

Request for Permit Lake Activity/Special Event

Permittee Name: _____ E-Mail: _____
Contact for Event Contacts e-mail

Mailing Address: _____

City State Zip -- _____

Phone Number: (____)____-____ (____)____-____ (____)____-____

Organization Name: _____

Type of Event/Activities: Please check ALL that apply to the event(s).

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Wedding/Reception | <input type="checkbox"/> Tournament | <input type="checkbox"/> DJ/Band | <input type="checkbox"/> Birthday Party |
| <input type="checkbox"/> Club Activity | <input type="checkbox"/> Scout Event | <input type="checkbox"/> Church Event | <input type="checkbox"/> Bounce House |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Equestrian | <input type="checkbox"/> Water Slide | <input type="checkbox"/> Company Function |
| <input type="checkbox"/> Piñata | <input type="checkbox"/> Other (specify): _____ | | |

Brief purpose description: _____

Desired Date/Time & Location of event/activity: _____

Is event/activity a fund raiser/for profit? _____ or a Non-Profit _____ event?

If for profit, are all proceeds being donated to a non-profit organization? **YES** **NO**

If **Yes** to previous question, what is the name, address and contact person of the non-profit organization?

Is requesting organization classified as a non-profit tax-exempt charitable organization under section 501 (C)(3) of IRS code? **YES** **NO**

Will event/activity include the sale/use of any alcoholic beverages? **YES** **NO**

Approximately how many participants and/or spectators are expected? _____ # of vehicles? _____

Will you be advertising? **YES** **NO**

If **Yes** what kind of advertising will you be doing, be specific: _____

Will event/activity require additional non-government provided facilities or services (i.e., temporary restrooms, parking, concessions, police, fire, EMS, pre-event site preparation and post event clean-up)? Be sure to include contact information for any vendors that are scheduled to bring items into the parks (i.e. bounce house, slides, catering, band, DJ, etc.) **YES** **NO**

If **Yes** please specify: _____

Please sign below attesting that the information you have provided us is true and accurate to the best of your knowledge.

Permit Requestor

Date

This application **does not** give approval for the above request. Permit requests should be submitted to the Lake Office no less than ten (10) days prior to the start of the event. Large activities which are considered Special Events must be submitted at least 6 months in advance. Specific permit questions may be directed to a Ranger at the Lake Office.

Please attach all documentation, flyer, maps, pictures, description of event, safety plan and all other information to help process event permit. If an outside vendor needs access to any location be sure to include at a minimum their name and phone number. Incomplete applications are subject to denial. See *Guidelines on Activity Permits for Benbrook Lake* for more information.

Once a permit has been processed and issued, all change requests to the permit must be made no less than 1 full work week before the 1st day of the event.

Permits are processed in the order they are received. Reservations may be required to secure specific areas in which the event is to be located. Reservations are all on a first come/first serve basis. Be sure to read reservation cancellation details.

**Please return permit request to:
Benbrook Lake Office
7001 Lakeside Drive
Fort Worth, Texas 76132
817-292-2400
Email: ceswf-od-bb@usace.army.mil
Office Hours: Monday – Friday 7:30 am – 4:00 pm
Closed Federal Holidays**

Guidelines on Activity Permits for Benbrook Lake

Advertising – Handing out brochures or pamphlets advertising services is not permitted on Government property. Vessels, vehicles and trailers with semi-permanent or permanent paint or installed signs are exempt as long as they are used for authorized recreational activities and comply with all other rules and regulations pertaining to vessels and vehicles. A single banner of reasonable size (no larger than 4' x 6') to show where the event is located along with name and logo is allowed at event location only. Signs and banners will not be nailed, stapled or otherwise attached to Government property, trees, existing signs or facilities. Banners may be tied to pavilion supports, fence posts and/or poles supplied by the permittee; however they will not be tied to trees, traffic signs or any other existing signs. Poles provided by the permittee will be portable; no digging will be allowed to set such poles. No banners or posters will be allowed to advertise products in the park.

Commercial Activities – No commercial sales or advertising are allowed on Government property outside of the marina lease areas. Permission from the marina to hold an event within the lease area must be submitted in writing to the Project Office prior to the event to be considered for approval. Some sales by non-profit organizations such as food and drinks may be allowed with prior approval. No alcohol sales will be allowed. During some events prize items may be displayed but no sales literature or posters will be allowed.

Decorations – Decorations must be contained to the designated area for the event. No decorations may be nailed, stapled or otherwise attached to Government property, trees or existing signs. Decorations may be tied to existing facility structures for the duration of the event only. All decorations must be removed at the conclusion of the event. Piñatas may not be nailed, stapled, hung or otherwise attached to any trees or other vegetation and all resulting trash must be picked up. Any balloons must be securely attached and not be allowed to float off. Any popped/deflated balloons must be properly disposed of (see Trash and Event Clean Up).

Play Equipment – Play houses, inflatable buildings, moon jumps, etc. may be allowed in group areas (group picnic or group electric sites) with prior approval, rental of these sites is required and are available on a first come/first serve basis. If the equipment is powered or has powered fans the electrical cords shall meet electrical code and the combined electrical use should not exceed 20 amps. Additionally all guards and warning signs shall be in place. If stakes are used to tie down equipment they will be marked with flagging or cones to prevent trip hazards. Water using devices such as water slides and dunking tanks will have tarps placed around them to keep area from becoming muddy. When draining, the water will be spread over the area to prevent excess muddying. If the local area is in water rationing restrictions, then no water using devices will be allowed.

Fees – No fees can be charged for people to observe any event, or to use equipment put up by permittee.

Parking – The permittee is responsible for providing parking assistance and adequate policing for crowd supervision and control. Parking must be in accordance with all Title 36 Rules and Regulations, Section 327.2, including but not limited to “vehicles not being parked in violation of posted restrictions and regulations or in such a manner as to obstruct or impede normal or emergency traffic movement or the parking of other vehicles...” Permittee is responsible for any damage to Government facilities from the event.

Size – Events that are significantly larger than posted capacity of the area will not be allowed. Events larger than the capacity of the facility may be permitted provided the permittee mitigates the impact on the facility. If allowed the permittee will be required to provide extra facilities to subsidize the existing facilities. Examples of such facilities include but are not limited to: sanitary services (port-a-potties), crowd control (security and parking assistance), portable tents, portable tables and chairs, shuttle vehicle to and from remote parking areas, portable generators, and trash receptacles (including removal). Permittee will not be granted exclusive use of park amenities such as swim beaches, play

grounds and boat ramps. These facilities will remain available for all park visitors. As an example, if an event is going to occupy more than 50 percent (50%) of boat ramp parking facilities, the permit may require the event to use another boat ramp area to spread out the usage.

Music and Noise – The permittee is responsible for the noise originating from the group or event. Noise levels will be kept at a level so as not to disturb other visitors in the park or adjacent landowners. If amplified music or public address system is used the speakers will be directed away from adjacent private property and other park facilities. If it is determined that noise levels are too high the permittee will be required to reduce the volume. If the problem persists the event will be terminated. Quiet hours in parks are 10:00 p.m. – 6:00 a.m.; all music will be shut down during that time. Violations could result in a citation or other enforcement actions.

Un-Permitted Events – When an un-permitted event is discovered the event will be shut down and person(s) responsible for the un-permitted will be advised that un-permitted events are not allowed. Future un-permitted events could result in a citation or other enforcement actions. Any damage occurring to Government property for any un-permitted event will become the responsibility of the person in charge of the un-permitted event to rectify. Un-permitted events are a violation of Title 36 Rules and Regulations, Section 327.21(a).

Boating Safety – All safety equipment required by state law will be on board all boats, jet skis, canoes and sailboats and in proper working order. Boats equipped with an emergency ignition switch lanyard will have it secured to operator of boat. All other participants are urged to wear life jackets while the boat is under way. Youth 13 years of age and under are required by state law to have life jackets on, and an adult should be with the group to supervise activities (Title 36, Section 327.3). Boat Ramp Parking – If any event takes up more than 50 percent (50%) of any boat ramp parking areas listed parking occupancy limits the permittee will be required to spread any participants out to other available boat ramps for launching. Having an event permit does not allow permittee to monopolize a park, boat ramp or any other publicly accessible area. No large boat events will be allowed on holiday weekends.

Trash and Event Clean Up – Permittee is responsible for cleaning and removing all trash and restoring the site at the end of the event. Should additional time be needed for removal of any items used during the event this must be outlined in the original permit request. Due to the difficulties involved in cleaning up some items, or items that may pose an environmental hazard to wildlife, the use of water balloons and confetti eggs are prohibited. If piñatas are used the area in which the piñata was located must be cleaned of all debris. Failure to clean and restore the site to an acceptable condition is a violation of Title 36 Rules and Regulations, specifically section 327.9(d).

Be advised that you may lose your permit for any of the following issues. These are not the only reasons for permit loss but are examples as to what may cause us to take action. Loss of permit may result in no future event permit being issued.

- Anyone found to misrepresent their event for something other than what it is.
- Asking for a Lake Activity Permit when you know or suspect that your activity will have excessive attendance and fall under the Special Event Permit.
- Causing damage to Federal Property.
- Stealing from Federal lands. This includes poaching of natural or historical resources. • Failure to clean and restore an area after use. A violation of Title 36 Rules and Regulations shall subject the violator to a fine of not more than \$5,000.00 or imprisonment for not more than 6 months, or both.