



Special Events held on City Owned Property

IMMEDIATELY ON DECIDING A DATE:

- Contact Parks and Recreation <https://www.ci.rowlett.tx.us/Directory.aspx?DID=6> to reserve the event space.

IMMEDIATELY AFTER SECURING A LOCATION:

- Visit <https://www.ci.rowlett.tx.us/203/Special-Event-and-Parade-Application> to fill out a Special Event Permit Application.
 - Permit will require a Site Plan, Certificate of Insurance and Public Safety Plan – instructions are on the site how to best provide this information.
 - Permit will take 14 days to process so please provide enough time after submitting a COMPLETE application
- Ask food vendors (anyone selling or giving away food) to complete the Temporary Food Permit Application at the website above. This process takes approximately 14 days to process. The vendor will need to fill out the form and work with the Health Department.
- For any inflatables, games, petting zoos, etc., the City of Rowlett will require a copy of their insurance with the City of Rowlett listed as the additional insured. This is in addition to the general insurance requirements.

Special Notes

Events held in downtown Rowlett:

- You will need to provide port-a-lets.
- You will need to contact private parking lot owners like DART and GISD to reserve additional parking. While there seems to be plenty of parking, weekend availability is greatly reduced.
- You will need to provide additional trash cans and waste removal services.
- All inflatables, tents, etc. must be secured with sand bags and not stakes.
- Street closures will require a professional services company and special authorization by public safety and public works. The city does not provide free services for special events.
- The City does not own the lot closest to Martin Street, that lot is privately owned. If you are interested in using that lot prior to the start of construction, you will work with the owner to secure permission and need to provide additional insurance.
- The City does not own the building and parking lot located at the Northwest corner of Main and Martin. This space cannot be used to event activities.

Events held in other city locations or parks:

- Most special requirements will be determined event by event based on attendance.
- Once the Event application is submitted those details can be determined.