




OFFICE OF THE SHERIFF
COLLIN COUNTY, TEXAS

JIM SKINNER, SHERIFF

Date: May 3, 2019
To: Mark Sanderson, Assistant Chief
From: Mitch Selman, Captain 
Ref: Mass Gathering Permit (Light Fest 2019)

I have reviewed the attached Mass Gathering Permit application/information packet for "The Lights Fest" to be held September 28, 2019, in Westminster, Texas. As part of review process, the Sheriff's Office conducted a traffic study at the location and recommendations were made to help ensure the safety of those persons traveling to and from the event, as well as those Deputies working it. The traffic study is also attached.

I have communicated with the Promoter, and they have agreed to the stipulations:

- Promoter will provide for four (4) law enforcement personnel to work traffic control at the intersection of SH121 and FM 2862.
- Promoter will provide 2 portable event lights to illuminate the intersection of SH121 and FM 2862 during the event.
- Promoter will provide 2 message boards to be placed on SH121 warning approaching motorist of the event.
- Promoter will provide a "port-o-potty" at or near the intersection for use by the Deputies working the event.
- Promoter will provide all necessary cones, barrels or other necessary traffic barricades.
- Promoter will provide for four (4) additional law enforcement officers to work security in the actual event itself.

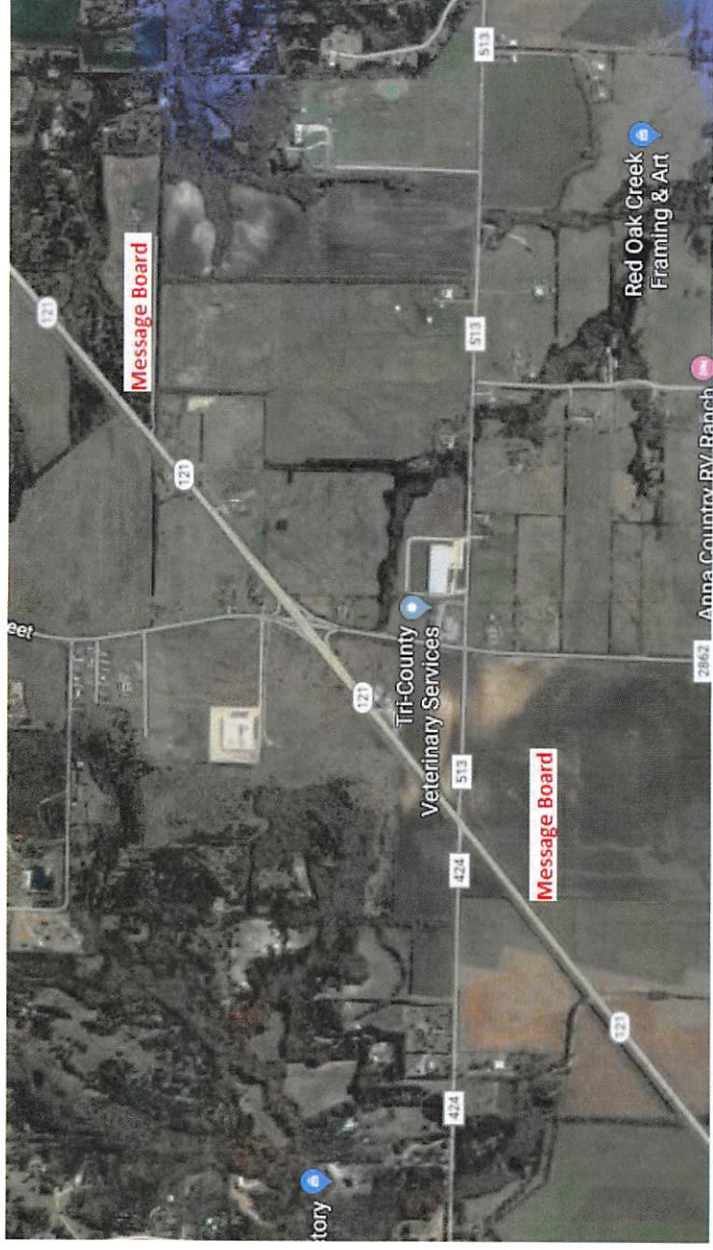
I have received confirmation from event coordinator Brett Haynes agreeing to the aforementioned stipulations and therefore have no objections to the Permit Application being approved.

The Lights Fest

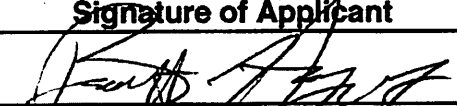
Traffic Study for SH 121/ FM 2862

1. **Minimum 4 Deputies.** The intersection of SH 121 and FM 2862 is a large intersection with multiple lanes to manage. With the multiple fatalities that have occurred in this general area including one at this intersection, I would recommend 4 Deputies at this location for the safety of motorists and the Deputies working the event traffic.
2. **Minimum 2 portable event lights-** Portable event spot lights to provide light for the intersection for the safety of Deputies. During dark hours there is no light to provide better visual of Deputies directing traffic. With light provided by portable lights at the intersection, Deputies working the event will be better seen by motorists on SH 121.
3. **Minimum of 2 message boards** for Southbound and Northbound lanes of traffic on SH 121 prior to the intersection of SH 121 and FM 2862. Message boards will provide a warning to traffic both southbound and northbound prior to the intersection providing a message to drivers that they are approaching slow event traffic. The message board in combination with the portable lights should reduce the risk of distracted motorists from injuring Deputies directing traffic at the intersection
4. **Minimum 4 marked units with lights.** The addition of marked units with emergency lights will assist in slowing down traffic approaching the intersection.
5. **Traffic cones/barrels/barricades** to assist with blocking/diverting traffic during entry/exit of event. These can be used during the heaviest traffic times at the beginning or end of event to assist with detouring traffic to specific lanes to assist with traffic flow from becoming congested.
6. **1 Porta Potty** for Deputies to use during event. Event is scheduled to begin at 4:30pm which would require traffic deputies to arrive at approximately 4:00pm to set up. The ending time is 10:30 pm which would require deputies to stay until at least 11:00pm. The listed hours would make a 7 hour day of being at the intersection. Having a porta potty stationed somewhere in close proximity of the intersection would be beneficial in eliminating deputies from having to consistently leave the intersection and travel to the event site to use the restroom.

See attached maps with recommended locations for message board set up and portable lights:



COLLIN COUNTY
APPLICATION FOR MASS GATHERING PERMIT

GATHERING NAME		LOCATION OF GATHERING (Including description)	
The Lights Fest		LG Motorsports PARK	
Promoter Name		Promoter Mailing Address	
Viive Events		487 E 1000 S ^{Sweet A} Pleasant Grove UT ⁸⁴¹⁰²	
Promoter Office Phone	Promoter Fax Number	Promoter Cell Phone	
		801-906-3372	
Property Owner Name		Property Owner Mailing Address	
Lou Gigliotti		704 E Houston Street Ann TX 75409	
Property Owner Phone	Cell Phone	Other Contact Number	
Date(s) of Mass Gathering	Starting time of Gathering	Ending time of Gathering	
Sep 28th 2019	12 PM	9 PM	
Maximum Number of Persons Allowed to Attend		Date of Application	
8,000		March 14, 2019	
Printed Name of Applicant	Title of Applicant	Signature of Applicant	
Brett Haynes	permit manager		

Along with the above information you must attach to this application the following;

1. A financial statement reflecting the funds being supplied to finance the mass gathering and each person supplying the funds
2. A certified copy of the agreement between the promoter and property owner
3. A plan on how the promoter intends to limit attendance to the number of persons listed above
4. The name & address of each performer who has agreed to appear at the event and name and addresses of their agent
5. A description of each agreement between the promoter and performer
6. A description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the event
7. A description and written plan for traffic control, to control ingress and egress, to ensure the physical safety of the persons attending the event.
8. A description and written plan to provide adequate emergency medical care for those attending the event
9. A description and written plan on the supervision of minors who may attend the event.
10. Return completed application to the Collin County Fire Marshal's Office at 4690 Community Ave., Suite #200, McKinney, Texas 75069



Information Packet

Collin County

Venue- LG Motorsports Park

Date Sept 28th, 2019

Estimated Attendance- 8,000

Prepared by Viive Events

info@thelightsfest.com | thelightsfest.com

THE LIGHTS FEST

This family oriented event is the fastest growing festival of its kind in the nation. There are many things that sets our event apart, but the biggest one is the feeling and emotion that comes when seeing the magical sight of the lanterns float into a starlit sky. These moments shared with friends and family are not soon forgotten and last a lifetime. We are proud of the fact that we have a very high percentage of customers who return to experience the event multiple times when we return to their area. Music festivals and races are easy to find, but The Lights Fest has proven to be the most uplifting and magical night families can experience together.

Our Company

What are Special Event
Lanterns?

Our Mission Statement and
FAQ's

OUR UNIQUE SPECIAL EVENTS LANTERNS

Safety is our number one concern

As a company, we take great pride in ensuring the safety of our participants. We use non-standard, customized lanterns that stay in the air for a short period of time. In Comparison, Traditional Lanterns often climb to an altitude in excess of one mile, and travel multiple miles away from their original launching point. At The Lights Fest, we have engineered our lanterns to produce a limited flight time **(on average, reaching a height of 250-300 yards and traveling a distance of 300-500 yards from their original launching point)**. Because our lanterns are customized, we are able to ensure that they will land within the designated property, for easy retrieval. They are made from non-flammable and biodegradable materials, aiding in the protection of our participants and the environment. (Upon request, we are willing to provide demonstrations before the event date) Any child under the age of 16 cannot light the lantern without supervision from a parent or guardian. We will never produce or take part in any event without the help of the local fire marshal and fire department. Wind Factors: The Lights Festival will not authorize the launch of lanterns if wind speeds exceed 15 miles-per-hour. If wind speeds don't reduce, The Lights Festival will cancel the Launch and reschedule it for a different date and time. Sustainability: All lanterns are biodegradable (asbestos-free) and Eco-friendly. The Lights Festival uses no metal wiring, nor any materials that could bring harm to the environment.

Special Event Lantern Indoor Test report Video [Click Here](#)

Special Event Lantern Outdoor test Video [Click Here](#)

MISSION STATEMENT

Providing a safe family event

Our mission at Viive Events has always been to produce an evening event where friends and families can build life long memories together. We have engineered our lanterns using state of the art safety protocols. Our lanterns are unique and are not available to purchase by the general public. These lanterns have a low burn time, and the improved burn pad lands with zero to little heat. If the burn pad has a flame the lantern is in the air. We take great pride in the time and resources dedicated to the design and manufacturing of our lanterns. However, we know that without an extremely thorough fire protocol and execution we would never feel agree to producing an event. Our Safety and Fire plan is what allows us to produce The Lights Fest at locations where others are unable to do so safely. Our events are located on both public and private properties outside city limits to ensure safety and avoid possible damage. All venues and property owners are familiar with the event and have agreed to host The Lights Festival. No lantern will ever interfere with airports, power lines, city buildings, or neighborhood houses. All lanterns will be cleaned off the property within 24 hours of launch. Clean Up: The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

Clean Up

The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 to 48 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE LIGHTS FEST?

The Lights Fest is an experience where thousands of friends and families gather to listen to live music, fill up on food trucks and light up life by sharing personal wishes, dreams and goals. At the perfect moment, everyone ignites their personalized sky lanterns with Tiki torches and lets them take flight. It creates a surreal ambiance, where time slows down and your single flame rises and joins with thousands of others to Light the Sky.

IS THIS SAFE?

Yes! Even though we utilize extremely safe, custom lanterns, we hire outside fire professionals who specialize in wildfire control throughout the US. These certified personnel help us better understand each individual region, and provide us with customized fire action plans and the onsite resources to combat any situation.

HOW DOES THIS EVENT AFFECT THE ENVIRONMENT?

The Lights Fest is dedicated to leaving a positive impact on everyone who attends our event. We are also dedicated to leaving a positive impact on the environment. We have a dedicated cleanup crew, waiting in the landing zone, whose focus is collecting lanterns after the event. All events are strategically located outside of populated areas where there is open space. We've engineered our lanterns for low flight and landing-site predictability. After the event, we have a large cleaning crew, picking up the lanterns. Our lanterns are 100% biodegradable, so in the rare chance that we miss one, they are designed to quickly disintegrate. Our "Leave No Trace Policy" allows us to make sure that our venues look the same after we leave as they did before we arrived.

WHEN AND WHERE CAN I LAUNCH MY SKY LANTERN?

Due to safety concerns, Lanterns are only permitted to be launched at the authorized time and place. Lanterns are not to be purchased for use outside of the venue. Participants who fail to abide by these rules may be subject to prosecution by local fire authorities and law enforcement.

CAN I EXCHANGE MY TICKET FOR A DIFFERENT DATE OR LOCATION?

Unfortunately, our ticket platform does not allow for tickets to be transferred to a new date or location.

REFUNDS AND TRANSFERS

Though we don't allow refunds, we've made it simple to transfer your purchased ticket into a new name. The new ticket holder will just need to bring their transferred ticket to "Check In", and fill out a new waiver before being admitted into the event.

WHAT IF THE EVENT IS CANCELLED?

In the unlikely occurrence that we cancel an event, our policy is to return to the city within three months of the original date. You will be contacted via email with updates and a new itinerary.

ALCOHOL

Alcohol is not permitted at the event. Venues and their owners may request to serve alcohol. Viive Events, LLC does not provide licensing and permits to serve alcohol on our behalf. Property owners will be required to have all documents and permits before any alcohol can be sold.

WHAT TO BRING?

Make your experience comfortable by bringing collapsible chairs, blankets, etc. If you want to travel light, feel free to purchase these items at our on-site merchandise tent.

WHAT'S IN MY SWAG BAG?

Each adult ticket purchase comes with a Sky Lantern, and a burlap sack containing a marker, key-chain, and flashlight.

VIP vs EARLY BIRD REGISTRATION

The difference between the "VIP" ticket and the "Early Bird" ticket is the price. Those who have managed to save their spot on their city's event page will get VIP access to registration. After VIP tickets are sold out, early bird registration will begin, followed by other pricing tiers.

ANIMAL ATTENDEES

We love your pets! ... but they're not allowed at the event. We do make exceptions for service animals with their current NSAR paperwork. Keep in Mind that loud music and the possibility of fireworks may provide an uncomfortable atmosphere for your service animal.

WHY IS THE EVENT NOT LOCATED IN THE ACTUAL CITY LISTED?

Due to safety regulations, The Lights Fest is unable to hold events within city limits. To ensure we produce a safe and magical evening, Fire Marshals require our events to be held at venues with sufficient acreage and away from homes and businesses.

IS THE LIGHTS FEST A CHARITY?

The Lights Fest is an event produced by Viive Events. We are a for-profit company with a dedication to making a lasting impact in each community we visit. For this reason, we partner with local charities and causes wherever we go. Visit the Events section of our website to see who we have partnered with. Feel free to send us an email at charities@viiveevents.com to share your suggestions for ways we can help your community!

HOW CAN I CONTACT THE LIGHTS FEST?

Send us a message on Facebook - <https://www.facebook.com/thelightsfestival/> Send us an email at - info@thelightsfest.com

Limit Participants Protocol

Estimated 8,000 Tickets-

We use iPads to help check in all participants that purchased ticket prior to the event date.

We know how many tickets are sold prior to the event date . If we are sold out we don't allow any one to buy tickets at the gate. That barricade to not allow anyone to come through.

If we haven't sold out the iPads tell all workers at the check in stand how many tickets we have left. Once we hit our target number of **8,000**. They wont be allowed to sale anymore tickets.

(We staff police or Security at the gate to help with crowd control)

Event Day Protocol

Set-up, timeline, and Lantern
test run

Event day Lantern Test run

FIRE

The Lights Fest has made Safety the cornerstone of its business practice. Fire personnel are essential to making the event as safe as possible. Even with our extra-safe custom lanterns, we believe having fire professionals at each event is crucial. We have a partnership with the tenured professionals at Timberline Fire LLC. They are a well-known team of professionals who specialize in wildfire control throughout the United States. This group of certified personnel help us better understand each individual region, and provide us with customized fire action plans. As part of our contract with Timberline Fire, they will provide detailed information to any county or state throughout the US and Canada to offer a better understanding of our commitment to each venue and community. Each event will be equipped with two fire professionals, Tender Truck, (or type 6 truck) and the Fire Action Plan.

TEST RUN

Before any participant can light the lantern, we ensure the flight and landing location is marked and the proper fire personnel by running one or more test lanterns. We will have the fire personnel mark the location from the festival area and be ready before the events begin. This process is for precautionary measures and our team of fire personnel will be equipped with all-terrain vehicles, or Razors, as they are commonly known. We equip the fire personnel with fire extinguishers and any other tools needed. We also have dedicated staff from The Lights Fest and our volunteer teams set up and prepared to help in any way possible.

Set-up and Event Time-Line

SET-UP

Our set-up process during the event consists of placing Tiki torches around our mobile stage. We start by separating the torches 10 to 15 feet from each other in rows. We use our reusable torches and secure them to the ground with stakes near our participants in preparation for the lantern ceremony.

Event day timetable

(Will be provided once date is finalized with County)

(Rough Draft Time table)

- Thursday 9:00 am - Parking Manager arrives at venue to finalize traffic signage and traffic flow.
- Friday 9:00 am - Viive Events team of employees (6 to 8 typically), arrive for set-up of festival area. Additional worker (4 to 6) will be hired locally to assist with set-up. Point of contact will be our on-site event manager. TBA.
- Saturday 9:00 am - Finish with additional set-up.
- Saturday 4:30 pm first wave of participants arrive. 5:00 and 5:30 pm are the final scheduled times for parking arrival times.
- Saturday 9:30 pm Scheduled time for Event lantern Launch. Fire personnel will be on location at landing zone of lanterns. Test lantern will be launched at 8:15 pm for expected landing location and winds speed assessments.
- Saturday 10:00 pm to 10:30 pm end of event. Participants will have parking groups that will be announced to better control the flow of traffic. Every 15 to 20 mins our MC will announce the three parking group names. Each participant will have group names on receipt/ticket.
- Saturday 10:30 pm Cleaning and break-down as begun. Music will end shortly after 9:30 to 10:00 pm.

EVENT TIME

At nightfall, the participants have been instructed by the on-stage team the steps to safely light the lantern and when to let go. We instruct the crowd to wait for our countdown to better control lantern flight. This allows us to monitor the wind and other environmental factors and time the actual launch at the safest moment possible for everyone to enjoy the launch and minimize any potential risks. Launch time varies from city to city and time of the year.

Event day timetable

(Will be provided once date is finalized with County)

Note: Postponed event, due to weather or wind, will be planned for the next day (Sunday).

20 mins of DJ/MCEE stage time will be used to make safety announcements and inform the participants of Lantern use and safety.

Clean-up Plan

Bullet points of our cleaning process

- Cleaning will begin at the end of the Lantern Ceremony. Times vary depending on night fall. Cleaning can begin as early as 8:30 to 10:30.
- Temp workers (4 total) will begin clean up process after event.
- Focused areas will be landing area of our Special Event Lanterns and Festival area
- Cleaning crew (8 to 10 total), and event managers return Sunday at 9:00 am to 5:00 pm. All areas from Lantern landing location and festival area are cleaned to ensure completion.
- Monday will be included for cleaning day. Our over-night Manager will be in charge to have cleaning completed.
- Saturday cleaning times: 8:00 pm to 12:00 pm.
- Sunday cleaning times: 9:00 am to 5:00 pm.
- Monday cleaning times: 9:00 am to 2:00 pm (may vary depending on needs).
- Over-night cleaning Manager will be announced

Clean-up Video

Bio-degradable Lanterns



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County Departments

Essential services and
requirements

Fire Department

Role and Safety

The Lights Fest has made Safety the cornerstone of its business practice. Fire personnel are essential to making the event as safe as possible. Even with our extra-safe custom lanterns, we believe having fire professionals at each event is crucial. We have a partnership with the tenured professionals at Timberline Fire LLC. They are a well-known team of professionals who specialize in wildfire control throughout the United States. This group of certified personnel help us better understand each individual region, and provide us with customized fire action plans. As part of our contract with Timberline Fire, they will provide detailed information to any county or state throughout the US and Canada to offer a better understanding of our commitment to each venue and community. Each event will be equipped with at least two fire professionals. Depending on the needs and requirements, we can provide such equipment as, Tender Truck, (or type 6 truck) and the Fire Action Plan or Fire Assessment plan.

Fire Assessment plans will be provided for each venue. This assessment outlines the fuel types, moisture levels, and overall safety of the area. This Document provides us with key information about the area.

EMERGENCY MANAGEMENT

Traffic control plan, site map, and emergency plan

Keeping the safety of participants is the most important factor in any public event. We follow the same guidelines that many counties and townships require. Here is the list of essential services we hire and account for at each event:

- copy of the medical contract
- copy of the security contract
- copy of the Fire Department's contract
- Contact person of who will be working the event.
- Medical Plan: Indicating the number medical personnel on the application and provide a copy of the contract.
- Indicate the location of the medical station and dedicated emergency medical/fire ingress and egress route(s).

Maps: Site map(s) of the event indicating the following:

- Parking plan: parking area(s) and ingress/egress routes
- Property lines
- Adjacent roads
- Food and event booths
- Restrooms • Medical station
- Medical/fire ingress/egress routes
- Existing structures, including any fencing
- Temporary structures (e.g., tents, stage(s), bleachers, etc.) • Location for security command post

POLICE

Providing Security, and traffic control

Police play a key role in safety of our participants. From the moment they arrive to the event the Police will help with traffic control on major intersections and provide us with their knowledge of where we need to pay more attention to helping participants arrive safe and on time. Having police at the festival area helps to ensure the standard of keeping the event a family safe event. Items that we can provide:

- Contact, coordinate and schedule officers
- Hire State or Local Police troopers for event (average of two to three depending on venue).
- We will provide copy of the contract/letter of Security Company working this event.
- Ensure approval through the Sheriff's Office

PUBLIC HEALTH

Restrooms, and Medical assistance

Health of the people at our events is something that we go above and beyond the call of duty to ensure. The correct minimum number of restrooms, medical personnel with ambulance, and the health of others at top concern is crucial to returning. Some of the things that may need to provide:

contract signed by applicant and the provider. If there is no formal contract, we would need a letter or email from the provider.

- Will need to provide Medical Personnel with contract or invoice
- Scheduled the correct number of Restrooms and Handicap restrooms

PUBLIC WORKS

Department of Transportation

We partner with Public Works to make sure we have the best Traffic Control Plan. The insight they provide help make our event run smooth from the moment participants arrive to park their vehicle. Public Works help by pointing out any areas that need police or parking assistance. Commonly needed items to provide Public Works Division:

- Provide any "DOT" permit that is required
- Provide traffic control plan and a map showing the setup of traffic control, and where all the signs and cones will be located.
- Show handicap parking

RISK MANAGEMENT

Certificate of Insurance (COI)

Insurance is a must for any large public event. As we plan for a safe event we know we must have Insurance. The "COI" will be provided for every event. We will provide 2 million General Aggregate and 1 million Occurrence. We'll provide your department with any, if not more, from the list below:

- We will provide the needed Insurance certificate
- City or Country will be named as additional insured on certificate (located on the lower left hand corner of the insurance certificate)

ENVIRONMENTAL HEALTH AND FOOD

Food Trucks and permits to sell

The Lights Fest strives for the safest in food vending. We provide the Health and Food department with certifications, and permits for each of our food vendors. They must comply with local laws to sell food at our events. Typically, we hire 10 to 18 food trucks. This depends on total number of expected participants. Requirements typically needed:

- Require list of all participating food trucks and food vendors.
- All Vendors provide county or city permit requirements.
- Providing the list of vendors will be submitted to county or city

Clean Up

The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 to 48 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

BUILDING SAFETY

Necessary site plan, stage location, parking, generates, etc

The Lights Festival will provide your department with the necessary site plan, showing location of stage, parking, and booths. Any specs needed about our mobile stage can be provided. If the department needs building permit completed, we can provide that with the additional information above. By having a clear understanding of the map layout, both parties can ensure a smooth and safe event.

- Building Permit
- Site plan, showing location of stage, generators, parking and booths
- Specs and information regarding the stage
- Identify ADA parking on site plan

Site Information

Site Map, Traffic Control,
Parking Zones

Site Map

(Festival Area Services)

- **The festival area** is 180,000 sq feet in size with Tiki torches every 15 feet apart from each other. Pending on how many people attend. We'll have 1 Tiki per 10 people.
- **Check In-** When people first arrive they go through our Check in stand. We have 6-8 tables with Volunteers set up with iPads to check in people on arrival.
- **Porta Potties-** 1 per 100 people
- **Trash cans-** 150-200 spaced out through the event and parking area.
- **Food Vendors-** 15-20 per event & Vendors 10-15 per event
- **EMT** with station and Ambulance on site.
- **Light tower-** out by Restrooms and through parking.
- **Stage-** 20 X 24
- **Dumpsters-** 2x30 yard



Traffic Control

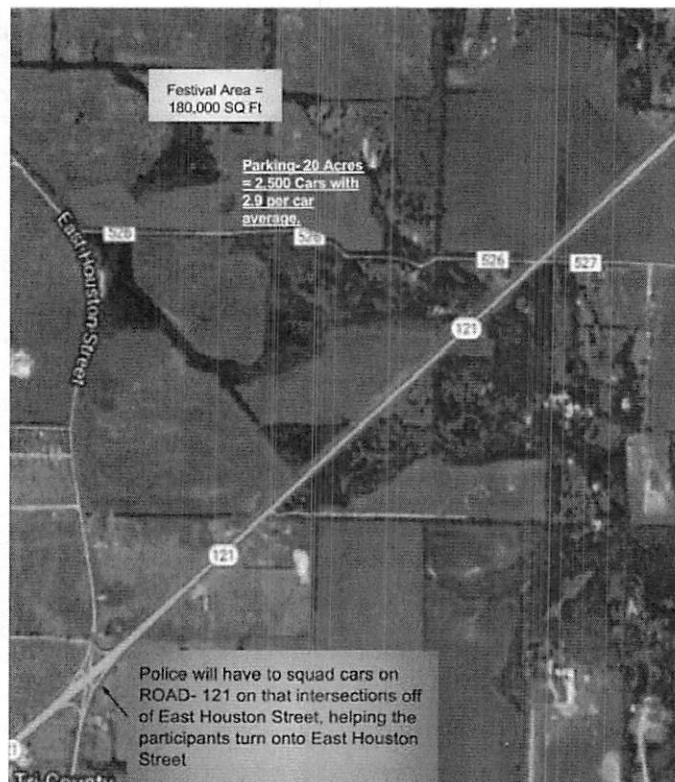
Parking- 20 Acres = (2,500 Cars with 2.9 per car average.)

- We will have signs placed off on road 121. Each way, 2 miles out informing people event ahead.
- We will have two squad cars on ROAD- 121 at the intersections off of East Houston Street, helping the participants turn onto East Houston Street
- We will have parking attendance moving all cars up on East Houston Street into the parking lot where we will have more parking attendance parking all cars.

(Traffic Plan- will be provided after approval from county and we work out all details with the local Police department)

Parking Zones

- **20 Acres = 2,500 Cars with a 2.9 per car average.**
- **Parking Area-** We will have 10-15 parking staff working all around in the parking area . Directing people into their spot and helping with post event traffic flow.
- **Time Zones-** Leading up to the event. When people buy their ticket, they will select a time zone. **2** hours before the event starts. Each time zone is 30 min long. This will help with the flow of traffic.



Important Documents

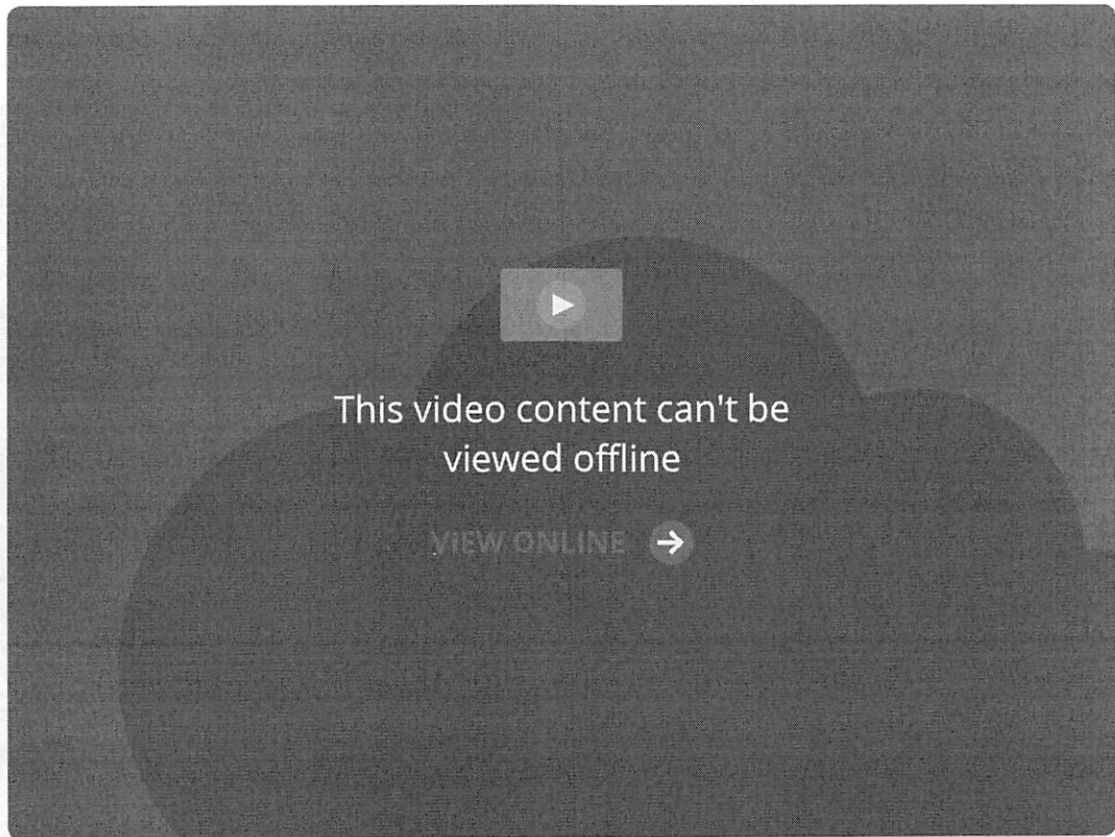
Insurance, MSDS, Testing and Videos



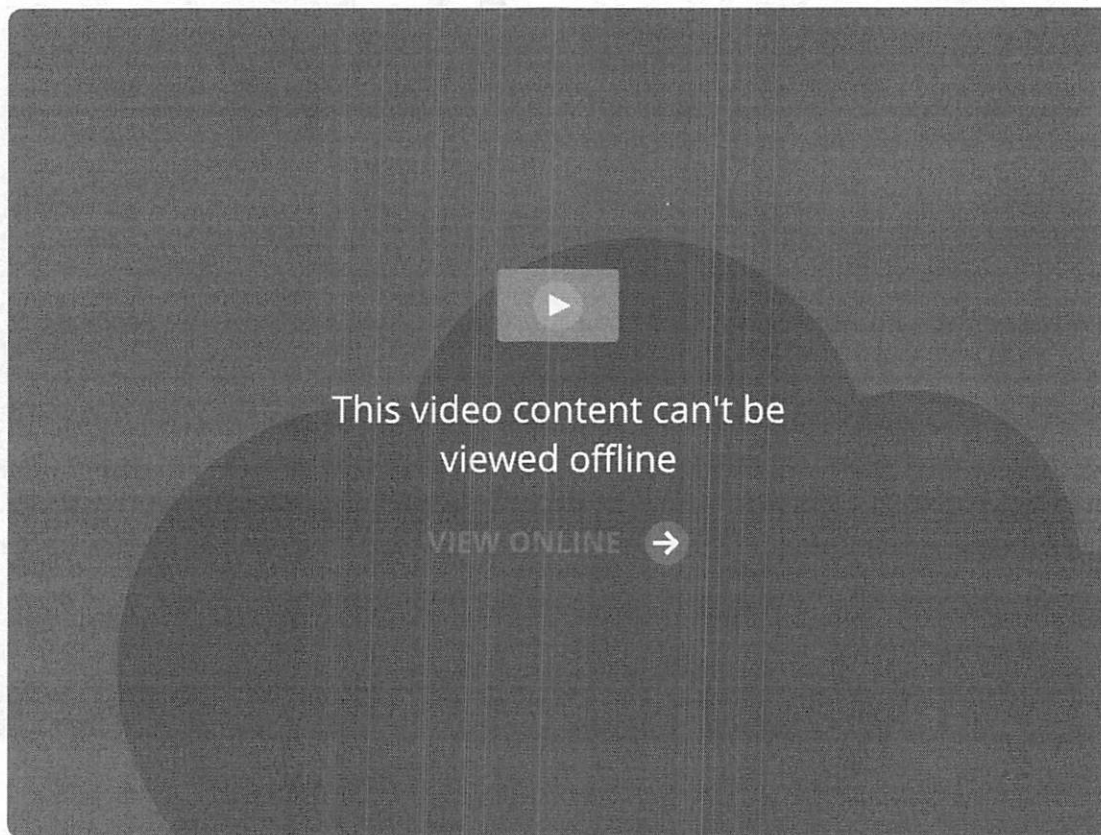
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Lantern Test Video



Special Event Lantern Test Outdoor (Drone)





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HE

LIGHTS

Mitch Selman

From: Brett Haynes <brett@viiveproductions.com>
Sent: Friday, May 03, 2019 10:05 AM
To: Mitch Selman
Subject: Re: The Lights Fest traffic and security

We agree to all terms with all those conditions. We look forward to another great event.

Thanks so much

On Mon, Apr 1, 2019 at 2:46 PM Mitch Selman <mselman@co.collin.tx.us> wrote:

Dear Mr. Haynes,

It was a pleasure speaking with you earlier today, and as discussed, I am submitting for your review the requirements for traffic control and security during "The Lights Fest" scheduled for September 28, 2019, in Westminster, Texas. After reviewing the submitted "Application for Mass Gathering Permit" and the accompanying Information Packet, I have a question: The Application indicates the start time to be at 12:00 pm and ending at 9:00 pm. However, page 12 of the Information Packet indicates you anticipate participants to begin arriving sometime around 4:30 pm. The traffic study conducted by the Collin County Sheriff's Office was based upon the assumed times of 4:00 pm to 11:00 pm. Please let us know specifically the times our services are needed. Unless otherwise requested, we will continue to plan for a 4:00pm to 11:00pm work schedule.

In order for the Collin County Sheriff's Office to approve the permit request, all the requirements detailed in the attached Traffic Study must be met. The Sheriff's Office will provide **4 uniformed Deputies** with marked Sheriff's Office vehicles at the intersection of State Highway 121 and FM 2862. The venue will

need to provide at least **two message boards** to warn motorists of slow event traffic; **two portable event lights** to be placed in the 121/2862 intersection to provide protective illumination for the traffic Deputies; **one “porta potty”**; and **all necessary traffic cones/barrels/barricades**.

In order to provide for the safety and security of the participants and staff during the event, **4 additional Deputies** will be required to work the event itself. These Deputies are only allowed to enforce State Laws and keep the peace. They are not allowed to enforce rules imposed by the venue or event. **Should alcohol be served or allowed, the number of required Deputies will double to 8 (eight).**

The following rates will apply:

Traffic: \$55 per hour

Security: \$50 per hour

We will make every effort to provide W9 or other required tax documents for each Deputy working the event at least one week prior to the scheduled date. We request payment be made to all Deputies at the beginning of the event. Please take the time to look over the attached Traffic Study and let me know if these terms are agreeable. I will be happy to discuss any issues or concerns you may have.

Thank you,



Mitch Selman, Captain

Support Services Division

Collin County Sheriff's Office

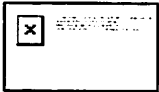
4300 Community Ave.

McKinney, TX 75071

972.547.5100 Main

972.547.5120 Direct

mseiman@co.collin.tx.us



Brett Haynes
Event Manager- Viive Events
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