BEXAR COUNTY FIRE MARSHAL'S OFFICE

9810 SOUTHTON RD., SAN ANTONIO, TX 78223 (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 alcohol beverages be sold/consumed?	Yes ☐ No ☐	**Is a Fireworks/pyro-tech display proposed?**	Yes ☐ No ☐
Name of Event Promoter/Sponsor:			
Address of Event Promoter/Sponsor:			
City, State, Zip Code:			
Phone #:		**Cell #:**	
Email address:			

List below all performers for this event

Name:		**Address:**	
Agent's Name:		**Address:**	
Name:		**Address:**	
Agent's Name:		**Address:**	

(Continue on supplemental page for additional artists)

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.

Permit #:

Mass Gathering Permit Application FEE: $500.00 --- To be paid at the time the completed application is turned in ---			
Cash/Chk/MO #	Receipt #	Received By	Date
There will be no refund of the Mass Gathering Permit Application fee due to any type of cancellation of the event			

Note # 1 The completed packet, with all necessary and required information, paperwork and fee must be returned to the Fire Marshal's Office a minimum of 45 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.

3. A scaled site plan (map) showing access, exiting, vending locations, etc.

4. A description of each agreement between the promoter and a performer.

5. 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 Environmental Health Group, LLC. 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 Dispatch office indicating that BC Fire 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.

   (E) A copy of a contract, or agreement, between the promoter and the Bexar County Office of Emergency Management (OEM) for public safety pre-planning, such as Event Action Plans, and listing the exact number of OEM staff and equipment required to be on-site at the mass gathering.

6. 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, or agreement, between the promoter and the Bexar County Fire Marshal's Office Fire Investigation section and/or 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.

7. 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.

8. A description of the preparations made to supervise minors who attend the mass gathering.

9. All fees for Bexar County Fire Marshal/Bexar County Sheriff's Office personnel must be paid in full at the conclusion of the event.

10. If applicable, a copy of the contract with a 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/BCFMO _____

Medical (Ambulance stand-by) _____

Fire/Life Safety _____

Fire Department/Suppression _____

Minor's Supervision _____

Site Plan _____

Fireworks/Pyrotechnician Contract _____

Communications/Dispatch Approval _____

Mass Gathering Permit Application Fee _____

NIMS 215a – Incident Action Plan _____

After Actions Meeting (Scheduled prior to event) _____ **Scheduled for:** _____

Helpful Telephone Numbers

Environmental Health Group, LLC.

1948 Probandt St.
San Antonio, TX 78214

(210) 335-3045

https://www.bexar.org/3217/FoodService-Establishment-Health-Inspec

Bexar County Sheriff's Office

200 North Comal
San Antonio, Texas 78207-3505

(210) 335-6000

http://www.bexar.org/bcso

Captain Aaron Von Muldau (Off Duty Coordinator)

Bexar County Fire Marshal's Office

9810 Southton Rd.,
San Antonio, Texas 78223

(210) 335-0300

http://www.bexar.org/fm

Mass Gatherings Event Coordinator