



2200 Ross Ave. Ste. 4600E
Dallas, Texas 75201
(214) 744-1270

MAIN STREET GARDEN SPECIAL EVENTS APPLICATION FORM

SECTION 1: EVENT DESCRIPTION & SCHEDULE

Event Title: _____

Event Date(s): _____

Event Start Time(s): _____

Event Stop Time(s): _____

Event Set-Up Date(s)/Time(s): _____

Event Teardown Date(s)/Time(s): _____

Expected Attendance: _____

Admission Fee: _____

Event Website: _____

SECTION 2: APPLICANT INFORMATION

Applicant: _____

Address: _____

Main Contact: _____	Phone: _____
Cell Phone: _____	Onsite Contact? ____ Y ____ N
Fax: _____	Email: _____
Alternate Contact: _____	Phone: _____
Cell Phone: _____	Onsite Contact? ____ Y ____ N
Fax: _____	Email: _____

SECTION 3: EQUIPMENT

Will you need: _____ Electricity _____ Water

Will you need the fountains on or off? _____

Will you be using one of the stages? If so, which ones? _____ Harwood _____ Commerce

What size and how many tents will you place on the park?¹ _____

¹ If the tent exceeds 400sf, an additional permit will be required from the City of Dallas Department of Building Services.

Are street closures required for your event? If so, what streets and time duration?²

SECTION 4: REQUIRED DOCUMENTATION

Please attach the following information to this application, if applicable.

- Event plan including size and placement of all signage, staffing plan, staging, and site plan.
- Vendor list including what is being sold
- Insurance, including liquor liability if applicable
- All permits provided by the City of Dallas including, but not limited to, permits for street closures, building permit, special events, food vending and health services.
- Texas Alcoholic Beverage Commission (TABC) permits
- List of stage entertainment and genre.

ALL PERMIT FEES AND REQUIRED DOCUMENTATION MUST BE SUBMITTED TO DOWNTOWN DALLAS NO LATER THAN TWO WEEKS PRIOR TO THE EVENT DATE. RESERVATIONS FOR THE PARK WILL NOT BE PLACED UNTIL ALL DOCUMENTATION HAS BEEN SUBMITTED.

I, _____, on behalf of _____, hereby acknowledge I have read the above and will comply with all requirements.

Signature: _____ Date: _____

² Street closures are coordinated by the City of Dallas Office of Special Events and will require an additional permit from the City of Dallas Office of Special Events and hiring of off-duty Dallas Police Officers.