



Application for Special Event Permit

Date of Application: _____

Name of Applicant: _____

Address: _____ City: _____ State: _____

Drivers License #: _____ State of Issuance: _____

Day Phone #: _____ 24 Hour Phone #: _____

Email Address: _____

Name of Business: _____

Business Address: _____ City: _____ State: _____

Business Phone #: _____

Sales Tax Number from State of Texas Comptroller's Office: _____

Event Name: _____

Dates Permit is needed: _____ Hours event will take place: _____

Estimated Number of Attendance: _____

Event Description: _____

Will you have security/police: _____ Will you have medical/EMS Present: _____

Will extra lighting be needed: _____ Will you have portable restrooms: _____

Describe Size and Location of Tents, Booths, Concessions, or Businesses associated with the Event (attach layout drawing if necessary) : _____

Will you need traffic control/road closures: _____

Signature of Applicant: _____

FOR OFFICE USE ONLY: Date received: _____

Application Fee: _____

Employee: _____ Cash/Check#/CC: _____

Application Approved by: _____ Title: _____ Date: _____

Permit Number: _____ Notes: _____

Application Denied: _____ Reason: _____

Applicant must be a person who can be contacted, not a company. A permit will not be issued if this form is not fully completed or if the information is inaccurate.

SPECIAL EVENT APPLICATION SUBMITTED
City Secretary determines if additional approvals needed

NO ADDITIONAL APPROVALS



CITY SECRETARY REVIEWS WITH POLICE/FIRE CHIEFS
Group will determine approval or denial
(Can approve with conditions i.e. police required etc.)

ADDITIONAL APPROVALS NEEDED



PUT ON PARKS COMMISSION AGENDA
Present at Parks Commission Meeting
Parks Commission will make recommendation
to approve or deny



PUT ON BOARD OF ALDERMEN AGENDA
Parks Commission will present their
Recommendation to the Board of Aldermen.
Board of Aldermen will approve or deny.
(Can approve with conditions i.e. police required etc.)



**IF APPROVED, ADDITIONAL PLANNING MEETINGS
MAY BE REQUIRED**
Event Meetings with local authorities may be required
6 weeks, 4 weeks, and/or 2 weeks out from event.

- THIS PROCESS MAY TAKE UP TO 45 DAYS TO COMPLETE,
BASED ON SCHEDULED MEETINGS
- FAILURE TO COMPLY MAY RESULT IN DENIAL OF FUTURE
SPECIAL EVENT APPLICATIONS