



Mass Gathering Registration

A **Mass Gathering Registration Form** is required for gatherings of **300 or more, but less than 1,000** participants. Events with greater than 1,000 participants must obtain a **Special Use Permit** coordinated by the Planning Department of the City of Southlake.

Return the attached form to: Southlake Police Department
600 State Street, Southlake, TX 76092
Phone: (817) 748-8114 Fax: (817) 748-8317
E-mail: dgreen@ci.southlake.tx.us

NOTE: This Registration Form is NOT A PERMIT. Host and participants must comply with all Laws of the State of Texas and Ordinances of the City of Southlake.

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600 State Street, Southlake, TX 76092 (817) 748-8114



Mass Gathering Registration Form

Date of Event: _____

Hours of Event: _____

Name of Event: _____

Address of Gathering: _____

Description of Location: _____

Is this a residential location? Yes No

Approximate Number Attending: _____ **Number of vehicles expected:** _____

Where is parking located? _____

If parking is allowed on street(s), will there be at least 14 feet clearance for Fire and Emergency Medical response vehicles? _____

Will valet parking be provided? _____

If yes, list name and contact numbers for on-site valet staff:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the above information is true and correct to the best of my knowledge. I understand that this is not a permit and that I must comply with all laws of the State of Texas and Ordinances of the City of Southlake.

Host Name (*print*): _____

Address: _____

Contact #: _____

Alternate #: _____

Signature: _____

Date: _____

For Department Use

Received by: _____

Date: _____

Notify: Patrol Lieutenant and Deputy Fire Chief

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