



Special Events Guide

This guide provides an overview of the City of Killeen's special event permitting process, including event classifications, application timelines, and general requirements.



What Is a Special Event?



↘ A special event is a temporary gathering or organized activity that may impact public spaces, streets, City facilities, or City services.

Special events can include, but are not limited to:

- Block parties and neighborhood gatherings
- Festivals and markets
- Runs, walks, and races
- Concerts and community celebrations

To help ensure public safety and minimize disruptions, the City of Killeen classifies special events into tiers based on event size, location, and operational impact.



Special Event Tier System

The City of Killeen uses a tiered system to help ensure events are planned safely and with the appropriate level of coordination.

Events are classified into tiers based on factors such as:

- Anticipated attendance
- Road or parking lot closures
- Use of City property
- Public safety needs
- Alcohol service
- Event duration

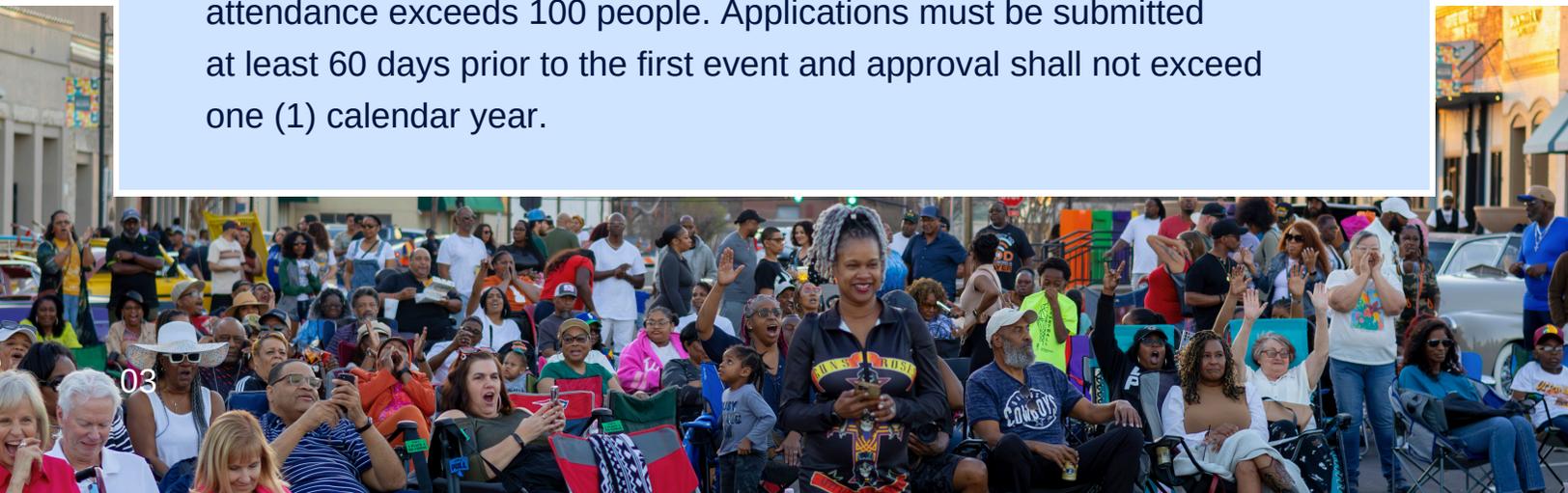
Each tier has different application deadlines and minimum insurance requirements.

Event classification is determined by the City based on the information provided in the application. This allows the City to identify any additional planning needs early and help event organizers prepare.

Event Tiers At a Glance

Tier	Event Size	Example	Application Deadline
1	Up to 100 people	Block parties HOA events	21 days
2	101-500 people	Small, single-day events	30 days
3	501-1,000 people	Larger, single-day events	60 days
4	1,000+ people	Major or multi-day events	90 days

Recurring events are classified in a separate tier. They are a series of similar events, such as markets or seasonal gatherings, where attendance exceeds 100 people. Applications must be submitted at least 60 days prior to the first event and approval shall not exceed one (1) calendar year.



Tier 1 – Minor Events

Typical Events

- Block parties
- Homeowners association events
- Small neighborhood gatherings

Event Characteristics

- Attendance of **100 people or fewer**
- Limited residential road closures, if any
- Minimal impact on City services



Application Deadline

Applications must be submitted at least **21 days** prior to event setup. Any conditions or requirements set by the City must be met at least **7 days** prior to the event in order for the permit to be issued.

Insurance Requirements

Liability insurance requirements may apply depending on event activities.



Tier 2 – Limited Impact Events

Typical Events

- Small single-day events
- Events held on private property open to the public
- Events located in parking lots

Event Characteristics

- Attendance of **101 to 500 people**
- No road closures
- No sale of service of alcoholic beverages
- No public safety personnel or vehicles required

Application Deadline

Applications must be submitted at least **30 days** prior to event setup. Any conditions or requirements set by the City must be met at least **14 days** prior to the event in order for the permit to be issued.

Insurance Requirements

Liability insurance may be required if the event includes food vendors, amusement rides, or other activities presenting elevated risk.

- \$300,000 per person
- \$500,000 per occurrence
- \$50,000 property damage



Tier 3 – Moderate Impact Events

Typical Events

- Larger single-day community events
- Events requiring public safety support

Event Characteristics

- Attendance of **501 to 1,000 people**
- Closure of parking lots, roads, or intersections
- Sale or service of alcoholic beverages
- Public safety personnel and/or vehicles required

Application Deadline

Applications must be submitted at least **60 days** prior to event setup. Any conditions or requirements set by the City must be met at least **30 days** prior to the event in order for the permit to be issued.

Insurance Requirements

Liability insurance may be required if the event includes food vendors, amusement rides, or other activities presenting elevated risk.

- \$1,000,000 per person
- \$2,000,000 per occurrence
- \$100,000 property damage



Tier 4 – Major Impact Events

Typical Events

- Large festivals
- Multi-day events

Event Characteristics

- Attendance **exceeding 1,000 people**
- Single-day or multi-day events (including setup and teardown)
- Closure of parking lots, roads, or intersections
- Sale or service of alcoholic beverages
- Public safety personnel or vehicles required
- Requests for noise waivers

Application Deadline

Applications must be submitted at least **90 days** prior to event setup. Any conditions or requirements set by the City must be met at least **30 days** prior to the event in order for the permit to be issued.

Insurance Requirements

Liability insurance may be required if the event includes food vendors, amusement rides, or other activities presenting elevated risk.

- \$1,000,000 per person
- \$5,000,000 per occurrence
- \$250,000 property damage



Recurring Events

Recurring events are a series of similar events, such as markets or seasonal gatherings.

Event Criteria

- Attendance **exceeding 100 people**
- Similar event footprint and operating hours
- Similar public safety plan
- May include parking lot or road closures

Application Deadline

Applications must be submitted at least **60 days** prior to event setup.

Additional Info

- Approval of a recurring special event permit does not exceed one calendar year
- Annual renewal is required
- Insurance requirements must meet the applicable tier classification



Additional Considerations



Some events may need extra planning or coordination with the City. This typically applies to events that include:

- Road or intersection closures
- Public safety personnel or vehicles
- Alcohol service
- Requests for a noise waiver
- Events with past operational or safety challenges

In these cases, the City may take a closer look to make sure the event can be held safely and smoothly.

The City may also reclassify an event to a higher tier if factors such as public safety needs, event history, or resource impact indicate additional requirements are appropriate.

If an event requires additional City resources, the applicant will be notified in advance. Any associated costs will be calculated using the adopted fee schedule and must be paid before a permit is issued.

What To Expect After Applying

↘ Once an application is submitted:

1. City staff reviews the application
2. Additional information or documentation may be requested
3. Required insurance and approvals are confirmed
4. The special event permit is issued once all conditions and requirements are met

Review timelines may vary depending on the event's size, complexity, and any additional coordination needed.

Submitting a complete application early helps ensure a smoother review process and allows time to address any follow-up requests.





Connect with Us

For questions about special events or the permitting process, please contact the appropriate City department listed on the application.

www.killeentexas.gov

This guide is intended for informational purposes only and does not replace City ordinance requirements. Final event classifications and requirements are determined by the City of Killeen in accordance with adopted ordinances and policies.