



16051 Addison Road
 Suite 220
 Addison, TX 75001
 972-392-4850 Main
 972-788-9334 Fax

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, when the facility does not have adequate parking, when alcohol is served, or when the general public is invited onto the airport.

Please complete this application and return to events@addisonairport.net
 All applications must be submitted forty five (45) days prior to the date of the event.

COMPANY HOSTING THE EVENT: _____
 DATE OF EVENT: _____ HOURS OF EVENT: _____
 Type of event: _____
 PHONE: _____ FAX: _____ E-MAIL: _____

Location of event: _____
 Name of leaseholder: _____
 Responsible on-site person: _____ Cell: _____
 Alternate on-site person: _____ Cell: _____

Airport gate to be used: _____ Private gate to be used _____
 Will event take place inside the building/hangar only? Yes No
 Will guests have access to the Airport Operating Area (AOA)? Yes No
 If your guests will have access to the ramp, you must barricade your ramp with stanchions and ropes. The airport can provide the ropes and stanchions for you or you may supply your own.
 I am supplying ropes and 3 foot stanchions to cover my entire ramp
 I would like the airport to supply stanchions/ropes –see rate info

Static Display Yes ___ No___ Number of planes expected _____
 Will your ramp accommodate the static planes? Yes No
 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 restrooms _____
 How many parking spaces are available at your facility? _____
 Will you be using facilities other than your own for parking? Yes No
 Overflow Parking Plan _____

Please provide any additional comments related to the special event or the possible impact on the airport, police, fire or 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 have confirmed that this event is in full compliance with these rules and regulations and, all other state and local laws, codes and ordinances governing such events. If alcohol is being served, I certify that I notified the TABC of this event and will comply with all TABC requirements.

I understand that the Town of Addison's Ordinance #010-050 requires that all persons accessing the Airport Operating Area (AOA) have in possession a valid Airport Access Permit or must be escorted by an authorized permittee. All fire lanes will be unobstructed at all times.

Signature of Applicant _____ Date _____

_____ Addison Airport	_____ Date received	
_____ Development Services	_____ Date	Approve Disapprove
_____ Special Events	_____ Date	Approve Disapprove
_____ Addison Fire	_____ Date	Approve Disapprove
Police Department		
Number of officers required _____		
Number of officers hired _____		
_____ Police administration	_____ Date	
_____ Addison Police	_____ Date	Approve Disapprove
_____ Director General Services	_____ Date	Approve Disapprove
_____ Airport Management	_____ Date Returned	