

U.S. ARMY CORPS OF ENGINEERS
FORT WORTH DISTRICT
SPECIAL EVENT AND LAKE ACTIVITY PERMIT APPLICATION

Organization/Name (Permittee): _____

Telephone Days/Evenings: _____

Email: _____

Address Street/P.O. Box: _____

Address City/State/Zip: _____

Event Start Date/Time: _____

Event End Date/Time: _____

Event Headquarters Location (Lake/Park): _____

Event Purpose: _____

Number of Participants: _____

Number of Non-Participants (spectators, visitors, volunteers): _____

Number of Vehicles: _____

Number of Vessels: _____

1. Will the event be held on an outgranted area? YES [] NO []

If "YES"...

Who is the Federal grantee/concessionaire (name)? _____

Is the even being sponsored by the Federal grantee/concessionaire? YES [] NO []

2. Will the event involve the exchange of money on site from the public or participants, e.g. donations, entry fees, entrance fees, parking fees, sales of goods, supplies or services, food, refreshments, etc.? YES [] NO []

If "YES"...

What are the amounts and for what purpose will they be assessed? _____

What are the expected gross revenues? _____

What are the expected net revenues for-profit? _____

For what purpose will the collected funds be used? _____

3. Will the event involve vendors? YES [] NO []

If "YES," list each vendor individually: _____

4. How will access to and from the event area be controlled and non-participating vehicle and boat traffic be directed around or through the event area?

5. Will restricted access to the event be required? YES [] NO []

If "YES," what circumstances or conditions require that access be restricted and how will this be managed:

6. What are the date and time requirements for set-up and take-down for the event?

7. Will safety measures be required, e.g. first-aid stations, ambulances, safety vessels, etc.? YES [] NO []

If "YES," what measures will be required and how will this required service and equipment be provided:

8. Will support equipment be required, e.g. buoys, temporary course markers, bleachers, traffic control devices, etc.? YES [] NO []

If "YES," list the equipment required, who and when this equipment will be set up and taken down:

9. Will there be any storage requirements needed prior to or following the event? YES [] NO []

If "YES," list the storage requirements and how this will be provided:

10. Are permits from other Governmental agencies required? YES [] NO []

If "YES," list the agencies and type of permits required:

11. Will security measures be required for crowd or traffic control, e.g. security personnel, police, etc.? YES [] NO []

If "YES," what measures will be taken to ensure adequate public safety:

12. Will alcoholic beverage be sold or distributed not for sale? YES [] NO []

13. Will provisions for Government provided services be required, e.g. Government personnel, vehicles, materials, supplies, or services, etc.? YES [] NO []

If "YES" a Special Event Permit – Incurred Cost Recovery Fee Worksheet must be provided and approved by the Operations Project Manager for documentation and payment.

14. Will the event require "special circumstances" for participation requiring gender or age discrimination? YES [] NO []

If "YES" an exceedingly persuasive justification must be provided and approved by the Operations Project Manager.

15. Special circumstances:

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following: Authority: 5 U.S.C. §552a. Purpose: To provide a contact in connection with special event activities. Routine Uses: Special Use Permit is issued under the direction of the U. S. Army Corps of Engineers. The names and addresses of those who obtain the Special Use Permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by any other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a Special Use Permit.

ONCE COMPLETED, PLEASE EMAIL TO WHITNEYLAKETX@USACE.ARMY.MIL WITH SUBJECT LINE "LAKE ACTIVITY PERMIT".