



# HARRISON COUNTY MASS GATHERING GUIDELINES



## Quick Reference Guide

### **Q. Who needs to apply for a Mass Gathering Application?**

A. Under the Texas Mass Gatherings Act, The County Judge or his designee must approve any gathering that will occur outside the city limits for more than five continuous hours or for any amount of time **between 10 p.m. and 4 a.m.**, in the unincorporated area of the County when the event; **attracts more than 2,500 people, or attracts more than 500 people if more than 51 percent of the attendees are expected to be under the age of 21 and alcohol is expected to be served**; or when horse or greyhound racing occurs, and more than 100 are expected to attend.

### **Q. Where can I apply for a Mass Gathering Application, and who approves the permit?**

A. You may either pick up an application at the Harrison County Sheriff's Office (200 W. Houston St. Marshall, TX) or complete the application online. There is a board that reviews and investigates each application. Once the investigation is complete, each board member provides their findings independently to the County Judge; the County Judge will then set a hearing no less than ten days before the event, at which time your application will be heard.

### **Q. Who is on the board of the Mass Gathering Permit process?**

A. The County Judge may appoint a designee (in accordance with Texas State Law), the County Judge, appointed the sitting Sheriff to act as his designee. The Sheriff is responsible for ensuring the event is adequately staffed with security, ensuring the property can withstand the number of the person(s) in attendance, and the safety of emergency services in and out of the venue. The Fire Marshal's Office is responsible for overseeing that the event has adequate and minimal fire measures in place, health and sanitation laws are obeyed, and medical resources the event will host are adequately staffed. The City of Marshall Consumer Health Department Division will oversee that if the event will be serving food, the food is stored/prepared/served within the guidelines of the consumer health statute.

### **Q. Can a permit be denied if the application process is not followed or the investigation process finds a public safety concern?**

A. YES, if at any time the application process is NOT strictly followed properly OR if one of the board member's investigations report finds a public safety concern; the permit may be denied or revoked.

### **Q. What if my permit is denied can I appeal the County Judge's decision?**

A. YES, if you appeal the decision made by the County Judge, then a separate appeal hearing will be set for District Court.

### **Q. Is there is a fee associated with the Mass Gathering Permit?**

A. NO, there is not currently a fee associated with filing the Mass Gathering Permit.

### **Q. Can I host a "Mass Gathering" without a permit?**

A. If you host a Mass Gathering without a permit, you are placing yourself at risk for a fine of \$1,000 and possible jail time.

**\*\*Under the statute, mass gathering events may not be promoted until they are approved\*\***



**Application for Mass Gathering Permit**  
**Harrison County, Texas**

**NAME OF EVENT**

**DATE/TIME**

In Accordance with Texas Health and Safety Code, Chapter 751 (Texas Mass Gatherings Act), At least 45 days prior to the planned mass gathering, the Application must be received and filed with the Harrison County Sheriff's Office, either by email ([MassGatheringActApplication@co.harrison.tx.us](mailto:MassGatheringActApplication@co.harrison.tx.us)) mail (post marked at least 45 days prior to the event) or in person at 200 W. Houston St., Marshall, TX; via Faxed to 903-923-8692. Additional sheets may be attached.

**Event Description**

1. Promoter's Full Name: *(Pursuant to Tex. Health & Safety Code § 751.004(b)(1))*  
\_\_\_\_\_
2. Promoter's Address (physical and mailing): *(Pursuant to Tex. Health & Safety Code § 751.004(b)(1))*  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone: \_\_\_\_\_
4. Fax: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Full name of Owner(s) of the Property on which the Mass Gathering will be held. *(Pursuant to Tex. Health & Safety Code § 751.004(b)(3))*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Property Owner's Address (physical and mailing):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Location of the Property where the Mass Gathering Will be held: *(Pursuant to Tex. Health & Safety Code § 751.004(b)(5))*

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9. Description of the Property where the Mass Gathering will be held: (barn, open field, etc.): *(Pursuant to Tex. Health & Safety Code § 751.004(b)(5))*

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10. Date of Mass Gathering: *(Pursuant to Tex. Health & Safety Code § 751.004(b)(6))*

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11. Time/Hours of Event: *(Pursuant to Tex. Health & Safety Code § 751.004(b)(6))*

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12. Type of gathering:

- Music/Concert
- Horse/dog racing (not subject to the Texas Racing Act)
- Other (describe) \_\_\_\_\_

13. Maximum number of persons to be allowed to attend:

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14. A hearing will be held no later than 10 days prior to the event and the promoter or the following representative of the Promoter will be available to attend, if necessary:

a. Name: \_\_\_\_\_

b. Telephone: \_\_\_\_\_

c. Fax: \_\_\_\_\_

d. E-mail: \_\_\_\_\_

15. Will food be served? \_\_\_\_\_ By whom?

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16. Will alcohol be served? \_\_\_\_\_ By whom?

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17. Will attendees be allowed to bring in food or alcohol?  
\_\_\_\_\_

18. Are individual under the age of 21 years old allowed into the event?  
\_\_\_\_\_

a. Anticipated number of persons attending under the age of 21: \_\_\_\_\_

19. Briefly describe your plans for parking.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Event Financial and Contractual Obligations:  
\_\_\_\_\_  
\_\_\_\_\_

21. Attach the following documents:  
(a) A certified copy of the agreement between the promoter and the land owner(s).  
(b) A list of the names and contact information of each performer and of their agent who has agreed to appear at the mass gathering including a description of the terms of the agreement.  
(c) Financial statement reflecting the funds being supplied to finance the mass gathering and each person supplying the funds.

22. Briefly describe the Security that will be utilized during the event, and if not Off Duty Texas Peace Officers, provide Texas Security Name/License information (include point of contact for event- in the event of emergency):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health & Sanitation Compliance**

1. Describe the steps taken to ensure that minimum standards of health and sanitation will be maintained during the gathering:

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- a.** Name(s) of Temporary Food Establishment(s) proposed:

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2. Describe toilet facilities and number to be provided at the event, designate on diagram:  
(Using the formula of- 2 toilets per 100 persons; plus 1 toilet if alcohol is being consumed; plus 1 toilet if over 4 hours)

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- a.** Describe hand washing facilities for patrons, designate on diagram:

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- b.** Indicate who will be responsible for their maintenance during the event:

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- c.** Describe Potable Water Supply:

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Coordinator must provide potable water supply

- d.** Describe Wastewater Disposal System:

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Proper disposal site must be provided by coordinator

- e.** Describe Electrical Power Supply:

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- f.** Describe Garbage Disposal System:

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Proper disposal site must be provided by coordinator

- g.** Describe Grease Disposal System for Temporary Food Vendors:

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Coordinator must provide proper disposal site

- h.** Describe Parking accommodations:

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3. Describe the steps taken to ensure the physical health/safety of the persons attending:

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4. Describe the preparations taken to provide adequate medical and nursing care:

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5. Describe the preparations you will take to provide traffic control:

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6. Describe the steps you will take to ensure that the mass gathering will be conducted in an orderly manner:

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7. Describe the preparations you will take to identify and supervise minors who may attend the mass gathering:

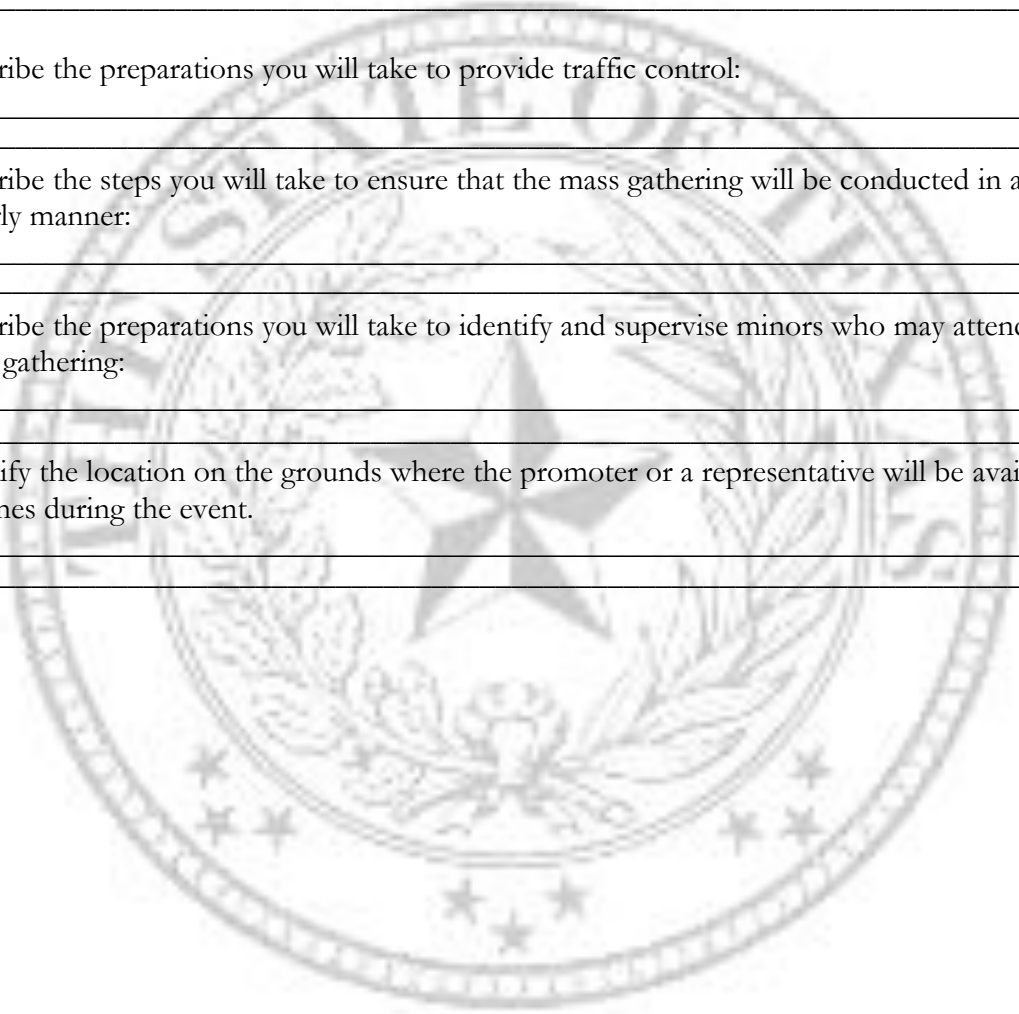
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8. Identify the location on the grounds where the promoter or a representative will be available at all times during the event.

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HCSO Case# \_\_\_\_\_

Permit# \_\_\_\_\_

**Acknowledgment**

State of Texas §

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County of Harrison §

I affirm that the information I have given in this document and its attachments are true and correct and I hereby set my hand on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Promoter

\_\_\_\_\_  
Print Name of Promoter

FOR OFFICIAL USE ONLY

Received by \_\_\_\_\_ the Harrison County Sheriff's Office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, together with the following:

Processed by: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_