



BEXAR COUNTY FIRE MARSHAL'S OFFICE

203 W. NUEVA, STE. 302 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Fireworks/pyrotechnics display proposed for this event? (note #2)	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

Note # 1 The completed packet, with all necessary and required information and paperwork must be returned to the Fire Marshal's Office a minimum of 28 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, including a scaled site plan (map) showing access, exiting, vending locations, etc.
3. A description of each agreement between the promoter and a performer.
4. 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.
5. 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.
 - (A) A copy of a contract between the promoter and the Bexar County Sheriff's Office listing measures to ensure safe traffic control and physical security, listing the exact number of deputies and emergency response vehicles to be on site at the mass gathering.
6. A description of the preparations made to provide adequate medical and nursing care.
 - (A) A copy of a contract between the promoter and ambulance service indicating the number of ambulances, emergency first aid stations and emergency medical personnel to be on site at the mass gathering.

7. A description of the preparations made to supervise minors who attend the mass gathering.
- All fees for Bexar County Fire Marshal/Bexar County Sheriff's Office personnel must be paid in full at the conclusion of the event
8. If applicable, a copy of contract with licensed company or individual providing fireworks or pyrotechnic display.

Promoter's Signature

Date

Bexar County Fire Marshal

Date

Recommended Not Recommended Recommended with Conditions

Bexar County Judge

Date

Approved _____ Not Approved _____ Approved with Conditions _____

Conditions: _____

Office Use Only
(Check List)

- Financial Statement _____
- Copy of Agreement Promoter/Property Owner _____
- Agreement Between Promoter/Performer _____
- Sanitation/Health _____
- Law Enforcement _____
- Medical (Ambulance stand-by) _____
- Fire/Life Safety _____
- Fire Department/Suppression _____
- Minor's Supervision _____
- Site Plan _____
- Fireworks/Pyrotechnician Contract _____
- Communications/Dispatch Approval _____

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

Bexar County Sheriff's Office

200 North Comal

San Antonio, Texas 78207-3505

(210) 335-6000

www.co.bexar.tx.us/bcsheriff

Deputy Steve Diana (Off Duty Coordinator)

Bexar County Fire Marshal's Office

203 W. Nueva, #302

San Antonio, Texas 78207

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Mass Gatherings Event Coordinator