



**BEXAR COUNTY FIRE MARSHAL'S OFFICE**  
 9810 SOUTHTON RD., SAN ANTONIO, TX 78223 (210)335-0300 Fax:(210)335-0330



**MASS GATHERING PERMIT APPLICATION**

<b>Name of Proposed Event:</b>			
<b>Address or location of Proposed vent:</b>			
<b>Please identify the two (2) closest streets or roads to the proposed event location:</b>			
<b>Date of Event: (note #1)</b>		<b># of people anticipated:</b>	
<b>Starting time:</b>		<b>Ending Time:</b>	
		<b>Total ours:</b>	
<b>Will alcohol beverages be sold/consumed?</b>	Yes No	<b>Is a Fireworks/pyro-tech display proposed?</b>	Yes No
<b>Name of Event Promoter/Sponsor:</b>			
<b>Address of Event Promoter/Sponsor:</b>			
<b>City, State, Zip Code:</b>			
<b>Phone #:</b>		<b>Cell #:</b>	
<b>Email address:</b>			

List below all performers for this event

<b>Name:</b>		<b>Address:</b>	
<b>Agent's Name:</b>		<b>Address:</b>	
<b>Name:</b>		<b>Address:</b>	
<b>Agent's Name:</b>		<b>Address:</b>	

*(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: \$200.00 --- 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 [San Antonio Metro Health](#) 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.
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.



**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

Metro Health  
332 W. Commerce  
San Antonio, Texas 78205-2489  
(210) 207-8780 \* (210) 207-8999 (Fax)  
V/TTY (210) 207-8753  
[www.sanantonio.gov/health](http://www.sanantonio.gov/health)

Bexar County Sheriff's Office  
200 North Comal  
San Antonio, Texas 78207-3505  
(210) 335-6000  
<http://www.bexar.org/600/Sheriffs-Office>  
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/630/Fire-Marshall>  
Mass Gatherings Event Coordinator