Office of Special Events High Impact Areas

DEFINITIONS

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DEFINITIONS

Rush Hour:
- Monday through Friday (excluding holidays)
- 7 - 9 a.m. and 3:30 - 6:30 p.m.

Weekday:
- Monday through Friday (excluding holidays)

Event Impact:
- A given event may impact the quality of life of surrounding residents and businesses in several ways, including but not limited to street restrictions and closures, additional traffic, parking restrictions, crowds, general noise, and outdoor amplified sound.

CITY-WIDE RESTRICTIONS

St. Patrick's Day
- New events will be accepted based on the availability of City resources and other direct impacts to the requested location.

Texas State Fair and Game Day Weekends
- No new events with street closures will be permitted through October 31.
- Event applications without street closures will be reviewed and compared against available City resources (Dallas City Code Ch. 42A-6).
- If the event application is accepted and goes through the departmental review process, and the event is unable to secure the required public safety resources within 5 business days before the event set-up date, the event must be rescheduled, as public safety resources will not be reduced. Please weigh this risk carefully before considering dates within this window.

Only one large, complex static or complex moving event will be permitted on any given day.
- No new events with street closures will be permitted during the Dallas Holiday Parade, Dallas Marathon, and Dallas Bike Ride.
- Event applications without street closures will be reviewed and compared against available City resources (Dallas City Code Ch. 42A-6).

No event is allowed to cross the DART rail tracks.

BISHOP ARTS DISTRICT

Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

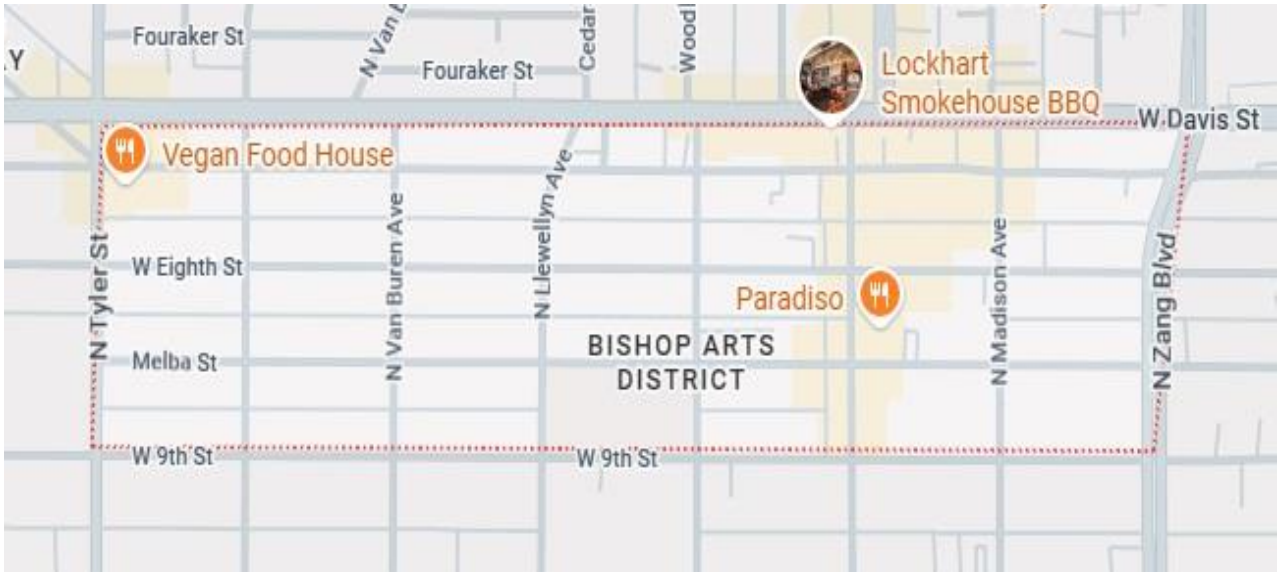
Amplified Sound

Outdoor amplified sound after 10 p.m. will not be permitted.

Direct Notification Requirements

1. The applicant of a Complex Static or Moving event shall send a copy of the event notification a minimum of thirty days prior to event date to the Bishop Arts Merchants Association for distribution across stakeholder groups. Send the notification as a PDF attachment to an email:
   TO: bishopartsdistrict@gmail.com
   CC: your assigned OSE permit coordinator
   SUBJECT: Please distribute Special Event Notification Itemize on the Notification Verification Form.
2. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
3. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Bishop Arts District
Bounded by West Davis Street, West 9th Street, North Zang Boulevard, and North Tyler Street



CENTRAL BUSINESS DISTRICT (CBD)

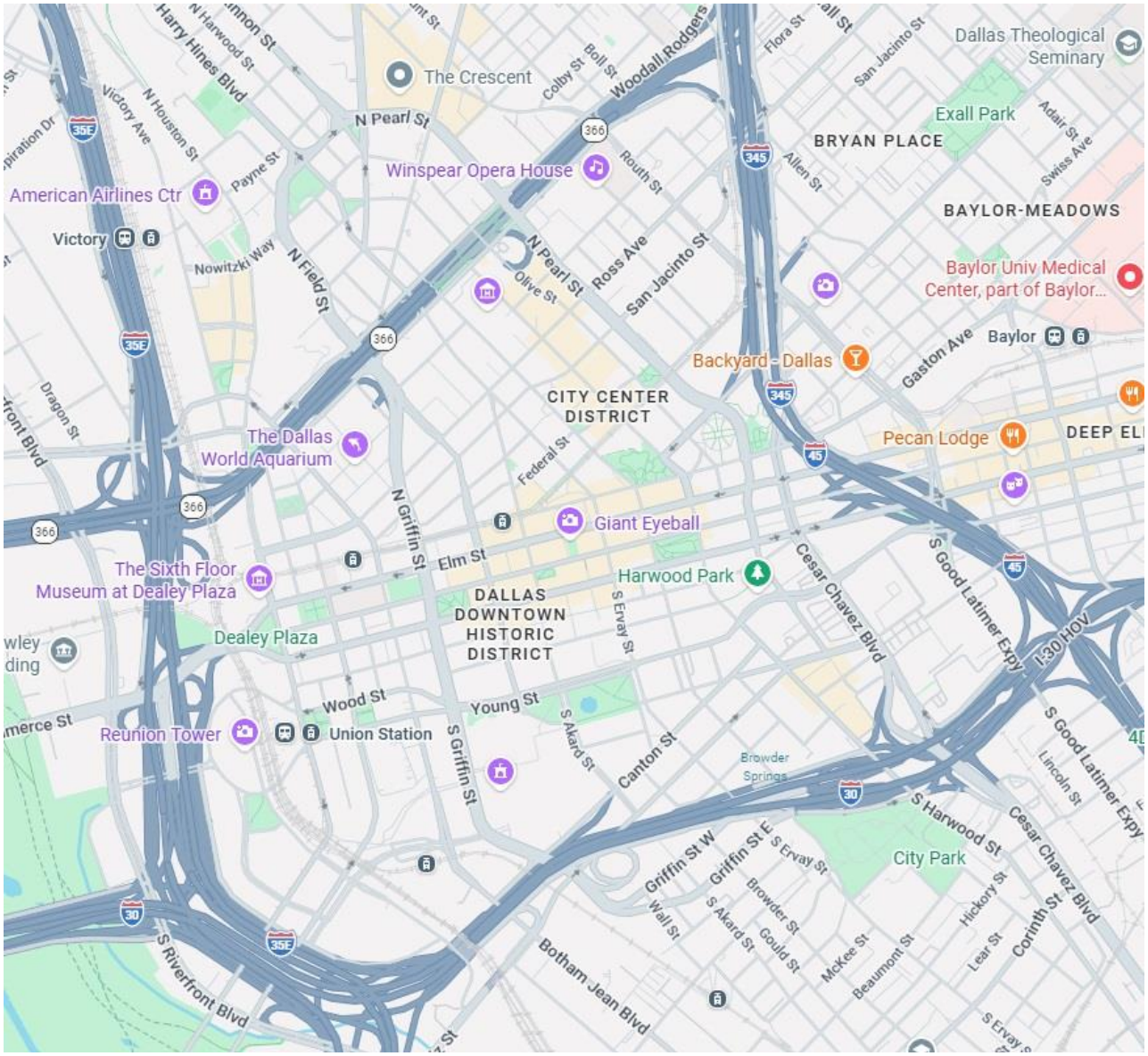
Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

Direct Notification Requirements

1. The applicant of a Complex Static or Moving event shall send a copy of the event notification a minimum of thirty days prior to event date to Downtown Dallas Inc. for distribution across stakeholder groups. Send the notification as a PDF attachment to an email:
   TO: info@downtowndallas.com
   CC: your assigned OSE permit coordinator
   SUBJECT: Please distribute Special Event Notification Itemize on the Notification Verification Form.
2. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form. Itemize on the Notification Verification Form.
3. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form. Itemize on the Notification Verification Form.

Central Business District
Bounded by Woodall Rodgers Freeway, Interstate 30, N. Central Expressway, and Interstate 35E



CITY HALL PLAZA

Venue Specifications – City Hall Plaza

Please note that the applicant will be responsible for the fees assessed for staff, water used and electricity used. Access to water and electrical supply requires staff and applicant will be invoiced for the staff hours required to support the event. The applicant will be invoiced a minimum of four hours when staff are scheduled specifically in support of a special event. Staff hours will be invoiced at overtime rates when applicable. **This includes City Security who are required to be onsite during setup, teardown, and the event in addition to DPD personnel.**

Contact the Dallas Security Division by calling (214) 983-6352 to:

1. To schedule a site plan review meeting for City Hall Plaza activation. The Site Plan must meet the specifications detailed in the Site Plan section and be reviewed by OSE prior to Dallas Security submission. The final site plan requires approval from Dallas Security. Provide OSE with the Dallas Security site plan approval.
2. Hire a minimum of two (2) off-duty Dallas Security Officers for City Hall Plaza security during the event. Increase in staffing based on attendance of event.
3. Hire two (2) off-duty Dallas Security Officers during event set-up and tear-down to provide bollard access and City Hall Plaza security. Increase in staffing based on setup and teardown.
4. Hire one (1) additional off-duty Dallas Security Officer for the security of the Henry Moore sculpture if applicable.
5. Hire an additional two (2) off-duty Dallas Security to manage the garage restricted access if applicable.

A minimum of ten (10) days prior to the event, contact City Hall Building Services Climate Control by calling (214) 671-8071 to:

1. Confirm and make logistical arrangements for access to a water supply.
2. Confirm and make logistical arrangements for access to an electrical source.

Henry Moore sculpture requirements:

Hire the required additional off-duty Dallas Security Officer for sculpture security or surround the Henry Moore sculpture with metal bicycle barricades or fencing so as to prevent physical access to the sculpture. The barricades/fencing must be a minimum of three feet high and must be a minimum of five feet from the structure at all points. Any additional barricades, tents or structures adjacent to the Henry Moore must be located outside a 15-foot perimeter from the farthest exterior points of the sculpture. Provide OSE a copy of the invoice that details the required barricades/fencing and/or the confirmation of the additional security officer hired.

City Hall Parking Garage. City Hall parking garage entry and exit must be maintained 24/7. When the Young Street entrance and/or exit will be restricted, the applicant is required to:

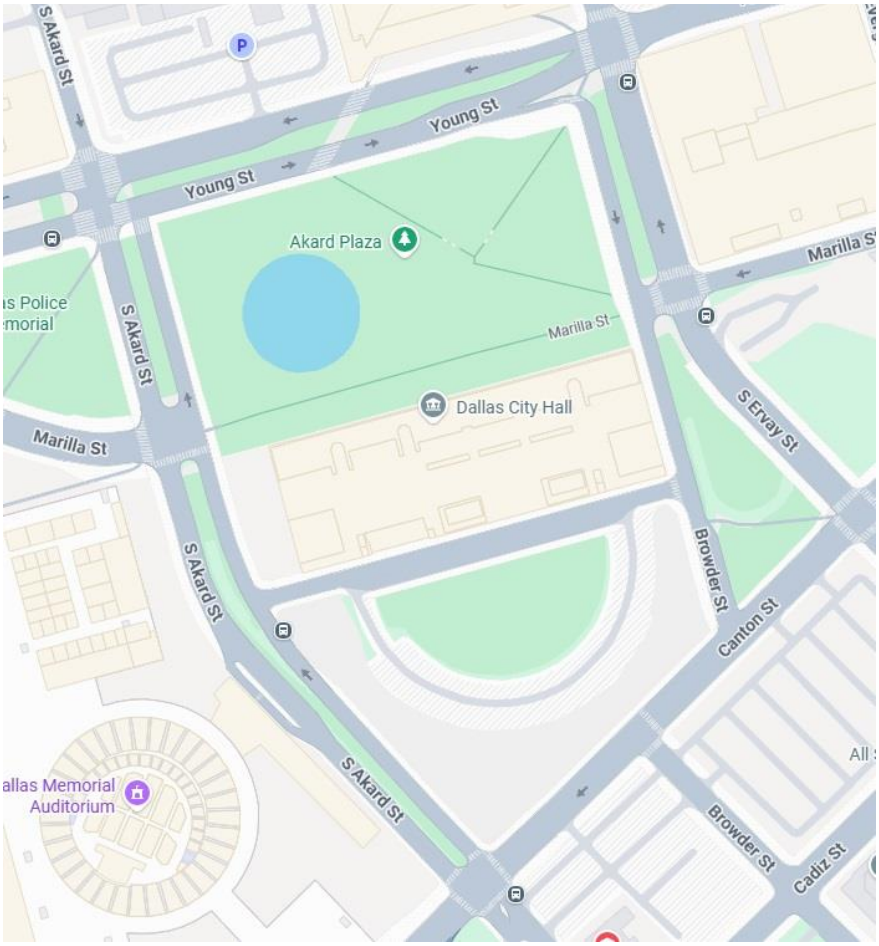
1. Hire the required number of off-duty Dallas Security Officers from the Dallas Security Division by calling (214) 983-6352 to manage the restricted access from Akard street.
2. Provide way-finding signage that directs City Hall Garage patrons to the correct entrance. Note: OSE has two A-frame signs available for check-out, please call (214) 939-2701 to reserve.

Additional Requirements:

1. Ensure no swimming or wading in the fountain and pond on City Hall Plaza. Applicant must display "No Swimming or Wading" signage provided by OSE.
2. Ensure no damage to City property, plant material, turf, irrigation system, the pool/fountain, air vents and/or building. The use of stakes on the lawn or hanging items on buildings or trees is prohibited.
3. Any damages, as a result of this event, will be the financial responsibility of the event organizer/producer.
4. Client must provide all event-related equipment and support services.
5. No vehicles may park on or driving over the metal grates on west side of the building and the green space.
6. Provide OSE and Dallas Security the inclement weather plan.
7. No parking of vehicles on City Hall Plaza. Immediate loading and unloading only.
8. No parking or set up allowed in the ZIP CAR reserved parking spots. Towing is enforced 24 hours a day.
9. For events which require the use of amplified sound, live music, or other potential activity which may interrupt or disturb City Hall employees and/or operations, sound checks, acoustical adjustments, performance rehearsals, etc., shall not begin prior to 5:30 p.m. on weekdays (Monday through Friday) without the written consent of the Special Events Manager, prior to permit issuance. These events also require:
    - Speakers and amps must face away from City Hall during soundchecks and performances.
    - All outdoor sound requirements as listed earlier are in effect.
10. Port-o-lets can only be placed on Browder St. closer to the street away from the grass and storm drain
    - and east of light poles. A limited number of approved Port-o-lets can be placed north of Marilla Street,
    - closer to the Horseshoe along S. Akard St.
11. Dumpsters can only be places behind City Hall in designated area on Browder St.
12. All equipment, boxes, pallets, tents must be placed 30 feet from City Hall. No items should be temporarily or permanently placed within 30 feet of City Hall.
13. All event equipment, street closure apparatus etc. must be removed and picked up by one business day following the event end.
14. Event must follow approved site plan filed with OSE and printed on permit.
15. The footprint of an event is subject to approval for weight limits by the City's Engineer. Provide OSE a comprehensive event footprint to include weight limits of the entire activation, including expected attendance upon request.

CBD High Impact area restrictions and requirements apply.

City Hall Plaza
Bounded by Young Street, Canton Street, Browder Street, and South Akard Street



DALLAS ARTS DISTRICT

Property Authorization

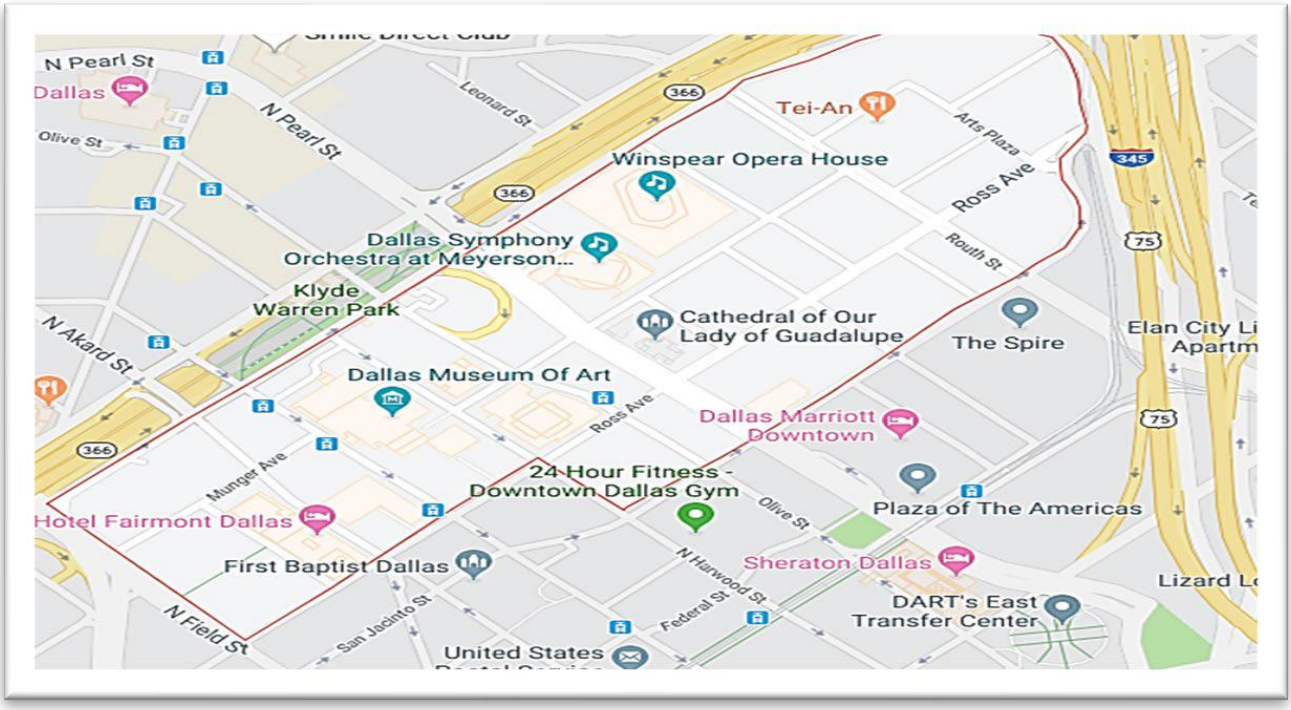
When the event is hosted and /or sponsored by a non-Arts District venue, the applicant is required to make direct contact with the Dallas Arts Foundation to identify availability and to secure applicable property authorization approvals. Submit a copy of the written approval or the Property Authorization form at the time of application submission (property authorization section).

Direct Notification Requirements

1. The applicant of a Complex Static or Moving event shall send a copy of the event notification a minimum of thirty days prior to event date to the Dallas Arts Foundation for distribution across stakeholder groups. Send the notification as a PDF attachment to an email:
   TO: specialevents@dallasartsdistrict.org and info@downtowndallas.com
   CC: your assigned OSE permit coordinator
   SUBJECT: Please distribute Special Event Notification
   Itemize on the Notification Verification Form.
2. When the event is to be hosted and /or sponsored by a non-Arts District venue, the applicant may be required to present event information at a scheduled meeting of the Dallas Arts Foundation and/or district stakeholders. Itemize on the Notification Verification Form.
3. When the event is to be hosted and /or sponsored by a non-Arts District venue: Secure written approval of the event date, time, site map, street closure, and traffic management plan from district stakeholders (provided by Dallas Arts Foundation). OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
4. When the event is to be hosted and /or sponsored by an established Dallas Arts District venue, the applicant is required to secure written approval of the event date and times; site plan; street closure and traffic management plan from each of the venues immediately adjacent to the proposed footprint. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

CBD High Impact area restrictions and requirements apply.

Dallas Arts District
Bounded by Woodall Rodgers Freeway EB Service Road, San Jacinto Street, Ross Avenue, North Central Expressway, and North Field Street



Downtown Parks

Property Authorization

Reservation confirmation from Downtown Dallas Inc (DDI) is required. Submit a copy of the reservation confirmation or the Property Authorization Form at the time of application submission.

Downtown Parks include:

1. Carpenter Park, 2201 Pacific Ave.
2. Civic Garden, 1014 Main St.
3. Ferris Plaza, 400 S. Houston St.
4. Founders Square, 1000 Jackson St.
5. Harwood Park, 408 S. Harwood St.
6. Lubben Plaza, 701 Young St.
7. Main Street Garden, 1902 Main St.
8. Pacific Plaza, 401 N. Harwood St.
9. Pegasus Plaza, 1500 Main St.
10. West End Square, 607 Corbin St.

CBD High Impact area restrictions and requirements apply.

YOUNG STREET MEDIAN

Venue Specific Requirements

1. All events that include Young Street between Akard St. and S. Ervay St. within the event footprint shall install a solid enclosure of metal barricades or fencing along both the north and south edges of the entire landscaped median to prevent pedestrians from standing in or walking through the landscaped median. Allow access to the designated crossing.
2. Installation or staging of equipment is prohibited in the landscaped section of the median and shall be placed outside the curb line.
3. The applicant will be responsible for all damages, including plant material and irrigation lines.

CBD High Impact area restrictions and requirements apply.

Young Street Median
Bounded by Akard Street and S. Ervay Street



DALLAS DESIGN DISTRICT

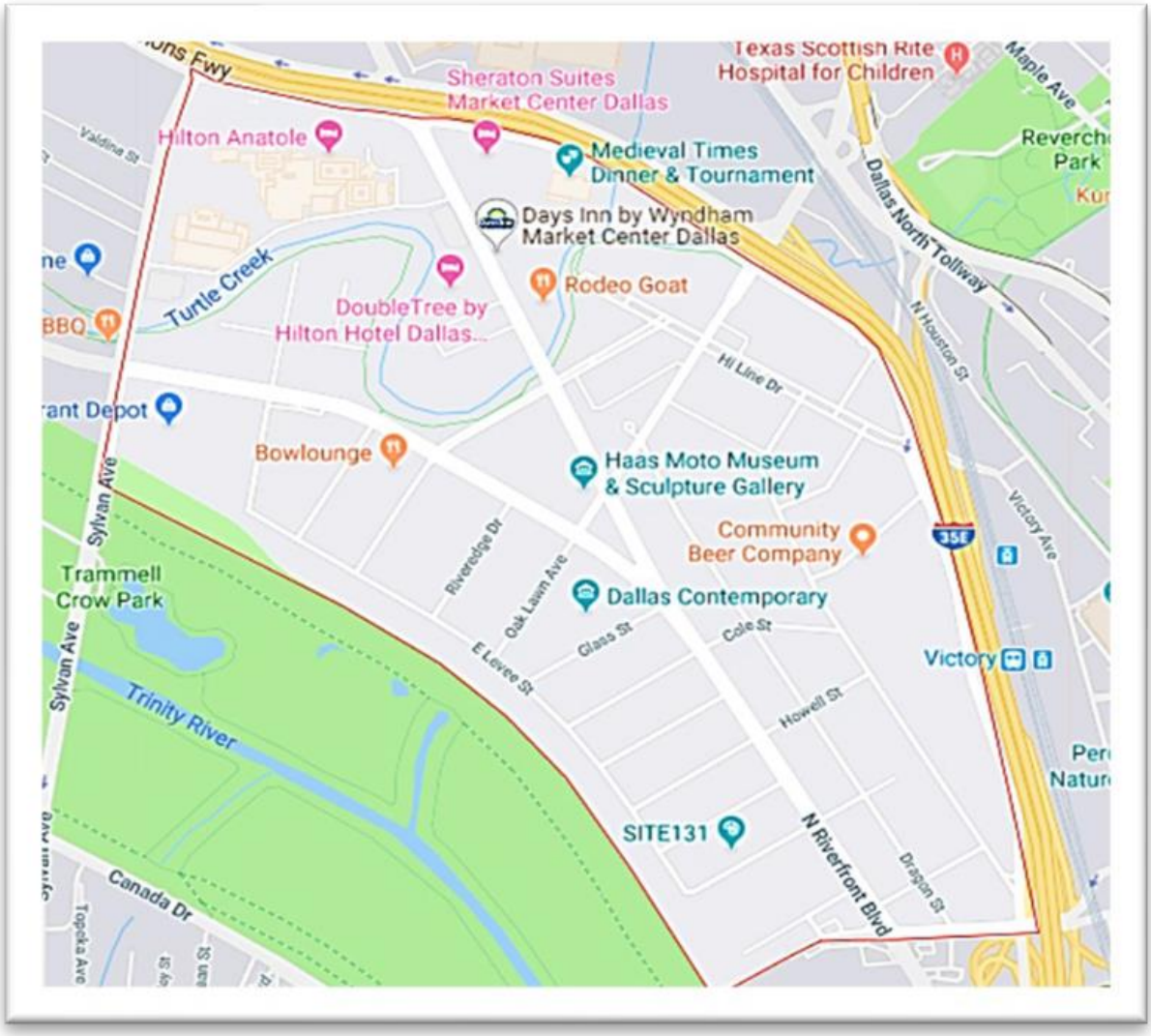
Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

Direct Notification Requirements:

1. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
2. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Dallas Design District
Bounded by Interstate Highway 35E, East Levee Street, Wycliff Avenue, and Continental Avenue



DEEP ELLUM

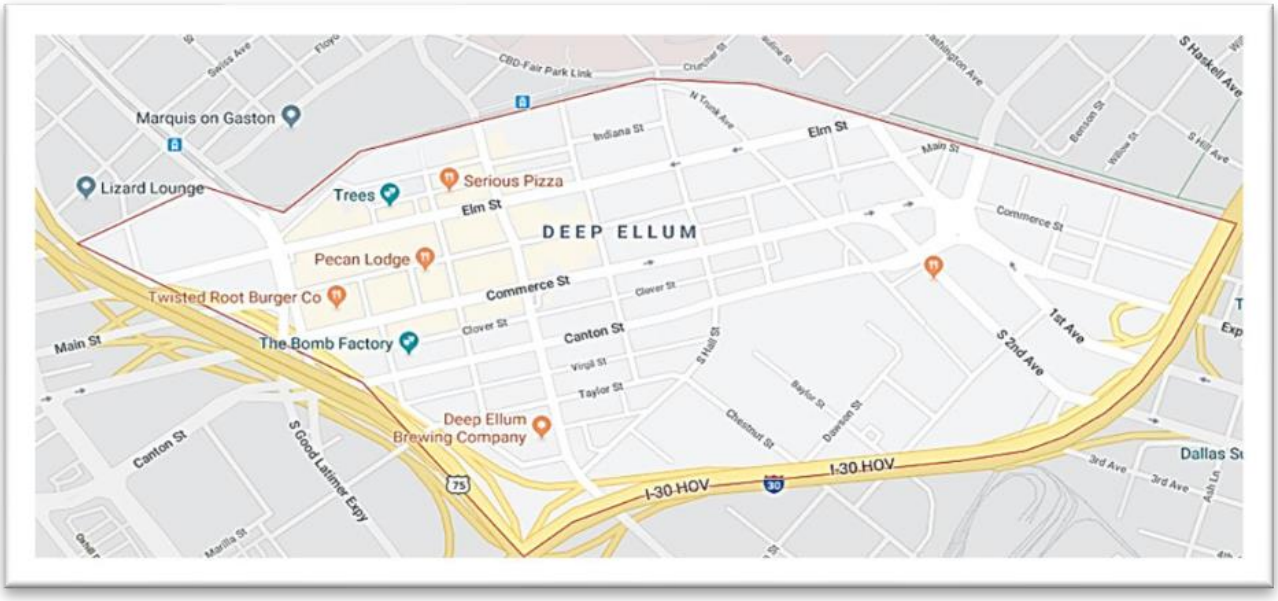
Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

Direct Notification Requirements

1. The applicant of a Complex Static or Moving event shall send a copy of the event notification a minimum of thirty days prior to event date to the Deep Ellum Foundation for distribution across stakeholder groups. Send the notification as a PDF attachment to an email:
   TO: info@deepellumtexas.com
   CC: your assigned OSE permit coordinator
   SUBJECT: Please distribute Special Event Notification
   Itemize on the Notification Verification Form.
2. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
3. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Deep Ellum is 0.5 square miles, bounded by
North Central Expressway, Gaston Avenue, The DART Rail line, and Interstate Highway 30



FAIR PARK AREA

Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

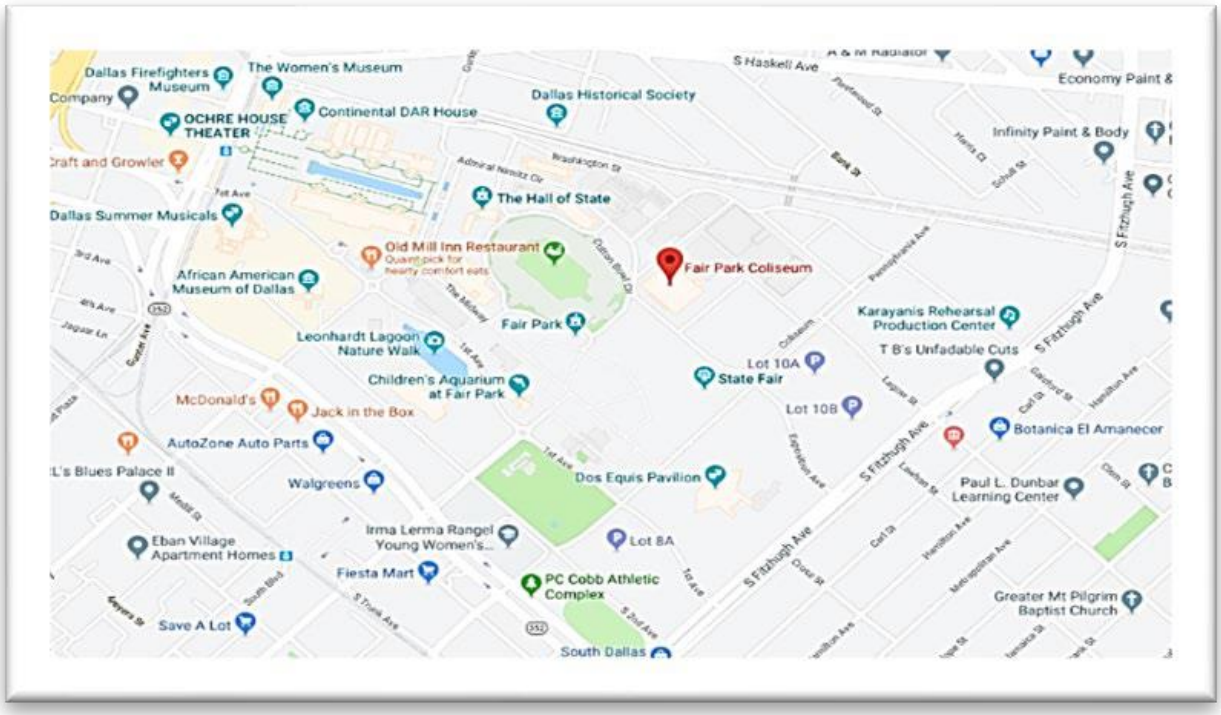
Property Authorization

1. When activating within Fair Park or the surrounding trail system - submit a copy of the trails reservation confirmation from the Parks Department and/or a copy of the Property Authorization form from Fair Park (property authorization section).
2. Applicant shall make direct contact with the Fair Park operations team and secure approval of the event Traffic Management Plan, including the dates and times of proposed street closures
   TO: brett.wulke@dallas.gov, monica.tetteh@dallas.gov, and raul.robles@dallas.gov
   CC: your assigned OSE permit coordinator
   SUBJECT: Response requested - Special Event Notification
   Submit a copy of the written approval from Fair Park to OSE

Direct Notification Requirements

1. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
2. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Fair Park Area
Bounded by Interstate Highway 30, S. Haskell Avenue, S. Fitzhugh Avenue, and 352



KATY TRAIL ACCESS POINTS

Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. Additional DPD officers and street apparatus may be required to ensure residents have access and egress options.

Property Authorization

Reservation confirmation from The Friends of the Katy Trail and the City of Dallas Park and Recreation is required. Submit a copy of the reservation confirmation from the Parks Department and a copy of the Property Authorization form from the Friends of the Katy Trail at the time of application submission (property authorization section).

Direct Notification Requirements

1. Community notifications - Extra effort must be taken to ensure all residents impacted by the event have been notified of street closures and property access restrictions, since numerous residents have only one point of entry/exit to their private residence.
2. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
3. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
4. Neighborhood/Condo Association notification: Secure written acknowledgement of receipt of the notification and a commitment to distribute the information to all residents from each of the neighborhood associations/condo groups impacted by the street closure. Itemize on the Notification Verification Form.

Katy Trail


Primary Trail
Running Trail
Proposed Running Trail
On-Street Connection
Access Points
Entrance Plazas
Street Level Crossings
DART Rail Stops
HIGHLAND PARK
DEGO'S PLACE
DAVID'S WAY
THE TAG OF WARREN
WYCLIFF
AVONDALE
THE WEST VILLAGE ENTRANCE
GOLF PARK
OAK LAWN
SNYDER'S UNION
THE BRADLEY ENTRANCE
SCOTTISH RITE HOSPITAL
CITYPLACE
UPTOWN
VICTORY OVERLOOK
VICTORY PROMENADE
ARENA
ARTS DISTRICT

LAKE RAY HUBBARD

Property Authorization

The shoreline is controlled by the adjoining cities of Garland, Rockwall, Rowlett, Sunnyvale, and Heath. Event planning and access will require coordination and permission from the adjoining city. Provide OSE a copy of the written authorization or the Property Authorization Form from the adjacent hosting city(s) allowing you to conduct the event in their city.

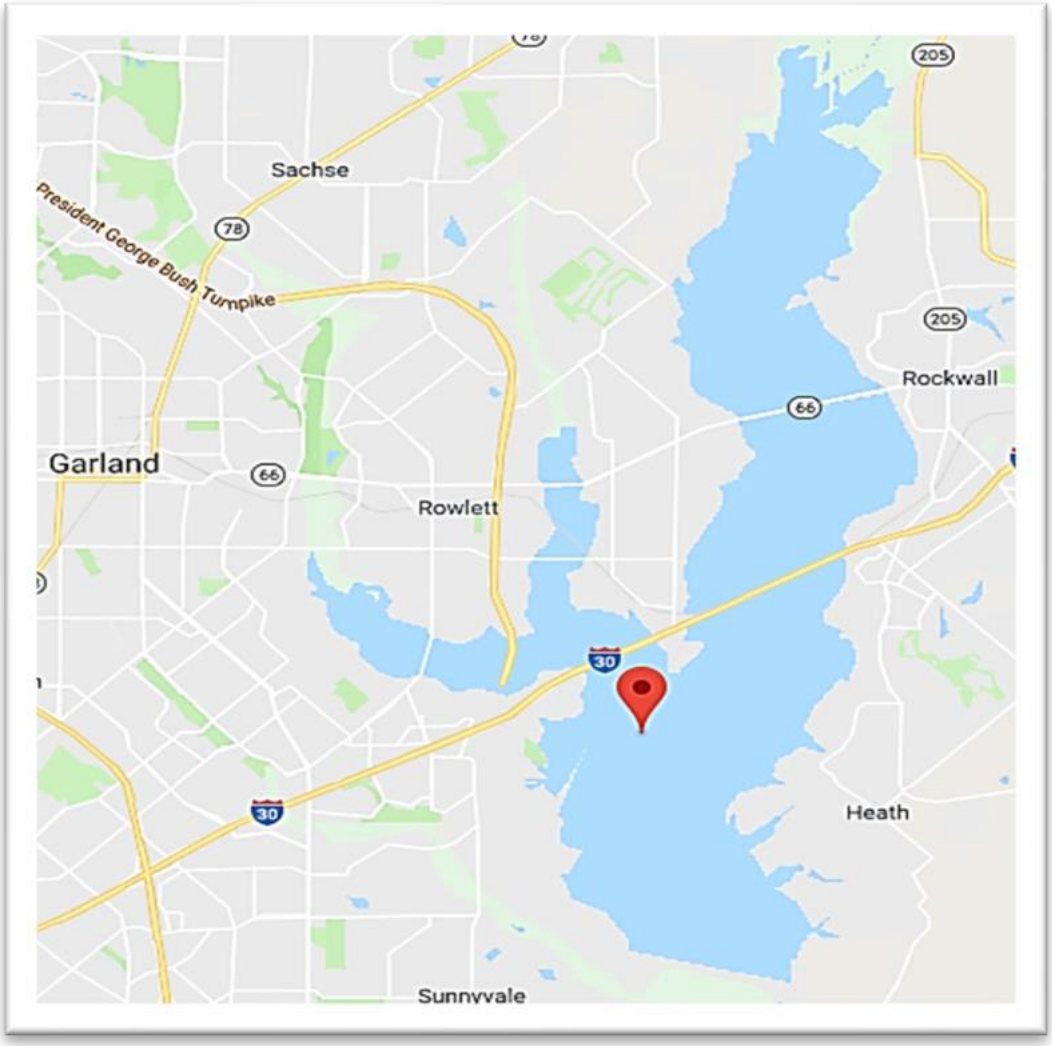
Public Safety/ DFR:

1. DPD Marine Unit / Lake Patrol should be notified to determine their level of involvement.
2. DFR/ EMS: Hire Emergency Medical Services (boat crew) for the duration of the event.
3. The U.S. Coast Guard may provide auxiliary coverage for security and safety on the water.
4. General EMS is to be provided by the adjoining City(s). Provide OSE with confirmation of EMS services from Hosting City(s).
5. Provide OSE a copy of the event safety plan.

Venue Specific Requirements

1. Authority: The City of Dallas Water Utilities has oversight of the waters of Lake Ray Hubbard. DPD Marine Unit / Lake Patrol (consisting of DFR and DPD) provides medics, fire suppression, rescue, and enforcement on boats.
2. Applicant shall ensure no environmental issues or consequences result from the proposed activities.
3. Applicant shall ensure that any type of substance used in the water, if any, is water-soluble and environmentally safe.
4. Provide OSE with a copy of the clean-up plan: include both the shoreline and water.

Lake Ray Hubbard



GREENVILLE AVENUE

Street Closures and No Parking Signs

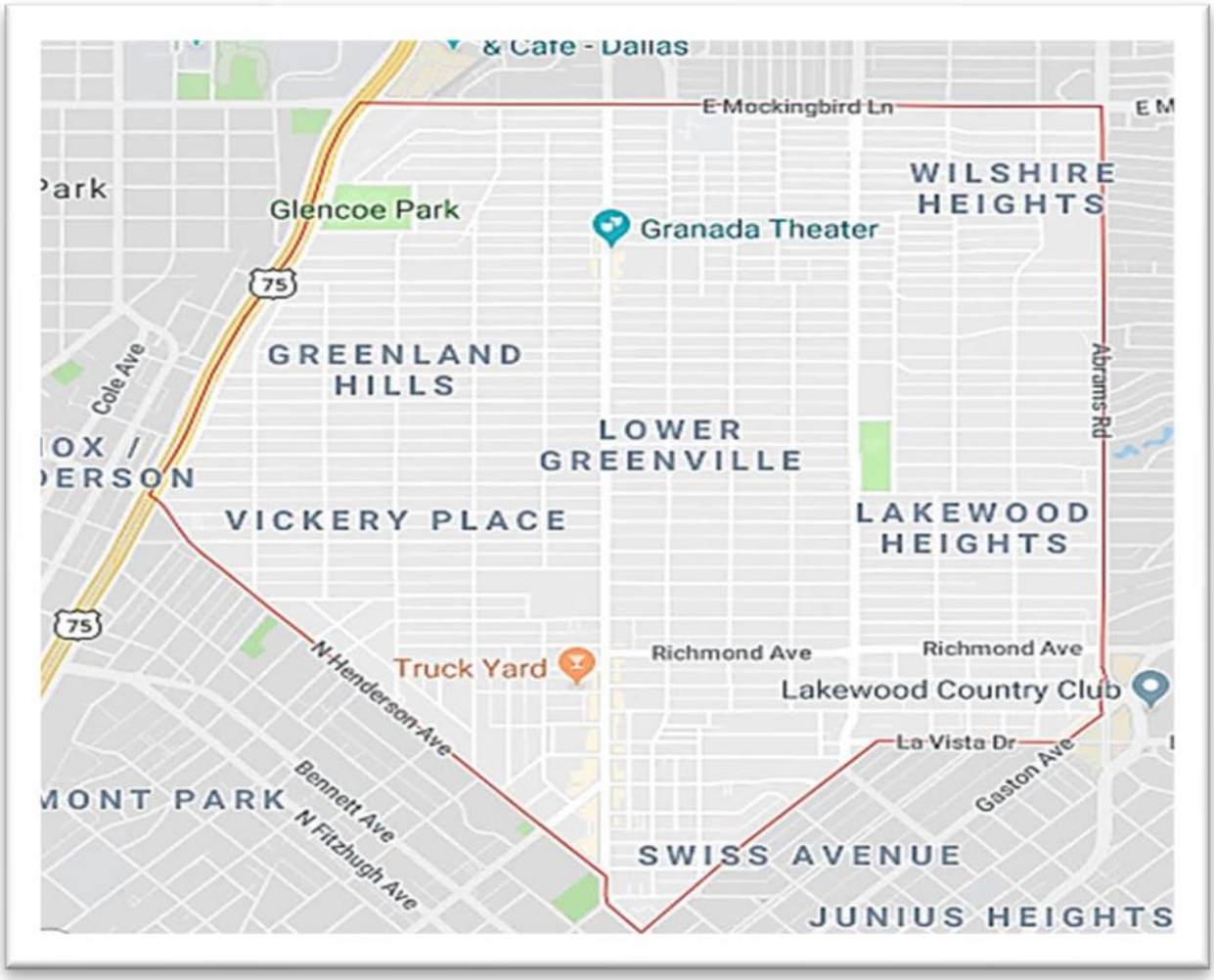
1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.
6. CES-OSE may require the applicant to obtain and display "No Parking Signs" in a given radius from the event site, regardless of street closure.

Direct Notification Requirements

1. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
2. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Lower Greenville Avenue

Bounded by North Central Expressway, Abrams Road, East Mockingbird Lane, North Henderson Avenue (North and South side), and La Vista Drive



MARGARET HUNT HILL BRIDGE (MHHB) GUIDELINES

Public Safety

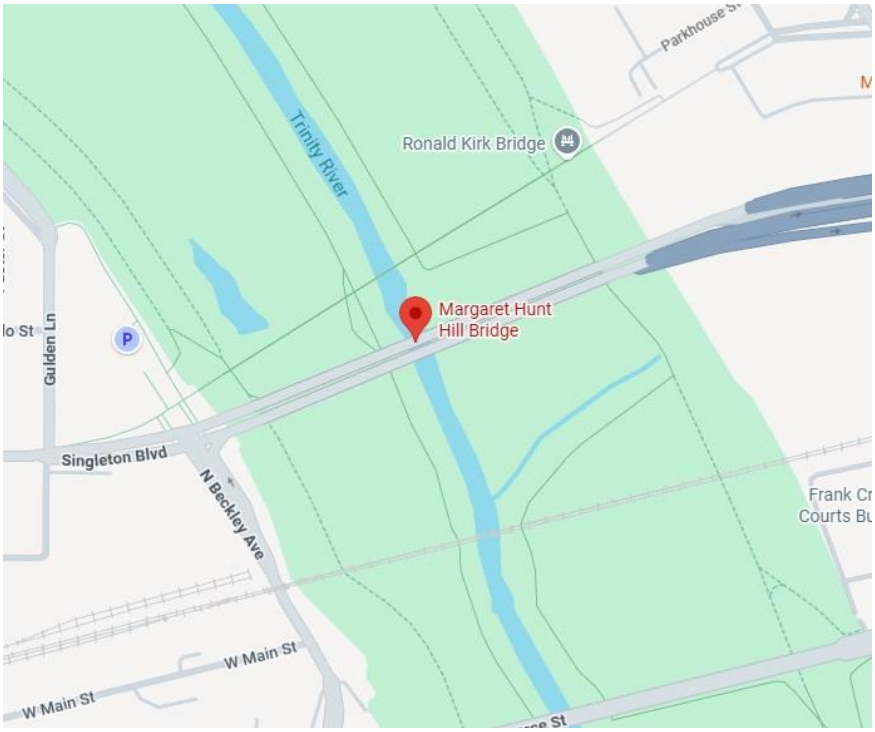
1. Variable Message Boards will be required.
2. Applicant shall provide fencing of a minimum of 6-ft. high on both the north and south sides of the approved closed lanes between Riverfront Blvd. and Singleton/Beckley.
3. Applicant shall hire DPD officer(s) for safety and traffic management during the fencing installation.
4. Dallas Police Department Special Event Planning Unit will coordinate the closure of the entry and exit points of the MHHB with TXDOT.
5. The footprint of a closure of the MHHB for a stationary event is subject to approval for weight limits by the City's Engineer. Provide OSE a comprehensive event footprint map/drawing to include weight limits of the entire activation, including expected attendance.

Venue Specific Requirements

1. Applicant shall demonstrate that the estimated total attendance will not be less than 6000 (historical, ticket manifest, DPD/OSE reasonable judgement).
2. A full or half closure of the MHHB will be permitted for established special events only and a maximum of four times per year. Provide OSE a bridge-closure fee of $5,000.
3. A partial closure/lane restriction of the bridge may be permitted (EB and WB through traffic continues). Provide OSE a bridge-closure fee of $2,000.

West Dallas High Impact area restrictions and requirements apply: Parking and Notifications

Margaret Hunt Hill Bridge



TURTLE CREEK AREA

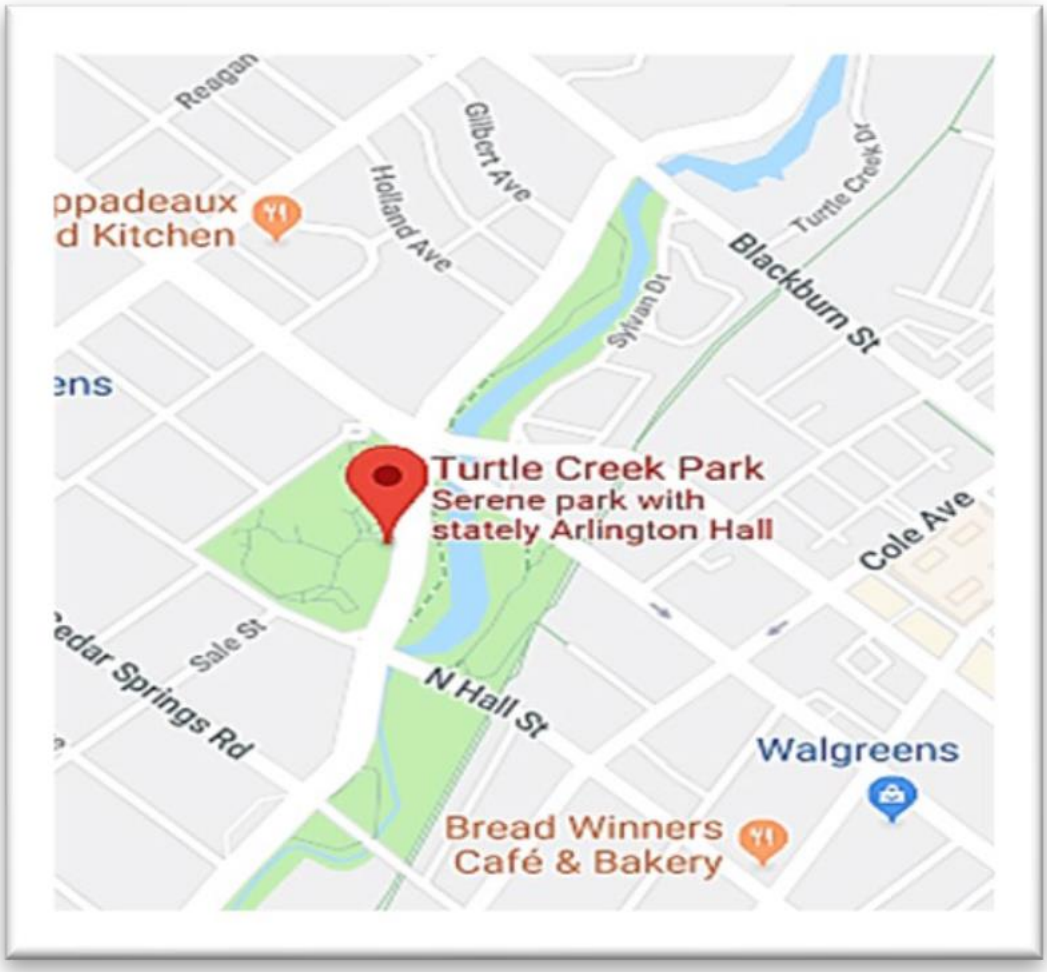
Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

Direct Notification Requirements

1. The applicant of a Complex Static or Moving event shall send a copy of the event notification a minimum of thirty days prior to event date to the Kalita Humphreys Theater and Arlington Hall. Send the notification as a PDF attachment to an email:
   TO: astein@ciemail.com, mwhite@ciemail.com, info@attpac.org
   CC: your assigned OSE permit coordinator
   SUBJECT: Special Event Notification
   Itemize on the Notification Verification Form.
2. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
3. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Turtle Creek Area
Bounded by Turtle Creek Boulevard, Cole Street, Blackburn Street, and Cedar Springs Road.



OJOS LOCOS SPORTS CANTINA – TECHNOLOGY BLVD.

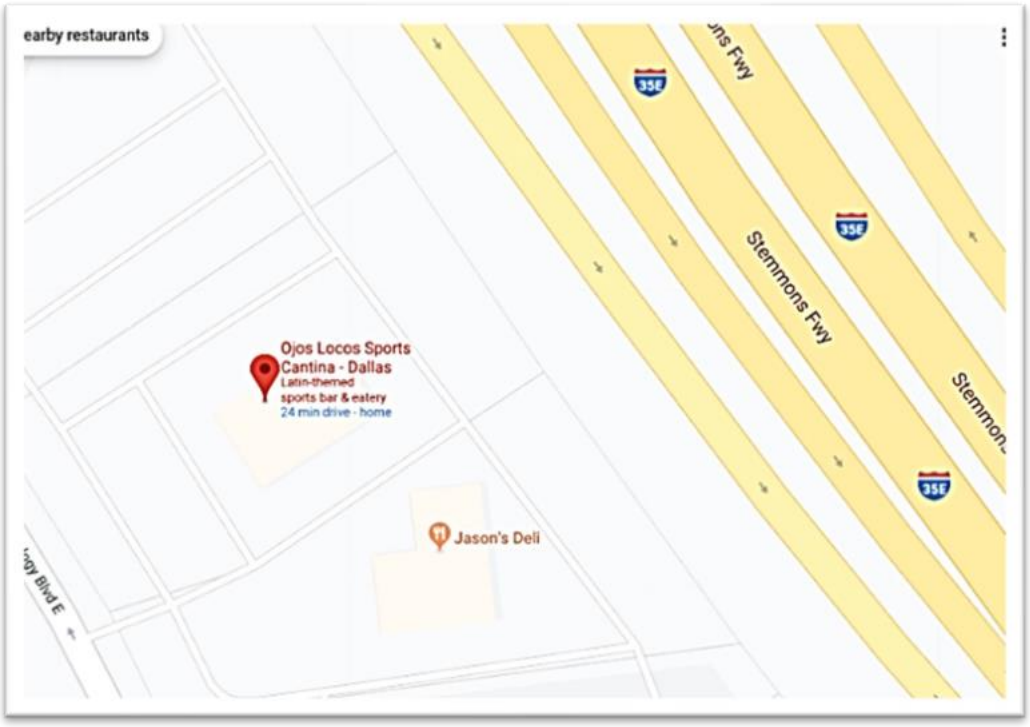
Public Safety

Minimum of 7 off-duty officers required.

Direct Notification Requirements

1. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
2. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Ojos Locos Sports Cantina Off Technology Blvd. E



SWISS AVENUE ("BIG SWISS")

Street Closures

1. No new full closure will be permitted. The Dallas Marathon is permitted a full closure annually as an established event.
2. No thoroughfare, arterial or a community collector closure during rush hour.
3. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
4. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
5. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
6. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

Direct Notification Requirements

1. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
2. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Big Swiss

Bounded by Live Oak Street/Sycamore Street, North Fitzhugh Avenue, La Vista Drive, and Gaston Avenue



TEXAS HORSE PARK AREA

Public Safety

1. A traffic control plan approved by the City Traffic Engineer shall be on file at OSE. This TCP shall be submitted and approved by DWU annually.
2. Property authorization from City of Dallas.
3. Reimburse the City of Dallas for two marked squad cars to be manned by two Dallas Police Officers (off duty) to patrol the surrounding neighborhoods throughout the event.

Parking

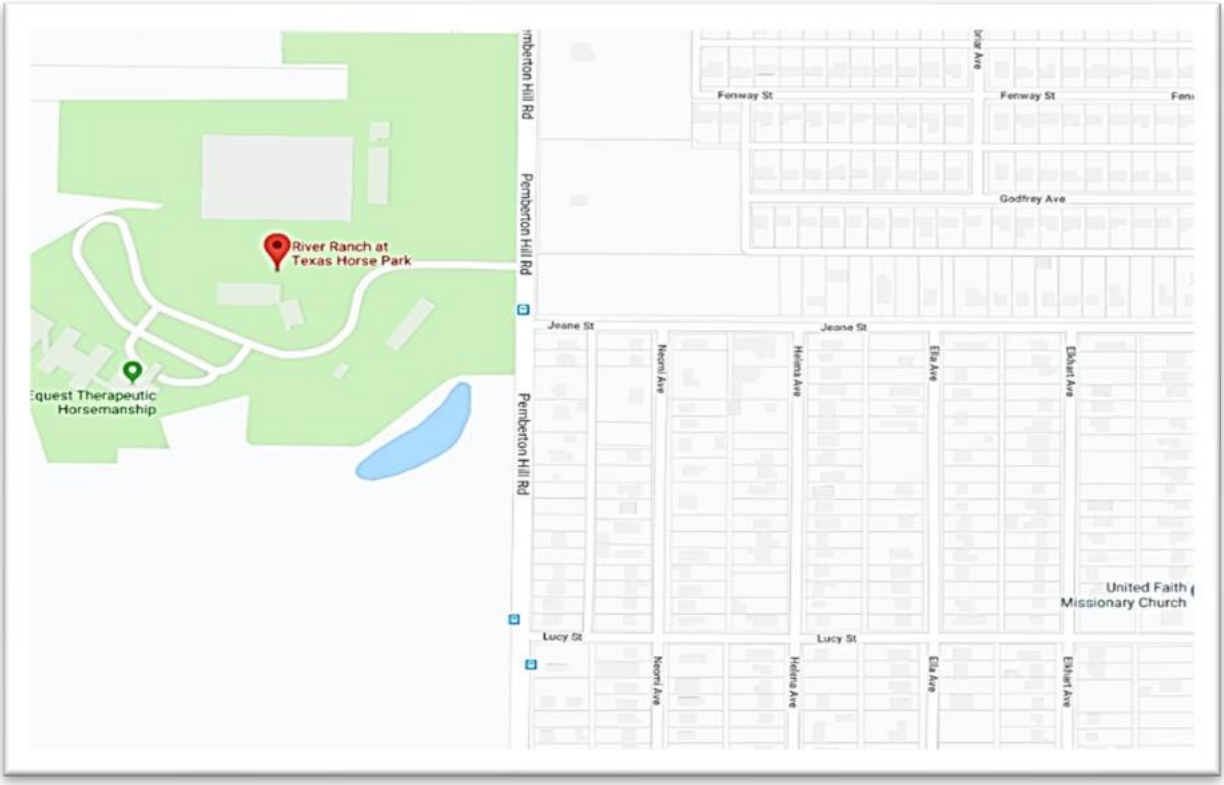
Events that stage at The Texas Horse Park and include parking outside of the Texas Horse Park property shall provide 'No Parking – Towing Enforced' signs every 30 feet on the following streets:

1. On both sides of Pemberton Hill Road to cover 1,000 feet both north and south from the main entrance of the Texas Horse Park.
2. Jeane Street, Lucy Street, and Hodde Street between Pemberton Hill Road and Ella Avenue
3. Neomi Avenue, Helena Avenue, and Ella Avenue between Jeane Street and Hodde Street

Broad Community Notification Requirements

Events that stage at The Texas Horse Park and include lane /street restrictions, traffic management plan, or parking outside of the Texas Horse Park property shall hand deliver or mail a notification to each residence in the neighborhood across Pemberton Hill Road (Pemberton Hill Road, Jeanne Street, Elam Road, and Rayendell Avenue) a minimum of 15 days prior to the event. Provide details on the Notification Verification Form.

Texas Horse Park Area
Bounded by Pemberton Hill Road, Jeanne Street, Elam Road, and Rayendell Avenue



UPTOWN

Street Closures

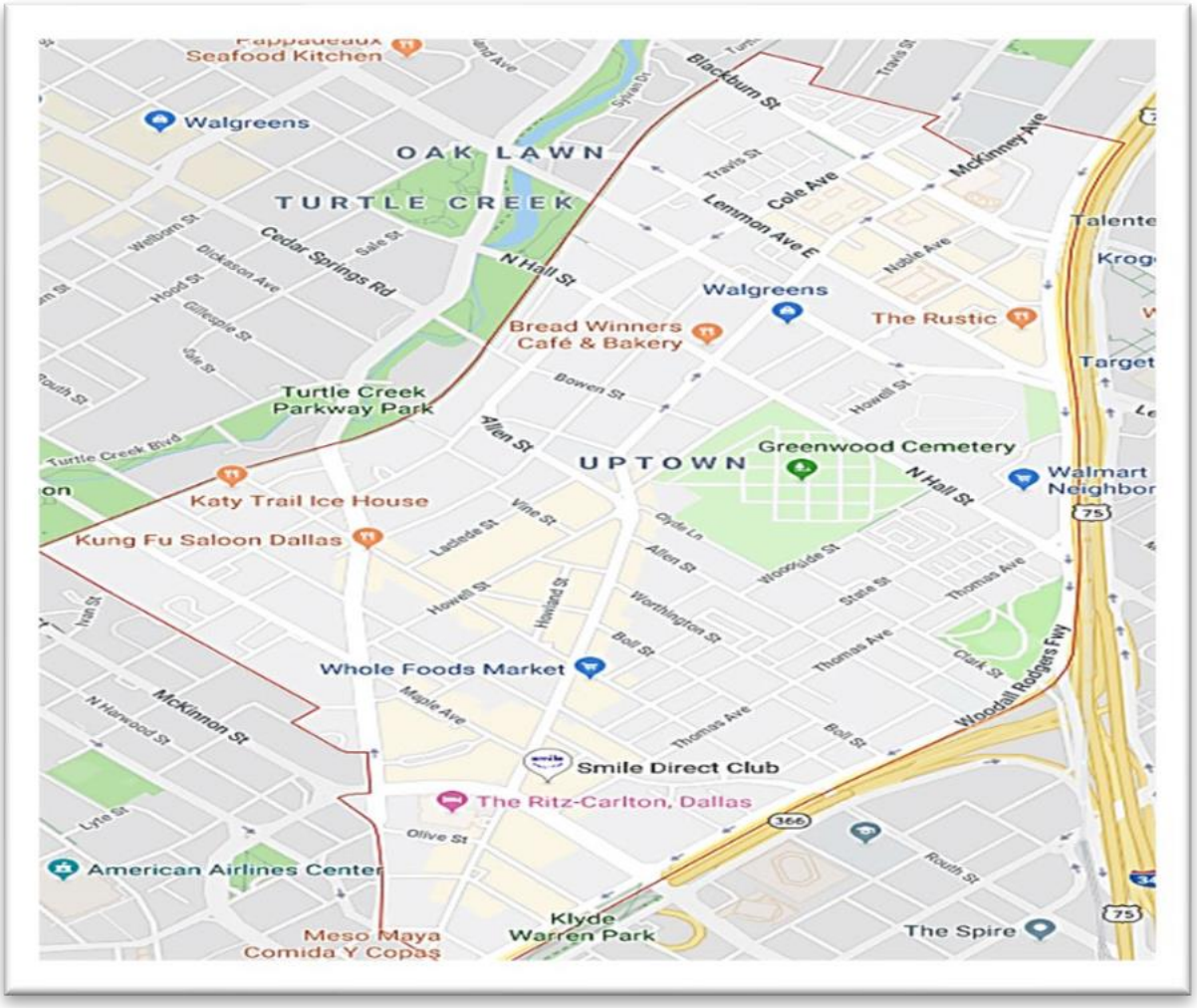
1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

Direct Notification Requirements

1. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
2. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Uptown

Bounded by North Central Expressway, The Katy Trail, North Haskell Avenue, Woodall Rodgers Freeway WB Service Road, Cedar Spring Road, and McKinnon Street



VICTORY PARK

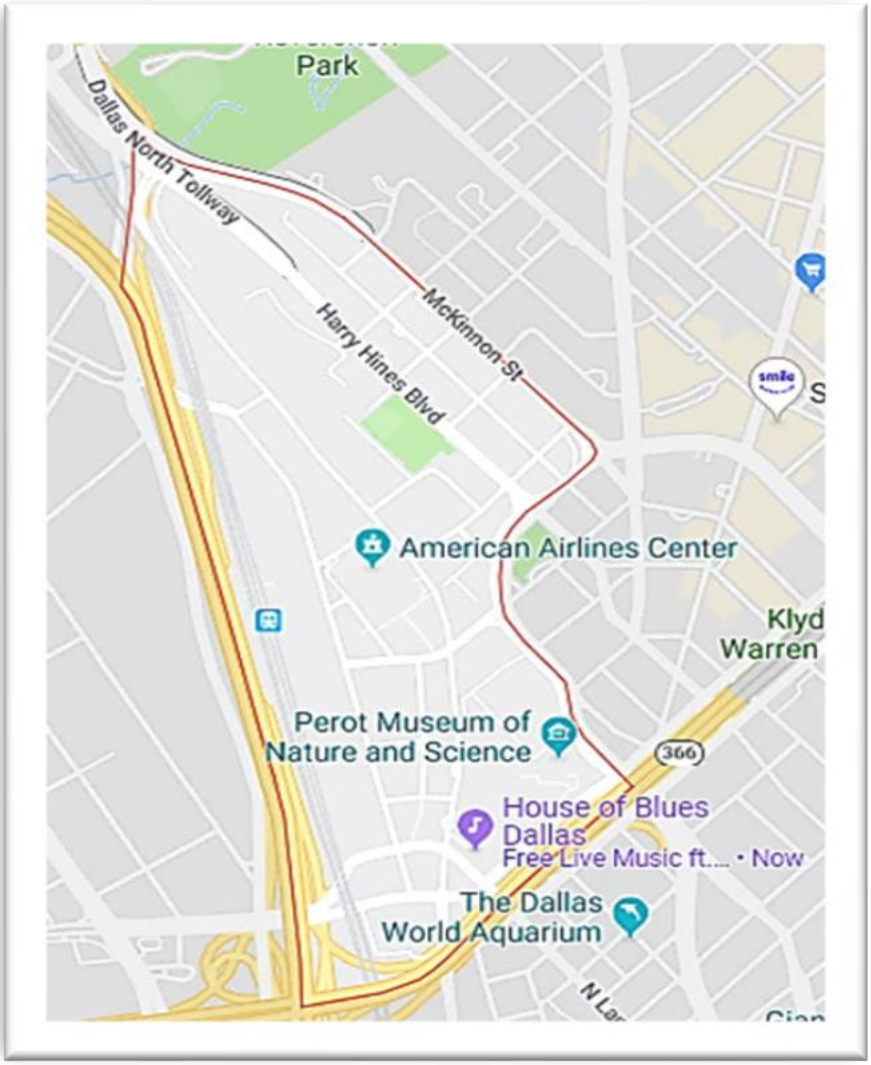
Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.

Direct Notification Requirements

1. The applicant of a Complex Static or Moving event shall send a copy of the event notification a minimum of thirty days prior to event date to the American Airlines Center for distribution across stakeholder groups. Send the notification as a PDF attachment to an email:
   TO: refer to contact list
   CC: your assigned OSE permit coordinator
   SUBJECT: Please distribute Special Event Notification
   Itemize on the Notification Verification Form.
2. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
3. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.

Victory Park
Bounded by Interstate Highway 35, N. Field Street / McKinnon Street, Woodall Rodgers Freeway WB Service Road, and Dallas North Tollway



WEST DALLAS

La Bajada neighborhood, Trinity Groves, Felix Lozada H. Sr. Gateway, Ronald Kirk Pedestrian Bridge, Core Street, Margaret Hunt Hill Bridge, Parkhouse and Levy Street

Street Closures

1. No thoroughfare, arterial or a community collector closure during rush hour.
2. No full closure of a thoroughfare, arterial or a community collector on weekdays without a viable reroute alternative.
3. Weekday evening moving events with street/lane closures that impact a thoroughfare, arterial or a community collector shall start after 7:25 p.m.
4. Saturday moving events with street/lane closures that impact thoroughfare, arterial or a community collector shall start no later than 8 a.m.
5. A full closure of any main thoroughfare, arterial or a community collector will not be permitted more than 2 days per month.
6. Events are prohibited from closing more than 2 bridges (North Westmoreland Road, North Hampton Road, Sylvan Avenue, Margaret Hunt Hill Bridge, West Commerce Street, South Houston Street, Jefferson Street Viaduct).

Amplified Sound

Outdoor amplified sound after 10 p.m. will not be permitted.

Parking

1. Events with more than 250 in total expected attendance shall provide 'No Parking – Towing Enforced' signs every 30 feet on the following streets:
   a. Canada Drive between Herbert Street and Gulden Lane
   b. Herbert Street between Canada Drive and Singleton Boulevard
   c. Wake Street
   d. Pastor Street
   e. Toronto Street
   f. Pueblo Street
   g. Guam Street
   h. Bataan Street
   i. Coronet Boulevard

   Or hire an additional six DPD off-duty officers to control access (residents only). Provide OSE with the names and badge numbers of the officers
2. Events with 250 or fewer in total expected attendance may provide proof of communication with participants of parking instructions that include penalties for parking on the residential streets listed above or unimproved surfaces, in lieu of no parking signs. The notification must include instructions to utilize the paid parking lots.
3. All events, regardless of size, must secure adequate private parking for the number of Expected Total Attendance. Provide OSE written confirmation of the private parking secured.

Broad Community notifications

Events that stage at Trinity Groves, Felix Lozada H. Sr. Gateway, Margaret Hunt Hill Bridge, or the Ronald Kirk Pedestrian Bridge are required to hand deliver or mail a notification to each residence of the La Bajada neighborhood a minimum of 15 days prior to the event. Notification is required in both English and Spanish. Itemize on the Notification

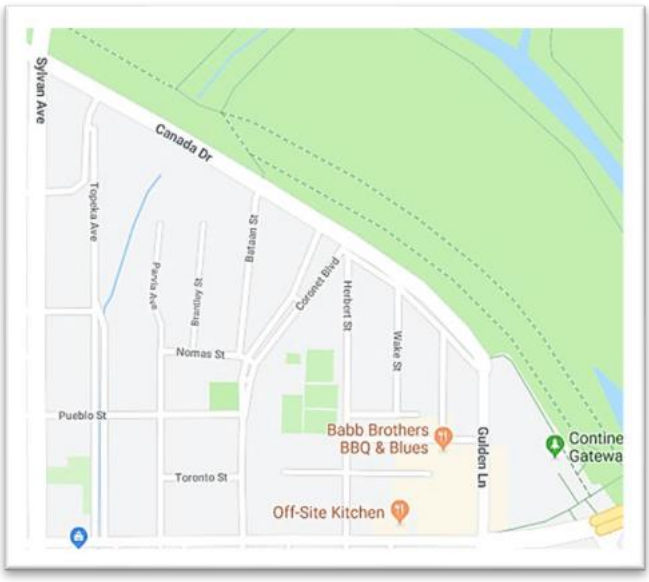
Verification Form

Direct Notification Requirements

1. Events that stage at Trinity Groves, Felix Lozada H. Sr. Gateway, Margaret Hunt Hill Bridge, or the Ronald Kirk Pedestrian Bridge are required to make direct contact with the La Bajada Neighborhood Community Association (LBNCA) a minimum of 45 days prior to the event date.
   a. Contact Sabrina Becerra, President, La Bajada Neighborhood Community Association. 3232 Bataan Street, Dallas, Texas 75212. 214-799-2840 sabrinabecerra@icloud.com.
   b. Contact Jeff Howard, West Dallas 1, jhoward3030@gmail.com, 214-538-0613.
   c. Provide event details/notification in both English and Spanish to be included in the community newsletter. Itemize on the Notification Verification Form.
   d. And make arrangements to attend a community meeting usually held the last Thursday of each month at 7pm. Itemize on the Notification Verification Form.
2. Multifamily Housing notification - Direct contact (in-person, or email) with property managers of all multi-family housing abutting the event area and all those that may be impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all tenants from the property manager of each multifamily residential complex. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
3. Businesses notification - Direct contact (in-person or email) with all major employers; places of worship; hotels; and neighborhood associations abutting the event area and all those impacted by the event is required. Secure acknowledgement of receipt of the notification and a commitment to distribute the information to all applicable parties. OSE recommends that you maintain a record of each person contacted. Itemize on the Notification Verification Form.
4. Moving events that include Core Street and/or Parkhouse Street: make direct contact with each business owner on Core Street and Parkhouse Street. Provide event details, copies of the notification, and confirmation of alternate parking. Itemize on the Notification Verification Form.

Venue-specific requirements apply: Margaret Hunt Hill Bridge and/or Ronald Kirk Pedestrian Bridge

La Bajada Neighborhood bounded by:
Singleton Boulevard, Canada Drive, Gulden Lane, and Sylvan Avenue



East side of Ronald Kirk Pedestrian Bridge

