



# BEXAR COUNTY FIRE MARSHAL'S OFFICE

622 DOLOROSA, SAN ANTONIO, TX 78207 (210)335-0300 Fax:(210)335-0330



## MASS GATHERING PERMIT APPLICATION

Name of Proposed Event

Address or Location of Proposed Event:

Please identify the two (2) closest streets or roads to the proposed event location:

Date of Event: (note #1)

# of people anticipated:

Starting Time:

Ending Time:

Total Hours:

Will alcoholic beverages be sold/consumed?

- Yes
- No

Is a Fireworks/pyrotechnics display proposed for this event? (note #2)

- Yes
- No

Name of Event Promoter/Sponsor:

Address of Event Promoter/Sponsor:

City, State, Zip Code:

Phone #

Cell #

e-mail address

List below all performers for this event

Name:

Address:

Agent's Name:

Address:

Name:

Address:

Agent's Name:

Address:

Name:

Address:

Agent's Name:

Address:

Name:

Address:

Agent's Name:

Address:

Name of Property Owner Where Mass Gathering Will be Held:

Address and Telephone Number of the Property Owner:

Does the Promoter Intend to Limit Attendance to Above Stated Event? If so, indicated how.

**Mass Gathering Permit Application FEE: \$200.00 --- To be paid at the time the completed application is turned in ---**

Cash/Chk/MO # \_\_\_\_\_ Receipt # \_\_\_\_\_ Received By \_\_\_\_\_ Date \_\_\_\_\_

*There will be no refund of the Mass Gathering Permit Application fee due to any type of cancellation of the event*

Note # 1 The completed packet, with all necessary and required information, paperwork and fee must be returned to the Fire Marshal's Office a minimum of 45 days prior to the event.

Note # 2 Approval of a fireworks display may be regulated by the Bexar County Fire Marshal's Office based on conditions at the time of the event.

## The Promoter **Must** Furnish the Following

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 of the agreement between the promoter and the property owner.
3. A scaled site plan (map) showing access, exiting, vending locations, etc.
4. A description of each agreement between the promoter and a performer.
5. A description of each step the promoter has taken to ensure that minimum standards of sanitation and health and safety will be maintained during the mass gathering.
  - (A) A letter from [San Antonio Metro Health](#) indicating that all health and sanitation requirements have been met by the promoter.
  - (B) A copy of a contract between the promoter and the [fire department](#), having jurisdiction, for on site fire protection at the mass gathering.
  - (C) A copy of a contract between the promoter and the [Bexar County Fire Marshal's Office](#) indicating steps taken to ensure fire prevention and fire code enforcement at the mass gathering.
  - (D) An approval letter between the promoter and the [Bexar County Fire Alarm Dispatch](#) office indicating that BC Fire Alarm has been made aware of the Mass Gathering and will take sufficient steps to ensure proper, if not additional, dispatchers to be on duty to cover the event.
6. A description 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 the mass gathering.



**Conditions:** \_\_\_\_\_  
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\_\_\_\_\_

Office Use Only  
(Check List)

Financial Statement  \_\_\_\_\_

Copy of Agreement Promoter/Property Owner  \_\_\_\_\_

Agreement Between Promoter/Performer  \_\_\_\_\_

Sanitation/Health  \_\_\_\_\_

Law Enforcement/BCFMO  \_\_\_\_\_

Medical (Ambulance stand-by)  \_\_\_\_\_

Fire/Life Safety  \_\_\_\_\_

Fire Department/Suppression  \_\_\_\_\_

Minor's Supervision  \_\_\_\_\_

Site Plan  \_\_\_\_\_

Fireworks/Pyrotechnician Contract  \_\_\_\_\_

Communications/Dispatch Approval  \_\_\_\_\_

Mass Gathering Permit Application Fee  \_\_\_\_\_

NIMS 215a – Incident Action Plan  \_\_\_\_\_

After Actions Meeting (Scheduled prior to event)  \_\_\_\_\_ Scheduled for: \_\_\_\_\_

## Helpful Telephone Numbers

### Metro Health

332 W. Commerce

San Antonio, Texas 78205-2489

(210) 207-8780 \* (210) 207-8999 (Fax)

V/TTY (210) 207-8753

[www.sanantonio.gov/health](http://www.sanantonio.gov/health)

### Bexar County Sheriff's Office

200 North Comal

San Antonio, Texas 78207-3505

(210) 335-6000

<http://www.bexar.org/600/Sheriffs-Office>

Deputy Steve Diana (Off Duty Coordinator)

### Bexar County Fire Marshal's Office

203 W. Nueva, #302

San Antonio, Texas 78207

(210) 335-0300

<http://www.bexar.org/630/Fire-Marshal>

Mass Gatherings Event Coordinator