



Special Event Permit Application

Complete the Special Event Permit application and submit to the Environmental Services Division a minimum of 15 business days prior to the event. A late fee of One Hundred Dollars (\$100) shall be paid for each day or part of a day less than fifteen (15) business days before the event that the submittal is made. Re-submittals or revised site-plans shall be limited to one (1) change per event and a site plan review fee of Forty Dollars (\$40) shall be paid upon submittal for review.

Date of Application:

Name and full description of event

Address/Location of event:

Start Date:	Hours:
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End Date:	Hours
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Organization/Sponsor:

Organization Address:

Phone:

Fax and e-mail:

Responsible/Contact Person:

Phone:

Number of people expected _____

Fee charged per person _____

Vehicles used for event _____

The following information must be on the required site plan:

- Tent: type and size: _____
(A Tent Permit may be required through the Fire Department)
- Sanitary Facilities: _____
- Food Type: _____
(A Food Permit may be required through EHS for each vendor)
- Alcohol Served
- Loudspeaker
- Extra Lighting - Type: _____
- Signs or Banner _____
(See Ordinance for specific sign requirements)
(Specific sign requirements apply for events held at Parker Square)
- A TXDOT PERMIT may be required if adjacent to a TXDOT controlled road.
- Lane Closure: Number of barricades ____ cones ____ (Allowed 2:5)
Address of drop-off/pick-up _____
- Animals/Rides/Inflatables _____

ACCEPTANCE AND AGREEMENT

Upon acceptance of this permit, it shall be construed that the provisions of this permit are acceptable to permittee and that it is his/her sincere intention to adhere to all of the requirements and conditions contained herein.

SIGNATURE

DATE