



An application for a Special Event Permit must be submitted to the Town Secretary a minimum of twenty-one (21) days prior to the date of the special event for submission to the Town Council for approval. The permit fee described by the fee schedule shall accompany the permit application. A deposit MAY BE REQUIRED and will be returned after the event and once all the property is back to the original state.

Date of Application: \_\_\_\_\_ Permit # (to be completed by Town Staff): \_\_\_\_\_

Name and full description of event: \_\_\_\_\_

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

Address/Location of event: \_\_\_\_\_

Start Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

End Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Organization/Sponsor: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax and E-mail: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone and E-mail: \_\_\_\_\_

**Please respond to all applicable questions:**

1. How many people are expected to attend the event? \_\_\_\_\_

2. Will an admission be charged? \_\_\_\_\_

3. Describe any types of food and beverage that will be consumed at the event. \_\_\_\_\_

\_\_\_\_\_

4. Will any street closures be necessary? \_\_\_\_\_ If yes, provide the name and desired location of barricades? \_\_\_\_\_

\_\_\_\_\_



5. Describe the location of permanent restrooms that will be accessible during the event.  
 \_\_\_\_\_ . If permanent restrooms are not accessible, describe the number of portable restrooms that will be provided. \_\_\_\_\_
6. Will any vehicles be used for the event? \_\_\_\_\_

**A sketch showing the location of the following items must be provided:**

- The general location of the event
- Parking areas/spaces
- Tents, booths, or other structures to be used
- Location of food or beverage serving areas (*A separate Food Permit application and fee may be required for food vendors.*)
- Restrooms
- Loudspeaker
- Extra Lighting
- Signs or Banners (separate permits are required)
- Barricades (*A permit from the Texas Department of Transportation (TXDOT) may be required if the event is located adjacent to a state road.*)
- Animals, Rides, Bounce Houses, or other Recreational Activities
  - If being held at a Town/HOA park, written permission must be obtained from the Town and the HOA.
  - This application must be approved by all necessary entities including Law Enforcement, Fire Marshal, Code Compliance, and the Town.

**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. Permittee agrees to bear all costs associated with the operation and maintenance of the special event.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**FOR STAFF USE ONLY**

**Effective Permit Duration**

Date of Application: \_\_\_\_\_ Permit #: \_\_\_\_\_

Deposit Amount (*if applicable*): \_\_\_\_\_

Event Contingencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address/Location of Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

End Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Date Council Approved: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Reviewed and Signed By (*if applicable*):**

Law Enforcement: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Marshal: \_\_\_\_\_ Date: \_\_\_\_\_

Code Compliance: \_\_\_\_\_ Date: \_\_\_\_\_

Town Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_