



# Special Events Ordinance Update

# Special Event Permitting Updates

- October 1, 2025 - New 6-tiered fee system that factors in event details.
- January 1, 2025 – Launched the online special event permit application via Smartsheet.
  - 64% increase in special event permit applications in 2025.
- January 31, 2025 – Hosted Special Event Permitting Workshop with Finance.
- Updated the Denton Event Planning Guide and City website.
- Launched the Smartsheet Permitting Checklist
  - Provides instructions for each permitting requirement for their event
  - Allows the organizer to upload documents directly to the sheet
  - Organizers and staff can make notes and tag users for comments.

# Special Event Permitting Cost vs. Fee

Event Tier	Staff Cost to Review Permit	Permit Fee
Tier 1 – Extra Small	\$574.21	\$50.00
Tier 2 – Small	\$982.71	\$100.00
Tier 3 - Medium	\$1,670.57	\$150.00
Tier 4 – Large	\$3,296.63	\$200.00
Tier 5 – Extra Large	\$6,281.68	\$250.00

# Special Event Review Committee Meeting Structure

- Observations & Concerns
  - Special Event Review Committee meetings have had less staff attendance/availability and shorter meeting times.
  - Need to connect with the event organizer closer to the event to communicate changes with event details and city-funding costs.
  - Events on City park property need to connect with the Parks Operations, Electrical and Mowing divisions to discuss the layout, schedule, and additional needs.
  - Currently, there is no after event follow up procedure.

# Special Event Review Committee Meeting Structure

- Changes made to 2025 Meetings
  - Quarterly Special Event Review Committee meeting check-ins rather than monthly.
  - Upon launching the Special Event Permitting Checklist, tier 5 permits have two meetings with the Special Event Review Committee (30 days out & 5-10 days out).
  - Required site walk meetings with the Parks Department and the event organizer.

# Special Event Review Committee Meeting Structure

- Future goals if additional special event personnel are allocated.
  - Site walks with all permitted events on City property.
  - Special event permit inspections for the day of the event.
  - Create an after-event procedure.
    - Survey sent to the event organizer regarding permitting.
    - Post-event templates for the SERC members to fill out
    - Post-event meeting with Special Event staff and the event organizer to review the report and recommendations.



Questions?