Traffic Unit for processing. An application must be filed **not less than 21 days** before a special event is to begin.

If the special event requires the use of city streets, or other property for an event, the applicant shall provide liability insurance in a reasonable amount taking into consideration the number of people and the risk involved.

Once the application has cleared all appropriate City departments, the Chief of Police will either approve or disapprove the permit request. You will be notified in either instance.

Contact the Odessa Police Department Traffic Division at 432-335-5756 Monday through Friday, 8:00 a.m.-4:00p.m. if you need any assistance.

**APPLICATION SPECIAL  
EVENT PERMIT**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ DAYTIMEPHONE# \_\_\_\_\_

NAME OF GROUP/ORGANIZATION ASSOCIATED WITH EVENT (IF ANY)

\_\_\_\_\_

\_\_\_\_\_

NAMES OF ANY OTHER PERSONS RESPONSIBLE FOR THE CONDUCT OF THE SPECIAL EVENT

\_\_\_\_\_

BRIEF DESCRIPTION OF EVENT

\_\_\_\_\_

\_\_\_\_\_

LOCATION(S) OF EVENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE(S) \_\_\_\_\_ BEGINNING/ENDING TIME(S) -----

ESTIMATED NUMBER OF PERSONS PARTICIPATING \_\_\_\_\_ NUMBER OF **VEHICLES** -----

PARKING PROVISIONS (INCLUDING WHERE "NO PARKING" SIGNS WILL BE USED)

\_\_\_\_\_

\_\_\_\_\_

**SECURITY PROVISIONS** -----

\_\_\_\_\_

REQUESTS (IF ANY) FOR TIME AND LOCATIONS OF STREET CLOSING(S)

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION(S) & NUMBER OF ANIMALS INVOLVED (IF **ANY**) -----

\_\_\_\_\_

PROVISIONS FOR CLEAN-UP (IF ANY PORTION OF EVENT OCCURS ON PUBLIC PROPERTY) \_\_\_\_\_

\_\_\_\_\_

(SEE REVERSE)

CHECK WHICH OF THE FOLLOWING NEEDED PERMITS (IF ANY) ARE ATTACHED:

BUILDING \_\_\_\_\_ ELECTRICAL \_\_\_\_\_ FOOD SERVICE \_\_\_\_\_

ALCOHOLIC BEVERAGE \_\_\_\_\_ OTHER (S) LIST \_\_\_\_\_

CHECK WHICH OF THE FOLLOWING (IF ANY) WILL BE INVOLVED IN THE EVENT: LOUDSPEAKERS &/

OR AMPLIFIED SOUND \_\_\_\_\_ FOOD SERVICE TRAILERS \_\_\_ AMUSEMENTRIDES \_\_\_\_\_

\_\_\_\_\_ TENTS \_\_\_\_\_ WATER \_\_\_\_\_ SANITATION \_\_\_\_\_

DUMPSTERS \_\_\_\_\_ CARNIVAL \_\_\_\_\_ CIRCUS \_\_\_\_\_

ATTACH A SKETCH SHOWING THE AREA TO BE USED DURING THE EVENT, ALONG WITH THE LOCATION OF PROPOSED STRUCTURES, STAGES, TENTS, FENCES, BARRICADES, SIGNS, BANNERS, RESTROOM FACILITIES, LOUDSPEAKERS, AND AMPLIFIERS.

ATTACH COPY OF APPLICANT'S WRITTEN AGREEMENT TO INDEMNIFY THE CITY AND ITS OFFICERS AND EMPLOYEES AGAINST ALL CLAIMS OF INJURY OR DAMAGE TO PERSONS OR PROPERTY, WHETHER PUBLIC OR PRIVATE, AGAINST ARISING OUT OF THE SPECIAL EVENT INCLUDING CLAIMS OF THE CITY FOR DAMAGE TO CITY PARKS AND OTHER CITY PROPERTY.

ATTACH COPY OF RECEIPT FOR NON-REFUNDABLE APPLICATION FEE OF \$25.00.

**DO NOT WRITE BELOW THIS LINE**

AUTHORIZED \_\_\_\_\_ DENIED \_\_\_\_\_

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Timothy Burton  
CHIEF OF POLICE

- XC: CHIEF ROGER BOYD, FIRE DEPT.
- MATT SQUYRES, PUBLIC WORKS
- MARWAN KHOURY, PLANNING
- DON CLARK, BUILDING SERVICES
- STEVE PATTON, PARKS DEPT.
- DARRELL WELLS, RISK MGT.
- GINO SOLLA, HEALTH DEPT.

STATE OF TEXAS §

COUNTY OF ECTOR §

**SPECIAL EVENT PERMIT HOLDER  
INDEMNITY AGREEMENT**

Special Event Permit Holder, hereinafter referred to as "Permit Holder," agrees to protect, defend, indemnify and save the City and its officers and employees harmless from and against all claims, demands and causes of action of every kind and character, losses, costs, expenses, attorneys fees and damages of every kind and character, without limit and without regard to the cause or causes thereof, or the negligence of any party or parties, including the concurrent negligence of City or its officers and employees, except for such losses, costs, expanses and causes of actions that are occasioned by or the result of the sole negligence of City or its agents, servants, or employees, arising out of or in connection with the special event permitted herein.

Permit Holder shall with regard to such special event, also indemnify, protect and save the City, its directors, officers and employees harmless against any and all cost or expense of whatever kind or nature, including costs of litigation, attorney fees and reasonable expenses in connection therewith whether or not such loss, injury, or damage shall be valid or groundless, and Operator shall be bound and obligated to assume the defense thereof, including thsettlement negotiations, and shall pay, liquidate, discharge and satisfy any and all settlements, judgments, awards or expenses resulting from or arising out of such injuries, death or damages without reimbursement from City. It is understood and agreed by Permit Holder that in case City, its officers, agents and employees, are made defendant in any suit or action and Permit Holder fails or neglects to assume the defense thereof, after having been notified so to do by City, that City may compromise and settle or defend any such suit or action, and Permit Holder shall be bound and obligated to reimburse City for the amount expended by it in settling and compromising any such claim, or in the amount expended by City in paying any judgment rendered therein, together with all reasonable attorneys' fees incurred by City by reason of its defense or settlement of such claims.

SIGNED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Special Event Permit Holder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

STATE OF TEXAS

COUNTY OF ECTOR

BEFORE ME, \_\_\_\_\_ on this day personally appeared  
----- **known** to me or proved to me on the oath of  
-----, -----:---:--**or** though \_\_\_\_\_ to  
be the person whose name is subscribed to the foregoing instrument and acknowledged to  
me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of  
\_\_\_\_\_, AD., 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

STATE OF TEXAS

COUNTY OF ECTOR

BEFORE ME, ----- **on** this day personally  
appeared \_\_\_\_\_ known to me or proved to me  
on the oath of \_\_\_\_\_ or through \_\_\_\_\_ to  
be the person and officer whose name is subscribed to the foregoing instrument and  
acknowledged to me that the same was the act of the said --, ---, -----, ---, ---  
a corporation, and that he has executed the same as the act of such corporation for the  
purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of  
\_\_\_\_\_, AD., 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas