



## SPECIAL EVENT PERMIT APPLICATION

**SECTION I:**      *PLEASE PRINT*

Last Name:	Middle:	First Name:	Date of Birth:
Home Address (physical):			Telephone:
City/State:	Zip Code:	Alternate Phone Number:	Soc. Sec. #:
Driver's License Number/State: <i>A valid driver's license or State approved identification card number with photograph is required.</i>			

**SECTION II:**

Business Name:	Business Type: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Association
Business Address:	Phone:      Sales Tax ID #: <b>Attach copy of Sales Tax Permit</b>

**SECTION III:**

- Type, Purpose & Description of Event: \_\_\_\_\_  
\_\_\_\_\_
- Event Location (911 address): \_\_\_\_\_
- Event Date(s): \_\_\_\_\_
- Event Start Time(s): \_\_\_\_\_ Event End Time(s): \_\_\_\_\_
- Estimated Number of People who may attend: \_\_\_\_\_
- List any street closures you are requesting: \_\_\_\_\_
- Are you requesting security to be provided by the City? \_\_\_\_\_

**SECTION IV:**

<u>Event Size</u>	<u>Permit Fee</u>	<u>Permit Deposit</u>	<u>Deadline for submission (number of days prior to event)</u>
<b>Under 100</b>	\$100	\$100	30
<b>100 – 249</b>	\$150	\$200	60
<b>250-499</b>	\$250	\$350	60
<b>500-999</b>	\$500	\$1000	90
<b>Over 1000</b>	\$750	\$1500	120

Cancellation: Applicant must contact the City at least 10 working days in advance of reservation date to qualify for a refund, less 10% cancellation fee. Groups failing to use their permits and/or failing to cancel permits at least 10 working days prior to their event date will forfeit their permit fee.

Permits may only be transferred or fully refunded with weather exceptions or City preemption. The City must receive written requests for such within 5 working days after the original permit date.

## REQUIRED ATTACHMENTS

- AUTHORIZATION:** Permission in writing from the property owner, or their designee, affirming the right to use the property. In the case of an event involving the use of property belonging to or controlled by another governmental entity (e.g., the county, school district, etc.), including county streets, permission is required from that entity. It is the applicant's responsibility to obtain and provide proof of such permission. Additionally, the location, size or proposed use of the governmental entity's property may require the approval of the City Council.
  
- PROMOTORS:** If there is/are other promoter(s) in addition to the applicant, you must provide the name, address, e-mail address and telephone number of each additional promoter along with a written statement authorizing the applicant to file the application on their behalf.
  
- SITE PLAN:** A scaled drawing of the proposed area for the special event depicting the approximate location, size and orientation of any tents, awnings, canopies, public address systems, booths, fences, barricades, traffic cones, restrooms or portable toilet facilities, lighting, and other temporary structures. Drawing should include a legend detailing the types of booths, merchandise, food, and beverages that will be for sale or provided at the event and a clear delineation of the location of the sale, consumption, or service of alcoholic beverages and any streets to be closed. The site plan shall also include the following and any other information required by this permit:
  - STREET CLOSURES:** Proposed street closures will include a map displaying the streets to be closed and the dates and times of the closures. Copies of Texas Department of Transportation approvals should be provided if a state highway is to be closed.
  
  - PROVISIONS FOR WASTE:** Applicant must provide the location(s) of sufficient trash containers that will be available at convenient locations for public use during the special event and a description of how the trash containers will be serviced and emptied during and after the event.
  
- UTILITIES:** Applicant must provide Details of any electrical, mechanical or plumbing work that will be done in order to hold or prepare for the event and, if applicable, evidence the work will be done in accordance with the city's adopted building codes.
  
- ALCOHOL:** For events where alcoholic beverages may be provided or served, a detailed description of the estimated quantity and types of alcohol to be served and how the alcoholic beverages will be made available must be provided. Applicant is responsible for obtaining all requisite permits from the Texas Alcoholic Beverage Commission.
  
- SECURITY:** A detailed description of measures taken to protect the safety of all event participants, including security. The City may require written verification of any private security that has been retained, including proof they are a state-certified security agency.

**AFFIRMATION:** I hereby certify that I have carefully read the application and that all the information contained therein is true and correct upon penalty of perjury. I understand that any false statement made by me on this application can cause the City to revoke the permit. **I acknowledge receipt of the City of Big Sandy's Special Event Ordinance. I understand that failure to comply with any aspect of said Ordinance shall be a Class C Misdemeanor subject to a fine not to exceed \$500 plus court costs and the Big Sandy Municipal Court may, at its discretion, order the applicant to pay restitution for police and/or other municipal services.** Further, I authorize the City of Big Sandy to investigate and verify the facts claimed by me on this application. I also acknowledge the following:

- the application is not complete until all attachments have been completed and attached;
- the application is subject to a health, sanitary and public safety review;
- the application is subject to a street closure review;
- the applicant may be required to obtain insurance naming the City as an additional insured party;
- the applicant agrees to reimburse the City for any costs incurred by the City in repairing damage to city property in connection with the permitted event; and
- there is no guarantee that this application will be approved by the City of Big Sandy.

**APPLICANT AUTHORIZATION:** This application must be signed by the applicant if the person is an individual; if the person applying is a partnership, by a general partner; if the person applying is a corporation, by an officer.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

## SPECIAL EVENT PERMIT FEES

DEPOSIT:	DATE PAID:	RECEIPT #:	AMOUNT PAID
Permit Deposit:			
<b>TOTAL Deposit Paid:</b>			
Deposit Retained:			
<b>TOTAL Deposit Refunded:</b>			
<b>PERMIT FEE(S):</b>			
Permit Fee:			
<b>TOTAL Permit Fees Paid:</b>			
Cancellation Fee:			
Cleanup Fee:			
<b>Total Permit Fees Refunded:</b>			

**CITY OF BIG SANDY REVIEW:**

\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**CHIEF OF POLICE**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**FIRE CHIEF**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**PUBLIC WORKS DIRECTOR**

\_\_\_\_\_

**DATE**

**CITY OF BIG SANDY APPROVAL:**

**APPROVED**       **DISAPPROVED**

\_\_\_\_\_

**CITY ADMINISTRATOR**

\_\_\_\_\_

**DATE**