



4545 Jimmy Doolittle
Suite 220
Addison, TX 75001
972-392-4850 Main

AIRPORT SPECIAL EVENT PERMIT APPLICATION

Special events on the airport are allowed with an approved permit. A permit is required when the event is outside the scope of the normal day to day business operations. A special event permit application is not considered received until all information requested has been submitted.

**Please complete this application and return to nsamuels@addisontx.gov
All applications must be submitted forty-five (45) days prior to the date of the event.**

AIRPORT COMPANY HOSTING THE EVENT: _____

DATE OF EVENT: _____ HOURS OF EVENT: _____

PHONE: _____ FAX: _____ E-MAIL: _____

Location of event: _____

Type of event: _____

Name of leaseholder: _____

Responsible on-site person: _____ Cell: _____

Alternate on-site person: _____ Cell: _____

General Information

Please submit a site diagram of your event showing all tables, chairs, static displays, exits, fire extinguisher placements, and ramp.

Airport gate to be used: _____ Private gate to be used: _____

Will the event take place inside the building/hangar only? Yes No

Please provide the square footage of the hangar/facility/room where the event will take place _____

Will guests have access to the ramp/taxilane? Yes No

If any portion of the event will take place outside, or with ramp access, please describe barricade, cone or rope placement to prevent attendees from leaving your ramp:

Static Display Yes No

Number of Static Aircraft Expected _____

Number of Static Vehicles Expected _____

Will you be serving alcohol?

Yes No

Will a catering or rental company be involved with your event?

Yes No

Name of catering and/or rental companies _____

Number of invitations sent _____

Guests anticipated _____

Number of Trash Receptacles _____

Number of restrooms _____

Parking

You should have parking spaces to accommodate at least 60-70% of your expected guests

How many parking spaces are available at your facility? _____

Will you be using any parking space, ramps, or hangars that are not under your control?

Yes No

Will you be using ramp space other than your own?

Yes No

Will you be using hangar space other than your own?

Yes No

If yes, please complete the over flow plan below.

1. Parking Ramp Hangar

Address of over-flow parking or borrowed area

Company name _____

Number of parking spaces or building/ramp/hangar square footage being used from above company _____

Company representative giving permission for over-flow area:

Printed Name

Signature

Date

Title

Phone Number

2. Parking Ramp Hangar

Address of over-flow parking or borrowed area

Company name _____

Number of parking spaces or building/ramp/hangar square footage being used from above company _____

Company representative giving permission for over-flow area:

Printed Name Signature Date

Title Phone Number

Please provide any additional comments related to the special event or the possible impacts on the airport, police, fire or the surrounding facilities:

I understand that I will be expected to adhere to the findings and recommendations that come forth from the permit application review process. In addition, I have reviewed the airport rules and regulations and confirm that all plans are in full compliance with the airport rules and regulations. I have contacted TABC if alcohol is being served to ensure that this event is in compliance with all TABC requirements.

I understand that The Town of Addison ordinance (#010-050) requires that all persons accessing the Air Operations Area (AOA) of the Airport be appropriately trained and in possession of an Airport Access Permit. All fire lanes will be unobstructed at all times.

Signature of Applicant _____ Date _____

For Addison Airport/Town of Addison Use Only

Addison Airport

Date received

Addison Fire

Date

Approve
 Disapprove

Hangar doors must remain open _____ feet at all times during the event.

Remarks: _____

Police Department

Number of officers required _____

Number of supervisors required _____

Addison Police

Date

Approve
 Disapprove

Remarks: _____

Number of officers hired _____

Airport Confirmation _____ Date _____

Airport Management

Date Returned

Remarks: _____
