

**Hays County**  
**Resource Protection, Transportation, and Planning**



**APPLICATION FOR MASS GATHERING PERMIT**

Event Promoter must submit a Mass Gathering Permit Application to the Hays County Judge at least forty-five (45) days prior to the first day of the mass gathering event.

No Application shall be considered to have been submitted until it is accompanied by an Application Fee. Fees shall be paid with Cashier's Check or Money Order, payable to "Hays County, Texas." The standard application fee for a Mass Gathering Permit is \$300.00. Special events that require more extensive review from the Fire Marshall, the Sheriff, the Environmental Health Department or the Office of Emergency Management may be assessed a reasonable surcharge to compensate for the additional time spent reviewing the application and supporting materials. Applicants will be informed of any surcharges that may be assessed against an application within ten (10) business days of submitting the application and supporting materials.

Not later than the tenth (10<sup>th</sup>) day before the event for which an application is filed, the County Judge, or the County Judge's authorized designee, shall hold a public hearing to determine whether the application for a Mass Gathering Permit shall be granted. Applications may be denied for any of the reason enumerated in Section 751.007 of the Texas Health and Safety Code.

All written correspondence regarding this application shall be sent by U.S. Mail to the addresses provided by promoter on this application, unless some other method of correspondence is requested in writing by promoter or property owner.

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.

**For Hays County Use Only**

Fee Paid: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**I. PROMOTER:**

Event Promoter's Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Address of Promoter: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**\*Submit financial statement that reflects the funds supplied to finance the mass gathering and each person supplying the funds.**

**II. PROPERTY:**

(a) Property Owner information:

Name of Owner: \_\_\_\_\_

Name of Property: \_\_\_\_\_

Address of Property: \_\_\_\_\_

\_\_\_\_\_

Telephone # of Property Owner: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**\*Submit Certified Copy of the agreement between the promoter and the property owner.**

(b) Location of the property on which the Mass Gathering will be held:

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

(c) Description of the property on which the Mass Gathering will be held:

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

**\*Submit a site plan delineating the area where the gathering is to be held, including the following:**

1. the parking area available for patrons;
2. location of entrance, exit, and interior roadways and walks;
3. location of all first aid stations and emergency medical resources;
4. location, type and provider of restroom facilities;
5. location and description of water stations;
6. location and number of food stands; and the types of food to be served if known;
7. location, number, type and provider of solid waste containers;
8. location of operator's headquarters at the gathering;

9. a plan to provide lighting adequate to ensure the comfort and safety of attendees and staff;
10. location of all parking areas designated for the gathering and under the operator's control; and
11. provisions for allowing health inspectors onsite.

**III. DATES AND TIMES:**

(a) Day One:

Date: \_\_\_\_\_ Time(s): \_\_\_\_\_ (a.m.)  
 \_\_\_\_\_ (p.m.)

(b) Day Two:

Date: \_\_\_\_\_ Time(s): \_\_\_\_\_ (a.m.)  
 \_\_\_\_\_ (p.m.)

(c) Day Three:

Date: \_\_\_\_\_ Time(s): \_\_\_\_\_ (a.m.)  
 \_\_\_\_\_ (p.m.)

(d) Day Four:

Date: \_\_\_\_\_ Time(s): \_\_\_\_\_ (a.m.)  
 \_\_\_\_\_ (p.m.)

(e) Day Five:

Date: \_\_\_\_\_ Time(s): \_\_\_\_\_ (a.m.)  
 \_\_\_\_\_ (p.m.)

**\*Please provide a separate page for any additional dates and times.**

**IV. CROWDS:**

Maximum number of persons the promoter will allow to attend the mass gathering:

\_\_\_\_\_

**\*Submit plan promoter intends to use to limit attendance to that number.**

**V. PERFORMERS:**

(a) Name and Address of each performer who has agreed to appear at the mass gathering:

Performer 1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Performer 2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Performer 3:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Performer 4:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**\*Please provide a separate page for any additional Performers.**

(b) Name and Address of each performer's agent:

Performer 1 Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Performer 2 Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Performer 3 Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Performer 4 Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**\*Please provide a separate page for any additional Performer Agents.**

**\*\*Submit a description of each agreement between the Promoter and a Performer/Agent.**

**VI. ORDER:**

(a) Provide a description of all preparations being made to provide traffic control:

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

(b) Provide a description of all preparations being made to ensure that the mass gathering will be conducted in an orderly manner:

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

**\*Submit plan to address hazardous conditions, including but not limited to evacuation, cancellation or delay of the mass gathering.**

**VII. HEALTH/SAFETY:**

(a) Provide a description of all preparations being made to protect the physical safety of the persons who attend the mass gathering:

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

(b) Provide a description of all preparations being made to provide adequate medical and nursing care to include the total number of Emergency Medical Personnel and their qualifications:

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

**VIII. MINORS:**

Provide a description of all preparations being made to supervise minors who may attend the mass gathering:

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**IX. SANITATION:**

(a) Provide 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:

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(b) Name of Solid Waste Haulers \_\_\_\_\_

Phone #: \_\_\_\_\_

(c) Name of Liquid Waste Haulers \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)