



**Guadalupe County Use Only**

**Applicant's Name:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

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**Application for Mass Gathering Permit**

All applications must be submitted to the Guadalupe County Judge's Office, located at the Guadalupe County Justice Center, 211 W. Court St., Seguin, TX 78155, by event promoters at least 45 days prior to the first day on which any event that requires a Mass Gathering Permit will be held, along with cash or check for the inspection fee payable to Guadalupe County in the amount of \$400.00. The cost of any required subsequent inspection for the same event is \$200.00 per inspection.

Not later than the 10th day before the event for which an application is filed, the County Judge or 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 reasons enumerated in Section 751.007 of the Texas Health and Safety Code.

All written correspondences regarding this application shall be sent by U.S. mail to the addresses provided by the Promoter of this application, unless some other method of correspondence is requested in writing by the 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.

A mass gathering permit is obtained IN ADDITION to any other permits that may be required under any local, state or federal law.

**All information MUST be complete for application to be accepted**

❖ **Promoter**

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

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

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

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

❖ **Property**

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

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

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

- **Submit certified copy of the agreement between the promoter and the property owner.**

Location of the property on which the Mass Gathering will be held

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Description of the property on which the Mass Gathering will be held

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

1. The location of parking areas available for patrons under the operator's control;
2. Location of entrance, exit, and interior roadways and walk;
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. Specific location for inspectors to meet with promoter or designee onsite to conduct inspections at any time during the mass gathering event.

❖ **Dates**

Dates and times that the mass gathering will be held: \_\_\_\_\_

\_\_\_\_\_

❖ **Crowds**

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

\_\_\_\_\_

Method promoter will use to ensure maximum number of attendees is not exceeded: \_\_\_\_\_

\_\_\_\_\_

❖ **Performers**

Name and address of each performer who has agreed to appear at the mass gathering:

\_\_\_\_\_

\_\_\_\_\_

Name and address of each performer's agent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- **Submit a description of each agreement between the promoter and a performer.**

❖ **Order**

Provide a description of all preparations being made to provide traffic control: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.**

❖ **Health/Safety**

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

❖ **Minors**

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

❖ **Sanitation**

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:

Name of solid waste haulers: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of liquid waste Haulers: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature

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***For Office Use Only***

Financial Statement: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Copy of Agreement Promoter/Property Owner: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Agreement between Promoter/Performer: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Sanitation/ Health: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Law Enforcement: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Medical (Ambulance stand-by): Yes: \_\_\_\_\_ No: \_\_\_\_\_

Fire/ Life Safety: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Fire Department/ Suppression: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Minor Supervision: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Fire Works/ Pyro-technician Contract: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Date Submitted for Health Authority Review: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Report Due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Submitted to Sheriff for Review: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Report Due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Hearing Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Report Due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Hearing Outcome: Permit Authorized

Yes: \_\_\_\_\_

No: \_\_\_\_\_