

Special Event Permit Application

The City of Amarillo requires a valid permit prior to commencing any Special Event within Airport Property. Applications should be submitted no less than 30 days prior to the event date to allow for insurance and security considerations. Please read the following instructions and complete the attached application. Only a completed application, with the required attachments, will result in a permit being issued.

Definition:

An "Airport Special Event" is defined as a private, public, or non-profit activity, requiring the use of Airport Property, which surpasses that which is common or usual for the Airport and which requires special arrangements, considerations and/or planning by City employees.

Regulations

1) Insurance: In some instances, the event must carry property, bodily injury, and municipal liability insurance. Further information can be found in the Airport Minimum Standards Section 2.12 through 2.13 and Attachment A. The City of Amarillo must be shown as an additional named insured on the insurance declaration. One (1) Original Copy of Insurance must be submitted at least thirty (30) days prior to the planned event. Waiver of insurance is subject to the event content and must be approved by the Director of Aviation.

2) Rules: The permittee shall abide by all rules, ordinances and regulations of the City of Amarillo and shall not interfere with any other business or entity permitted to conduct business on Airport Property.

3) Permit: The event coordinator or person in charge must have an approved Special Event Permit, in his or her possession while on Airport Property.

4) Required Attachments: All applicable site plans, other permits, and schedules must be complete and approved prior to the commencement of any activity.

- a) *Event Site Plan:* A description of where the event will take place, a timeline of what events will occur, area or room layout of activities (i.e. exhibit booths, bandstand), etc. Where applicable, include all fire extinguisher, exits, and cooking area locations. As applicable, written verification from the sponsoring Airport tenant allowing the use of their leasehold area shall be included.

- b) *Security/Crowd Control Plan*: A detailed description of where the attendees will be located, security measures, escort procedures, and/or security personnel, etc. Additionally, The Airport requires 30 days notice, from the date of the event, to evaluate whether any coordination with the Transportation Security Administration (TSA) may be required.
- c) *Fire Department Permit (As Applicable)*: Contact the Airport Fire Department (Station 10) at (806) 335-4402. A site inspection may be required by the Amarillo Fire Department.
- d) *Clean-up Schedule and Litter Control*: The permittee is responsible for returning all areas to their original condition prior to the event. A detailed description of litter control measures and trash disposal shall be included.
- e) *Aircraft Parking Plan (As Applicable)*: The permittee is responsible for the coordination and procurement of any special use ground service equipment necessary for aircraft. Additionally, any aircraft with unique flight characteristics or unusual ground handling operations must be approved through AMA Operations and the local Air Traffic Control Tower.
- f) *Vehicle Parking Plan/Transportation Plan (As Applicable)*: Include the expected number of vehicles and the associated control measures for vehicle parking and pedestrian access.

Application Date: _____

EVENT COORDINATOR/CONTACT

Name: _____ Phone: _____

Organization: _____ Email address: _____

Street address: _____

City: _____ State : _____ ZIP: _____

EVENT SPONSOR (As Applicable)

Name: _____ Phone: _____

Organization: _____ Email address: _____

Street address: _____

City: _____ State : _____ ZIP: _____

EVENT INFORMATION

Event Date(s) and Time: _____

Event Name And Description (In Addition To Event Site Plan):

Proposed Activities:

Proposed Location

Purpose of Event

Who Will Be Attending The Event? *Include an estimated number.*

Estimated Number of Vehicles: _____

Utility Provisions (i.e. restrooms, lighting):

Signage/Signage Location(s):

AIRPORT SERVICES REQUESTED Personnel (Police, ARFF, Maintenance, etc):

Materials (lights, signs, etc):

Indemnification and Hold Harmless

Permittee shall defend, indemnify, save, protect, and hold harmless the City of Amarillo in accordance with Section 2.13 of the AMA's Aviation Minimum Standards.

Signature of Permittee

Date

Office Use Only

Permit issued on: ____/____/____
Date

Effective through: ____/____/____
Date

Director of Aviation or Designee

Date



SPECIAL EVENT PERMIT

ORIGINAL PERMIT MUST BE CARRIED WHILE ON AIRPORT PROPERTY

PERMIT ISSUED TO:

Name: _____ Phone: _____

Organization: _____ Email: _____

Street address: _____

City: _____ State: _____ ZIP: _____

FOR THE FOLLOWING:

Event Description Activities: _____

Location Event Date(s) Event Time: _____

Permit effective dates: _____

Signature of Applicant

Date

Director of Aviation
or Designee

Date