



## Mass Gathering Registration

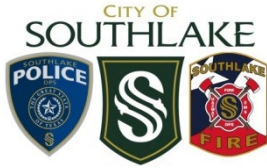
A **Mass Gathering Registration Form** is required for gatherings of **300 or more, but less than 1,000** participants. Events with greater than 1,000 participants must obtain a **Special Use Permit** coordinated by the Planning Department of the City of Southlake.

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

**Innovation ♦ Integrity ♦ Accountability ♦ Commitment to Excellence ♦ Teamwork**

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 Captain and Deputy Fire Chief

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