

**PRELIMINARY APPLICATION FOR A
SPECIAL EVENT PERMIT**

So that we may assist you in the planning process for a Special Event which is more than one (1) month away, please provide the following information. Additional information and a final application will be needed as the event date approaches.

Name and Description of Event: _____

Applicant Information

Name: _____

Address: _____

City, State, Zip: _____

If the event is to be held by or for any person other than the applicant, the applicant shall attach a written statement from other person giving authority to make application.

Organization Information

Organization Name: _____

Authorizing Person: _____

Phone: _____

Event Chairperson

Name: _____

Address: _____

Phone: _____ Email: _____

Event Information

Event Location/Address _____

Purpose: _____

Date(s) of Event: _____

Hours of Operation: _____

Date On-Site Preparation Will Begin: _____

Approximate Number of Persons Attending Event per Day and for Duration of Event: _____



APPLICATION FOR A SPECIAL EVENT PERMIT

This application should be filed at least 20 days before the event date.

Event Name and Description: _____

Applicant Information

Name: _____

Address: _____

City, State, Zip: _____

If the event is to be held by or for any person other than the applicant, the applicant shall attach a written statement from other person giving authority to make application.

Organization Information

Organization Name: _____

Address: _____

Authorized Head of Organization: _____

Phone: _____

Event Chairperson/Contact

Name: _____

Address: _____

Daytime Phone: _____ Fax Number: _____

Email: _____

Event Information

Event Location/Address: _____

Purpose: _____

Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____

Approximate Number of Persons Attending Event Per Day: _____

On-Site Preparation Will Begin: Date: _____ Time: _____

Clean-Up Will Be Completed: Date: _____ Time: _____

Cleburne Police Department
P. O. Box 677, Cleburne, TX 76033
Phone: 817-645-0988
Fax: 817-645-0974



Cleburne Police Department
302 W. Hederson St.
Cleburne, TX 76033

Description of Event

Be specific. Include overarching purpose of event. Describe route if an event is planned on public streets. Maps are also helpful. What age range do you expect for your participants? List any other information that would be helpful in understanding the purpose and desired outcome of the event.

1. Will tents be used in conjunction with the event? _____

If yes, how many and what size? _____

Will the tent(s) have sides? _____

If yes, how many sides will be closed? _____

The size and location(s) of tents, canopies, or other membrane structures must be indicated on the site plan. A *Certificate of Flame Resistance* for tents, canopies, or other membrane structures larger than 200 sq. ft. must be provided no later than 10 business days before event for permit approval.

2. Will signage be used in conjunction with the event? _____

If yes, the size and location(s) of the signage must be indicated on the site plan.

3. Please mark all items that will be a part of this event:

____ Loud Speakers ____ Portable toilets or building ____ Sale of merchandise
____ Stage, band-shell, trailer, grandstand or bleachers ____ Closing a public street

Location(s) and/or the positioning must be indicated on the site plan.

4. How will electricity be provided to the site? _____

If provided by generators, please list quantity and sizes: _____



5. Will food and/or beverages be sold? _____

If yes, food vendor permits must be obtained from the Health Department at 817-556-8819. Food vendor's *Certificate of Insurance* including Product Liability must be provided no later than 10 business days before event for permit approval.

6. If the event will impact surrounding property owners, notice must be sent to abutting property owners at least two (2) weeks before the event date. Date notice provided to abutting property owners:_____. *Applicant shall submit a copy of letter and addresses of occupants notified.*

7. Proposed Parking Locations and Number of Parking Spaces Provided:_____

Applicant shall submit written permission for use of parking from property owner. Parking location(s) must be indicated on the site plan.

8. Will the event require police services? _____

If yes, describe in detail the police department's participation and if the event is held in/on city streets or roadways describe how traffic will be regulated during the event _____

9. Will the event require any other city services? _____

If yes, list other city departments and the participation of each department _____



10. If this application is for a Run or Parade, please include:

Start time of Run or Parade: _____

Number of participants/people in the run/parade: _____

Number of vehicles/floats: _____

Other types of participants (example: animals, etc.) _____

Assembly location (street Location) _____

Assembly time (include on site preparation/set-up) _____

Amount of space between parade units (ft.) _____

Run/Parade Route, including starting point and disbanding area _____

Route Map – Attach map to application

List of activities conducted as a part of this event:

Please submit the following with this application:

1. Site Plan including Equipment
2. Map of Streets and Pedestrian Ways
3. *Certificate of Insurance* with the City of Cleburne listed as a ***Certificate Holder*** and ***Additional Insured***

Property Owner Information

If any portion of the event will be held on adjoining private property, please provide the following:

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Insurance

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P. O. Box 677, Cleburne, TX 76033
Phone: 817-645-0988
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Insurance coverage must be provided for the day of the event.

1. **Commercial General Liability:** \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate. *NOTE: The aggregate loss limit applies to each event.*
2. **Participant Liability:** (where applicable – races, walks, etc.) \$1,000,000 limit per occurrence for bodily injury, personal injury, and property damage, \$2,000,000 Aggregate.
3. **Product Liability:** Vendors providing food to attendees or participants must provide Product Liability in the amounts listed above in addition to Commercial General Liability.

The City of Cleburne its officers, officials, employees, boards and commissions, agents, and volunteers are to be shown as Additional Insured.

The insurance carrier of this policy must be rated “A-VI” or better by A.M. Best’s Key Rating Guide or “A” or better by Standard & Poor’s and be licensed to do business in the State of Texas.

The policy should contain a 30-day written notice of cancellation. The address for the certificate is **City of Cleburne, P. O. Box 677, Cleburne, TX 76033-0677.**

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the City the cost estimated for policing and the closure of roads, along with any required Clean-Up Deposit and Surety Bond. Should actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the City incurred as a result of the special event within five (5) days of the date upon which the City informs the applicant of the amount of such additional costs.

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Applicant Date

Additional items, agreements and/or permits needed (varied by event)

- | | | |
|--------------------------------|--|-------------------------------|
| Building Inspection Department | Public Works Department | Health Department |
| Risk Management Department | Fire Department | Parks & Recreation Department |
| Police Department | Clean-Up Deposit | Surety Bond |
| State Permit (as applicable) | Amusement Ride Certificate of Inspection | |

When the presence of City staff is necessary or requested for special events, the applicant shall be responsible for reimbursing the City for the cost for each assigned person.

For most events, there may be at least one pre-event meeting. Depending on size and complexity, events may require more meetings.

