
DECATUR EVENT PERMITTING

March 5, 2026

Thank you for choosing to have your event in Decatur. Due to their size and special requirements, some gatherings or organized activities may place unique demands on the resources of the city or pose a danger to public health, safety, or welfare. In order to plan for these demands on public resources and to ensure that public health and safety are protected, it is necessary that the city receive advance notice of these special events. The provisions of The Event Permitting Ordinance are intended to address those concerns and are not intended to place an unnecessary burden on any individual's right to association or freedom of expression.

A Special Event requiring a city issued permit includes any temporary event, gathering, or organized activity, including but not limited to parades, bike races, marathons, fun runs, block parties, parking lot parties, concerts, car shows, carnivals, or festivals involving one hundred (100) or more attendees or one or more of the following:

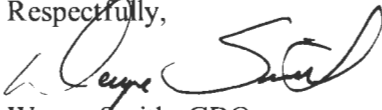
- (1) Closing or impacting a public street, sidewalk, or trail;
- (2) Blocking or restricting city-owned property;
- (3) Sale or distribution of merchandise, food, or beverages on city-owned property;
- (4) Erection of a tent equal to or greater than one hundred (100) square feet in area;
- (5) Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers;
- (6) Placement of portable toilets on city-owned property;
- (7) Placement of temporary no-parking signs in a public right-of-way;
- (8) Placement of pedestrian boundary markers on city-owned property;
- (9) Placement of additional waste containers;
- (10) Utilizing city staff for a public event;
- (11) Service of alcoholic beverages; or
- (12) Having an impact on public safety.

Beginning January 8, 2026, all events that fall into these parameters will require a Special Event Permit. Enclosed in this packet, you will find the Permit Application, Temporary Street Closure Application, the Event Manual, a Special Event Fire Safety Checklist, applications for use of off-duty personnel, and a copy of the approved ordinance for Special Events. If you have any questions or would like to set up a meeting to discuss your event with city staff, please reach out to Johnny Cohoon by phone or email to set up an appointment at 940-393-0371 or jcohoon@decaturtx.org.

A list of fees for the various departments related to event permitting is also included in this packet. These fees will become effective April 1, 2026, allowing time for applicants to plan for these fees and your event.

We appreciate your cooperation in helping to uphold the health, safety and welfare for the applicants, your participants, and the citizens of Decatur. We look forward to helping you have a successful event.

Respectfully,



Wayne Smith, CBO
City of Decatur
Director of Development Services
Chief Building Official
940-393-0255
wsmith@decaturtx.org



DEVELOPMENT SERVICES DEPARTMENT
 1601 S. STATE STREET
 BUILDING C
 DECATUR, TX 76234
 (940) 393-0250
planning@decaturtx.org

EVENT PERMIT APPLICATION

IMPORTANT: Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Decatur. Please be aware that approval does not exempt the applicant from any County, State, or Federal criteria that may apply to such event or activity. Non-refundable application fee shall be paid at the time of application, or the application will be returned. Rental fees and contract personnel fees will be paid upon approval of the event request. All questions must be answered. Incomplete applications will be rejected. Signature must be notarized, or the application will be rejected. For further information, contact the Development Services Department.

EVENTS REQUESTING TO CLOSE STREETS OR SIDEWALKS REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED.

DATE RECEIVED:				PERMIT NO:											
Application Fee: \$50.00 (DUE AT TIME OF APPLICATION)				DRC DATE:											
Name of Event															
Applicant or Organization															
Event Date(s)															
Type: If the event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged at the for-profit rate. Attach a copy of the non-profit status with IRS certification or a copy of the State of Texas tax exemption certificate. <input type="checkbox"/> For profit <input type="checkbox"/> Not-for-profit (type _____, provide IRS certification) <input type="checkbox"/> Joint Event															
Name of Responsible Party						Title									
Address				City				State				Zip			
Phone #'s								Email address							
Description of Event															

Event Location:

Indicate all areas intended to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets, and trash containers/dumpsters, as well as the layout of the event. In addition, an accessible route site plan is required.

Event Location Address			Property Owner			Letter of Authorization Provided	
						YES	
						NO	
Set up Time			Event Time			Clean Up Time	
From	To	Date	From	To	Date	From	To

Has this event been held in the past?	No Yes – When _____. Number of attendees _____.
Anticipated crowd size for this event?	_____. Peak Hours _____.
Will off-site parking be available?	No Yes
Will any type of “shuttle” service from the parking to the entrance be provided?	No Yes – By whom? _____.
Will there be amplified music or entertainment?	No Yes
Will any street(s) or sidewalk(s) be closed?	No Yes
Has the traffic control plan been submitted, if applicable?	No Yes
Has a public safety plan been submitted, if applicable?	No Yes
Are off-premises directional signs or other types of advertising devices being requested?	No Yes
Will tents or canopies be used?	No Yes – How many? _____. What size(s)? _____.
Will alcoholic beverages be sold or consumed on the premises?	No Yes – Alcoholic Beverage Permit Holder _____.
Are fireworks planned?	No Yes
Does the applicant own the property where the event is to be held?	No – provide a letter of authorization from the property owner. Yes
Will private security be provided to protect exhibits, equipment, or facilities brought on-site for this event?	No Yes – Name of Security Company _____.
Will food be sold, sampled, cooked, and/or catered on-site for this event?	No Yes – Do you have the Health Dept. Permit? No Yes

<p>Will temporary sanitary facilities be provided?*</p> <p>*Portable sanitary facilities and hand-washing stations are REQUIRED for ANY event serving/selling food and/or beverages.</p>	<p>No</p> <p>Yes</p>
<p>Will additional refuse containers/dumpsters be provided? (If serving food, a dumpster is required)</p>	<p>No</p> <p>Yes – By Whom? _____.</p>
<p>Are live animals proposed to be part of this event?</p>	<p>No</p> <p>Yes – Type? _____, How Many? _____.</p>
<p>Are vehicles proposed to be part of this event?</p>	<p>No</p> <p>Yes – Type? _____, How Many? _____.</p>
<p>Will City of Decatur Personnel be requested?</p>	<p>Police – No Yes</p> <p>Fire – No Yes</p> <p>Public Works – No Yes</p>
<p>Please provide the City of Decatur with a Certificate of Insurance for Property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of \$1,000,000.00 per occurrence, and Property Damage liability of \$500,000.00. Insurance certificates must be provided prior to permit approval.</p>	<p>Do you have the appropriate insurance?</p> <p>No Yes</p> <p>Is the City named as additional insured?</p> <p>No</p> <p>Yes</p>
<p>Telephone service shall be available on-site at the event for emergency purposes. List the name of the contact person responsible on the day of the event.</p>	<p>Name:</p> <p>Title:</p> <p>Phone:</p>

During a review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as outlined in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend, and hold harmless the City of Decatur, its agents, employees, officers, and all other associates, from and against all actions, in law or equity, from liability or claims for damages, demands, or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

ACKNOWLEDGEMENT

Under penalties of perjury, I certify that the person whose name appears below is the same person who submitted this document. The information I provided in this document is correct and was provided knowingly and voluntarily. I certify that I have authority to bind the organization or business entity that I represent. My electronic signature below evidences acceptance of the terms stated in this document.

_____.

Signature

_____.

Organization

_____.

Type or Printed Name & Title

_____.

Date



REQUEST FOR TEMPORARY CLOSING OF CITY STREETS

<p>***Request for Temporary Closing Form MUST be submitted to the the Development Services Department a minimum of sixty (60) days prior to the event***</p>	<p>DATE RECEIVED:</p>
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Name of Event							
Applicant or Organization							
Address		City		State		Zip	
Phone #'s		Email address					
Description of Event							
Date of Event				Time of Event			
To		From		Begin		End	
Has this event been held in the Past?			<input type="checkbox"/> No <input type="checkbox"/> Yes – When _____				
Proposed Road(s) to Close (Specific Locations – Include Map)							
Proposed Detour Route (Include alternative road and map)							
Additional Notes & Comments Include ADA accessible route							
Signature _____			Type or Printed Name & Title _____			Date _____	

Office Use Only		
Decatur Police		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Comment: _____		
Signature _____	Type or Printed Name & Title _____	Date _____
Decatur Fire		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Comment: _____		
Signature _____	Type or Printed Name & Title _____	Date _____
Decatur Public Works / Engineering		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Comment: _____		
Signature _____	Type or Printed Name & Title _____	Date _____

CITY OF DECATUR EVENT MANUAL

WELCOME

The City of Decatur enjoys many fine and entertaining special events and festivals that help to make this an exciting City. These events enhance the lives of our citizens and attract visitors to our city. The City of Decatur is committed to supporting special quality events throughout the community.

If you are planning a first-time event or simply making changes or renewing an annual event, give us a call before you complete your event plans. City staff members have valuable experience with hundreds of events and want to see your event succeed. Whether you are wondering about the closing of a street or seeking technical assistance with traffic and safety planning, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

In order to help event organizers coordinate their plans with City requirements, we have compiled this Event Permit Manual, which contains application forms, policies, and related materials that are involved in the City's review and approval process. Please read this manual completely, even if you have planned events before.

We also recommend that you review the checklist included in this manual. Even though you do not need to submit this checklist to the city, we believe it raises many of the most common details to address when preparing for an event. We encourage you to contact the Development Services Department at 940-393-0250 with any questions about your event, either before completing your application or at any time during the approval process. We want to ensure that your event will be a safe and enjoyable event for everyone.

As you begin planning your event, consider the impacts and benefits it will bring to the community.

The following are some common impacts that thoughtful planning can help reduce:

- ✓ Plan ahead! Applications for event permits **MUST** be submitted for processing a minimum of sixty (60) days prior to the event.
- ✓ Remember, when you close a street, even for two or three blocks, this can affect traffic for miles around as traffic is rerouted or turned away. The impact of a street closure is similar to dropping a pebble in a pond, with each concentric circle expanding.
- ✓ Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses, or residences?
- ✓ How does your event affect our public street system with regard to traffic routes or access? Are alternative routes available to accommodate the number of people?

- ✓ Are you planning to serve alcohol at the event? How will the use of alcohol affect the participant's safety and enjoyment of the event, as well as security and insurance costs?
- ✓ What type of music will be featured at the event? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd numbers may result from the type of music planned?
- ✓ Have you planned to ensure people with disabilities can obtain or enjoy the same goods, activities, services, and benefits that are available to other members of the public? (Disabilities include, but are not limited to, mobility, ambulatory, visual, hearing and cognitive.) Does your site plan have an accessible route? Is there accessible parking? Are there modifications to your policies, and have you named an accessibility coordinator?
- ✓ What other events are planned throughout the city on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?

Will a public street or right-of-way be used or closed?

Street is defined as any public right-of-way used for vehicular traffic that is permanently maintained by the City or State of Texas and is open to all traffic, platted at 20 feet in width or greater.

An alley is defined as a public way permanently reserved as a secondary means of access to abutting property, normally platted at less than 20 feet in width.

Permitting through other agencies, including but not limited to the Texas Department of Transportation (TxDOT), may be required.

Make a plan for your event. You must supply an estimate of the number of people attending your event, including a peak maximum number and the length of time that number will be present, the number of toilets available (also discussed later), a diagram of the location, and a map of the area, including parking. Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants, but also those who live, work, and shop in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process.

In case of large events, consider establishing parking in other sites and shuttling participants to the event. Also consider parking for the disabled.

A map of your event **MUST** be attached to your Event Application form. Your map should include all street(s) to be used and the direction of the route, if applicable.

Will you be having a band or amplified music?

If your event will have a band or amplified music, there are a number of items that must be considered.

1. Is there a stage available at your proposed location, or will you need to obtain one?
2. Is there sufficient electricity to supply the band's equipment?
3. Will a tent be required? (see Fire Department section for tent regulations)

Cleaning up after the event is over

Event planning must include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons or leaves an unsightly mess with litter and trash strewn about will hurt its future and will negatively affect the image of the city.

EVENT CATEGORIES

The City has established two (2) levels of approval for the various events. The following criteria are used by the Development Services Department to determine whether or not an event requires Administrative or Development Review Committee (DRC) approval.

Administrative Approval

This approval may be granted by the City staff if **ALL** the following criteria are met.

- A. The event will draw 200 guests or fewer during the entire event.
- B. The event will last four (4) hours or less.
- C. The event will NOT involve the sale or distribution of alcoholic beverages to the general public. (This restriction does not apply to a private party.)
- D. The event will only occupy a small portion of a City park or have minimal impact on a City right-of-way/property.
- E. The event does not require police security or fire department services.
- F. The event does not include the set-up and use of any "attractive nuisances" such as a bounce house, trampoline, live animals, rock climbing wall, etc.

DRC Approval

This approval will be required when **ONE OR MORE** of the following is true about a particular event request.

- A. The event will draw more than 200 guests during the entire event.
- B. The event is scheduled for more than four (4) hours, and/or will span multiple days.
- C. The event involves the sale and/or distribution of alcoholic beverages.
- D. The event will require police security and/or fire department service. Public safety personnel to be used shall be hired from the Decatur Police Department or Fire Department staff. This shall not preclude an event organizer from having additional on-site security at their discretion. Any required Police or Fire service may be exempted by the Chief of Police and/or the Fire Chief at his/her discretion.
- E. The event will require organized and monitored parking.
- F. The event involves the barricading or closure of any public roadways or the employment of Public Works personnel.
- G. The event will occupy the majority of the open space in the subject park.
- H. The event is being held by a for-profit group or individual, or a for-profit group is a major part of the event.
- I. The event might place an extreme burden on City work crews because of its nature, size, or timing.

DETAIL ASSIGNMENT POLICY/STANDBY PERSONNEL

The purpose of the policy is to establish a uniform procedure for the administration of detailed activities by Public Works, Police, and Fire personnel at Events in the City.

Definitions

- A. Detail is a service to a client who temporarily introduces an unusual hazard into a public building or area within the city that will impact public safety service needs due to the nature of the event.
- B. Hazard is defined as a product being used, the nature of an event, or the number of people attending the event that would compromise the safety network of the city, and any event that includes the sale or distribution of alcoholic beverages and/or closure of public streets and/or rights-of-way.
- C. A permit for the hazardous activity will be issued by the Development Review Committee, or City Department thereof, and the detail is required as a condition of the permit.
- D. An accessible route ensures individuals who use wheelchairs or walking aids or who walk with difficulty have an accessible route of travel throughout the event site. A successful accessible route connects site arrival points and parking with all exterior and interior event exhibits and activities, including public amenities, such as toilet rooms, water coolers, and other facilities.
- E. Effective Communication means that whatever is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities.
- F. The number of personnel attending the event will constitute the detail procedure followed based on the following schedule:
 - 1. At large public events, event organizers shall be required to employ:
 - a. A minimum of one (1) police officer per 1,000 people attending or at the discretion of the Police Department based on the type of event.
 - b. A minimum of one (1) officer is required if alcohol is served, regardless of the number of attendees.
 - c. A minimum of 2 (two) firefighters for every two thousand (2,000) people.
 - d. Requests for the assignment of five (5) or more police officers/firefighters shall require the assignment of an off-duty supervisor.
 - e. Over 5,000 people will require the same as above, plus any other personnel needed to handle the event. An additional number will be agreed upon by the event organizer and the Chief of Police and/or the Fire Chief and/or their designee before the start of the event.

Qualified Personnel

Public Works and Public Safety personnel to be used shall be hired from the Decatur Public Works Department, Police Department, and/or Fire Department staff. This shall not preclude an event organizer from having additional on-site security at their discretion. Any required Police or Fire service personnel may be exempted by the Chief of Police or the Fire Chief at their discretion.

Requesting Service - The event organizer shall:

- A. Complete the contract for the request for the detail. The request must be submitted a minimum of sixty (60) days in advance of the event.
- B. State date, time, and name of event.
- C. Identify a contact person who will be present and will meet with the assigned personnel.
- D. Be responsible for payment for services rendered.

Service Fee:

- A. Payment/checks shall be made directly to the "City of Decatur".
- B. Payment shall be made prior to the date that the personnel are required to start work, or within 10 days of the event date, with the department supervisor's authorization. If timely payment is not received, future event requests may be denied and could result in a legal collections process.
- C. Personnel shall receive a minimum fee of two (2) hours' pay for any work detail of less than two (2) hours duration.

- D. All fees will be paid per the current City's calculated rate for the city employee at the time of the event. Please contact each department for the current City's calculated rate.

NOTE: *The Decatur Public Works, Police, and Fire Departments reserve the right to cancel off-duty details without notice, and to recall personnel for official duty when necessary for community safety. An approved off-duty personnel contract is required to be completed and payment received by the appropriate department a minimum of 10 days prior to the event or within 10 days of the event with the department supervisor's authorization.*

KEY CONTACT NUMBERS

The following provides a list of the City of Decatur Departments responsible for assisting event organizers with the various components of most public events. Event organizers should feel free to call these departments to request assistance in planning and holding their event.

Event Component	City Department	Phone Number (940)
Initial Event Coordination	Development Services Department	393-0250
Event Security	Police Department	393-0300
	Fire Department	393-0230
Traffic Planning	Right-of-way	393-0300
Tent Permitting	Fire Prevention Division	393-0230
Temporary Event Signage	Code Compliance	393-0250
Health Department	Health Inspector	393-0250

Insurance Requirements

- ✓ **All Events:** Please provide the City of Decatur with a Certificate of Insurance for property and liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury Liability having minimum limits of \$1,000,000 per occurrence and \$500,000 Property Damage Liability. Certificate of Insurance is required to be submitted a minimum of two (2) weeks prior to the event.

EVENT MONITORING

The City of Decatur will monitor all large events. Any major deviations from the approved event permit conditions by the event organizer may result in the event being prohibited from taking place in the City in the future or could subject the event organizer to a fine. Following the completion of an approved event, City crews will inspect the park or event route to check for any problems. Failure to have portable toilets, dumpsters and/or vendor equipment removed within 24 hours of the event and/or excessive damage to City property or the use of City crews to clean up after a given event may result in an additional security/damage deposit being required of that event organizer in the future, and/or a direct billing for the services rendered.

After the event is completed, the organizer must pay for any use of City electrical power, water, sanitation services, or other City staff time.

It is the City's express intention to support and assist event organizers in their efforts. The goal of the City of Decatur is to allow its citizens and their guests to enjoy the fine festivals and events held in this community. This manual is an attempt to ensure that such events are truly an enjoyable gathering for one and all.

NOTE: Any event organizer who wishes to appeal any requirement or decision rendered by the DRC in conjunction with the provisions of this event manual may do so by writing to the City Manager no less than seven (7) days in advance of the first day of the event.



SPECIAL EVENT FIRE SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Decatur.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire-retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required; contact the Fire Marshal for details.
- ✓ Use of electrical or gas-powered equipment will be required to have a fire-retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required; contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming, and any flammable hazards will be required to have a State-certified tagged portable fire extinguisher mounted within the vendor area. Class ABC requires minimum rating of 2A:10B:C (5lb); Cooking operations require Class K minimum rating of 6 Liter (1.5 gal).
- ✓ All vendors cooking with oils or grease-type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills, and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy-duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water, and where they pass through pedestrian areas, shall be secured, as not to cause trip hazards.

The event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above-stated fire safety requirements that all event participants must abide by.

ALL VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

<i>By signing this form, the event coordinator ensures that all participants/vendors of the event have received a copy of these listed requirements and clearly understand each applicable requirement listed.</i>								
Name					Title			
Address				City			State	Zip
Phone #'s				Email address				
Event Name				Event Date			Event Time	_____ to _____
Signature _____				Organization _____				
Type or Printed Name & Title _____				Date _____				



DEVELOPMENT SERVICES DEPARTMENT
 1601 S. STATE STREET
 BUILDING C
 DECATUR, TX 76234
 (940) 393-0250
planning@decaturtx.org

OFF-DUTY VENDOR CONTRACT – FIRE DEPARTMENT

PERMITTEE									
Event Name			Organization						
Name of Permittee/Vendor				Title					
Address		City		State		Zip			
Phone #'s			Email address						
DATE(S) SERVICE IS NEEDED									
Hours		From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM				TO: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM			
Number of Fire Department personnel being requested									
<p><u>ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.</u></p> <p>PAYMENTS WILL BE MADE IN ADVANCE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF OTHER ARRANGEMENTS HAVE NOT BEEN MADE, PAYMENT MUST BE RECEIVED 10 DAYS PRIOR TO THE EVENT DATE. FAILURE TO DO SO WILL RESULT IN PERMIT/DETAIL BEING CANCELLED. TWO (2) HOUR MINIMUM.</p>									
Description of service to be provided									
Report to									
<p>I, _____ as authorized representative of _____ (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued as a result of this application. In addition, the Decatur Fire Department and its members will not be held liable for damages or injuries by Permittee that may be caused by a third party in connection with services provided under this permit.</p>									
Signature Authorized Representative of Vendor					Date				
<p>The above application for permit is hereby granted, and the above application together with the attached "Conditions of Permit" are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit.</p>									
Expiration date of this permit					Pre-Payment Waive		Yes		No
Signature City Representative			Date		Permit Number				
ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE									

Off-Duty Vendor Contract CONDITIONS OF PERMIT
Extra-Duty Special Detail Standby Fire Department Related Services

The following are general conditions regarding standby Fire Department related services:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 7:30 am-4:30 pm), contact must be made with the Fire Marshal or Fire Chief by calling 940-393-0230 office, or 940-577-2527 Fire Marshal.
2. Any Member who is engaged in any extra-duty employment is subject to On-Duty status (call-out) at any time.
3. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a firefighter/EMT/Paramedic, is in violation of State or Federal law, or Office policy.
4. The rate charged an employer/vendor for extra-duty Fire and EMS related services shall be a standardized hourly rate established by the City of Decatur, which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the special detail.
5. Payment for any services directly to the member is strictly prohibited. The City of Decatur will be responsible for collecting such payment and making disbursement to the member.
6. Extra Duty/special detail services shall be performed within the boundaries and jurisdiction of the City of Decatur public safety services.
7. The person/vendor requesting the extra-duty Fire/EMS service will make payment in **ADVANCE** of the service being performed. Payment will be made to the City of Decatur Fire Department and will accompany the application/contract for the requested services.
8. Cancellations of services by the Permittee (person/vendor requesting service) **MUST** be made at least 48 hours in advance. Failure to do so will result in the City of Decatur Fire Department billing the permittee/vendor for a minimum of two (2) hours for administrative costs.
9. If the employment has been authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Fire Department will be in effect if the off-duty firefighter sustains an injury while the member is performing extra-duty fire/EMS-related employment. Any injuries sustained which are **NOT** incurred as a result of a fire/EMS action will be the responsibility of the employer/vendor requesting extra-duty fire/EMS-related employment, to **include workers' compensation.**
10. All permits must be obtained 10 days in advance. In emergencies, exceptions may be made by the program administrator/Fire Chief.

I have read, understand, and agree to the above-listed conditions.

Signature of Permittee/Vendor/Employer Requesting Extra Duty Detail

Date



OFF-DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE										
Event Name						Organization				
Name of Permittee/Vendor						Title				
Address				City			State		Zip	
Phone #'s						Email address				
DATE(S) SERVICE IS NEEDED										
Hours	From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM					TO: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM				
Number of Police Department personnel being requested										
<p><u>ALL FEES WILL BE PAID PER THE CURRENT RATE FOR THE POLICE DEPARTMENT'S SECURITY FEE, AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.</u></p> <p>PAYMENTS WILL BE MADE AT THE TIME OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. THERE IS A FOUR (4) HOUR MINIMUM.</p>										
Description of service to be provided										
Report to										
<p>I, _____ as authorized representative of _____ (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued as a result of this application. In addition, the Decatur Police Department and its members will not be held liable for damages or injuries by Permittee that may be caused by a third party in connection with services provided under this permit.</p>										
Signature Authorized Representative of Vendor					Date					
_____					_____					
<p>The above application for permit is hereby granted, and the above application together with the attached "Conditions of Permit" are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit.</p> <p>Expiration date of this permit</p>										
Signature City Representative			Date			Permit Number				
_____			_____			_____				
ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE										

Off-Duty Vendor Contract CONDITIONS OF PERMIT

Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00 am-4:30 pm), contact must be made with the Operations Captain on duty by calling 940-393-0300.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law, or Office policy.
3. The rate charged for extra-duty law enforcement security-related services shall be a standardized hourly rate established by the City of Decatur Police Department, which shall include compensation of personnel, and any administrative costs to administer the program.
4. The person/business making the request for Extra-Duty law enforcement services may request a particular member to work the detail; however, the City of Decatur Police Department has final selection of all members who work extra-duty law enforcement details.
5. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Decatur Police Department reserves the right to forward the contract to another law enforcement agency that can accommodate the request. The person/business holding the event will be billed at the rate of the other agency.
6. Payment will be made directly to the law enforcement officer at the time of the services rendered. Any exception for payment should be approved prior to getting a permit.
7. Cancellations of service by the Permittee (person/business requesting service) **MUST** be made during normal business hours (Monday through Friday, 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: dcampbell@decaturtx.org. For the unforeseen issues after normal business hours, call our Communications Center at 940-393-0300. Failure to do so will result in the City of Decatur Police Department billing the permittee for four (4) hours minimum for administrative costs.
8. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand, and agree to the above-listed conditions.

Signature of Permittee/Vendor/Employer Requesting Extra Duty Detail

Date

Fees For Event Permitting Effective April 1, 2026

December 17, 2025

General:

Application Fee: \$50.00

Health:

Mobile Food Units: Class 1 \$155.00

Class 2 \$257.00

Class 3: \$103.00

Temporary Event Food Vendor (Max 14 Days): \$50.00

Seasonal Event Food Vendor (Max 180 Days): \$100.00

Fire:

Mobile Food Vendor / Fire Permit: Annual \$75.00

Temporary \$35.00

Temporary Structures (Tents/Canopies): \$25.00 each

Fire Watch / Special Event Stand-by: \$50.00 per hour / per personnel