



**APPLICATION FOR  
MASS GATHERING PERMIT**

**FEE SCHEDULE** (Late fees are added to applications submitted less than 45 days prior to the event)

Annual Permit Fee: **\$500.00** ▪ Single Event Permit Fee: **\$150.00** ▪ Application Late Fee: **\$150.00**

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

IRS Designation (Ex: 501c, etc.): \_\_\_\_\_

All mass gathering permit applications must be submitted to the City of Selma, 9375 Corporate Drive, Selma, TX 78154, by event promoters not less than 45 days prior to the first day on which any event is proposed to begin. Late submissions are subject to a late fee pursuant to City of Selma Ordinance No. 101600-3. Charitable organizations applying for a permit may be exempt from paying the application fee by submitting proof of their charitable status, but must comply with all provisions of City of Selma Ordinance No. 101600-3.

All musical exhibitions, performances, shows of any kind or other events that are held in or outside of an improved facility that attract or are expected to attract more than 250 persons must be granted a mass gathering permit by the City of Selma. No person or organization may promote an event of any kind without a permit issued under City of Selma Ordinance No. 101600-3.

Minimum standards of health and sanitation, public safety and the maintenance of order shall be adopted and amended from time to time by the Selma City Council. Promoters of events must ensure that these standards are upheld at all times. Each food vendor must obtain a temporary food permit in order to sell/serve food at any event in the City of Selma. Any food vendor that does not have a temporary food permit issued by the City of Selma will not be allowed to serve food or beverages at the event. Clean up for each event must occur within seventy-two (72) hours of the conclusion of any event. Failure to comply with these guidelines may result in permit revocation or other penalty as outlined in City of Selma Ordinance No. 101600-3.

The City of Selma requires a certified, signed copy of all agreements between the event promoter, property owner, and all performers/vendors to ensure that all laws and ordinances are being followed. No private agreement between the promoter, property owner, or performer/vendor may supersede or conflict with any city ordinance. Any performances or exhibits involving animals must conform with City Ordinance relating to vicious animals (Ordinance No. 041014-01).

The City of Selma Noise Ordinance (Ordinance No. 081116-01) is strictly enforced. The promoter assumes responsibility for any action(s) that may violate this policy. The noise ordinance is in effect from 10:00pm through 7:00am Sunday through Thursday and from 11:00pm through 7:00am on Friday and Saturday.

The City of Selma does not provide police coverage for events outside of the scope of normal policing activities. The event promoter assumes sole responsibility to provide and pay for off-duty police protection at the event. Any off-duty police protection/security personnel must be certified by the Texas Commission on Law Enforcement.

The City of Selma Fire Department requires that all events provide a detailed site plan in accordance with the 2015 International Fire Code. The Fire Chief, being the authority having jurisdiction, shall have final right of approval. Events that utilize tents or other membrane structures must follow the guidelines set forth by the City of Selma Fire Department. For a detailed list of these basic regulations, please contact the Selma Fire Department. If generators will be used for the event, an electrical permit must be issued by the Permits & Inspections Department. An inspection will be required before opening to the public.

All requested information must be submitted before a mass gathering permit will be approved. Applicants are encouraged to review Chapter 10, Article 3, Division 2 of the Code of Ordinances of the City of Selma, Texas for a full list and explanation of all requirements for a mass gathering permit. Information contained in any City Code or Ordinance that is not included herein is still considered to be legally binding. Omission of any information as set forth in City Ordinance 101600-3 does not preclude the applicant from the following of said information. The applicant is solely responsible for ensuring that all laws and ordinances of the City of Selma are followed. Violation of any City Ordinance or Code may be grounds for immediate cancellation of the event and subject to fine or prosecution.

**\*Please add attachments as necessary\***

Event Promoter's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**\*Please submit a certified copy of the agreement between the promoter and the property owner\***

Location of the property on which the event will be held: \_\_\_\_\_  
\_\_\_\_\_

Description of the property on which the event will be held: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit a site plan delineating the area where the event is to be held, including the following:

Date(s) & Time(s) of proposed event: \_\_\_\_\_  
\_\_\_\_\_

Maximum Attendance: \_\_\_\_\_

Please describe how attendance will be limited to the above listed number:

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Please list or attach a list with the name and address of each performer's agent:

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**\*Please submit a description of each agreement between the promoter and performer\***

Please provide a description of the minimum standards to ensure sanitation, health and safety issues to be maintained during the event:

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Please provide a description of all Public Safety Aspects (Fire, Police, Traffic Control, etc.):

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Please provide a description of all preparations being made to provide adequate medical care during the event:

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Please provide a description of all preparations being made to provide proper facilities for minors who may attend the event (i.e. beverages, food, entertainment, security, and preventing the use of alcohol and/or drugs):

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## Mass Gathering Information Checklist

- Contact Information
- Site Plan
- Financial Statement
- Promoter / Property Owner Agreement
- Location & Property Description
- Event Date(s) and Time(s)
- Expected Attendance & Attendance Control Plan
- Performer Agreement(s)
- Performer Agent Agreement(s)
- Sanitation / Health / Safety Issues and Standards Information
- Public Safety Issues and Plans
- Medical Care Issues and Plans
- Preparations for Minors

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Title of Applicant

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Signature of Applicant

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Date of Application