

Dove Creek Community – Event Request Form

Version v1.0

(Submit this form to Essex (abarnes@essexhoa.com) at least 40 days before the event, since the city requires applications to be filed a minimum of 30 days prior to the planned date.)

Resident/Volunteer Request – Event Details:

1. Event Name: _____

2. Organizer/Lead Volunteer(s): _____

3. Contact Information (Phone/Email): _____

4. Requested Date(s) of Event: _____

5. Start Time: _____ End Time: _____

6. Location of Event (street, park, cul-de-sac, etc.): _____

7. Number of Days Event Will Run: _____

8. Expected Attendance: _____

9. Description of Activities (music, stalls, procession, tents, etc.):

10. Safety & Cleanup Plan (traffic cones, signage, trash removal, volunteers assigned):

Logistics & Site Use:

11. Will any streets need to be blocked? ☐ No ☐ Yes

If Yes, list streets: _____

12. Will there be a tent of any kind? ☐ No ☐ Yes

If Yes, dimensions (length x width): _____

13. Will electricity or generators be used? ☐ No ☐ Yes

If Yes, provide details: _____

14. Will amplified sound/music be used? ☐ No ☐ Yes

If Yes, provide details: _____

15. Will the event include fireworks (including sparklers)? ☐ No ☐ Yes

Note: The City of Frisco prohibits fireworks, including handheld sparklers.

Food Arrangements:

16. Will any food trucks be present? ☐ No ☐ Yes

If Yes, provide vendor details: _____

17. Will food prepared by residents be shared? ☐ No ☐ Yes

If Yes, provide details: _____

(If no food trucks and no resident food, this question is not applicable.)

Cultural & Community Guidelines:

18. Is the event inclusive of all residents and free from religious activities ?

☐ Yes, fully inclusive

☐ No — Please explain: _____

Additional Information:

19. Special requirements (police, EMS, amusement rides, inflatables, etc.):

20. Parking Plan (identify resident/guest parking areas):

21. Liability insurance details (if applicable):

Acknowledgment:

I, the undersigned organizer, hereby acknowledge that I have read and understood the Event Approval Process and agree to comply with all requirements and conditions set forth by the HOA and the City of Frisco.

Organizer's Name (Print): _____

Organizer's Signature: _____

Date: _____

Submit Form to Essex (abarnes@essexhoa.com)

Event Approval Process – Dove Creek Community:

The following steps outline the approval process for community celebrations and special events:

Step 1 – Resident/Volunteer Request

- The organizer submits the completed Event Request Form to Essex (abarnes@essexhoa.com) at least 40 days before the event (minimum 30 days required for the City Approval Process as per guidelines).
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Step 2 – Essex Review & Forwarding

- Essex reviews the submission for completeness.
 - Essex forwards the request to the HOA Board for formal review.
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Step 3 – HOA Board Review

- The HOA reviews the request during the next scheduled meeting.
 - The Board evaluates compliance with community guidelines, safety considerations, and potential impact on residents.
 - If approved, the HOA issues a formal approval letter to the organizer.
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Step 4 – Determine City Permit Needs

The HOA determines whether a City of Frisco Special Event Permit is required. A permit is typically necessary if the event involves any of the following:

- More than 100 attendees
 - Use of City property (streets or parks)
 - Street closures, parades, or processions
 - Food trucks or food vendors
 - Tents larger than 400 sq. ft.
 - Use of generators, inflatables, or amplified sound systems
 - Requests for Police, Fire, or EMS support
 - Fireworks (prohibited in most cases)
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Step 5 – City Application & Costs

- A designated HOA Board member will submit the City application on behalf of the organizer.
- Required with the application:
- Non-refundable \$150 application fee, plus any additional charges
- Certificate of Insurance (COI), coordinated with insurance providers
- The organizer team is responsible for covering all costs.
- Payment must be made to the designated Board member or transferred to the community account via check or other approved method.

Step 6 – City Permit Decision

- The Board will notify the organizer team of its decision and will coordinate further if any additional information is required.
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Important Notes:

- The accuracy of all information provided for the City application is the responsibility of the resident/volunteer organizer.
 - The HOA Board, Essex, and Board members are not responsible for verifying or correcting the information provided.
 - The HOA Board (or Essex, if delegated) files the application solely on behalf of the requester, using the details supplied in the Event Request Form.
 - The City of Frisco encourages permit applications to be submitted via the HOA Board, not by individual residents.
 - During the process, if the Board member requires additional information from the requester, the requester must provide complete and accurate information without delay.
 - Any delays caused by the requester that result in missed or delayed City approvals are not the responsibility of the HOA Board, Essex, or individual Board members.
 - If inaccurate information provided by the requester results in City citations, fines, or penalties, the event organizer is solely responsible for addressing and paying those penalties.
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