

## City of San Angelo – Special Event Application (ver. April 19, 2013)

Complete and return this application to the City of San Angelo Parks and Recreation Department Office at 702 South Chadbourne St. at least **30 days** prior to the event for events not requesting City Support. **Events Requesting City Services** (paid by the applicant) **must submit a finalized Special Event application based on the schedule: by Jan. 31<sup>st</sup> for events in May, Jun., or Jul.; by Apr. 30<sup>th</sup> for events in Aug., Sept., or Oct.; by Jul. 31<sup>st</sup> for events in Nov., Dec., or Jan.; and by Oct. 31<sup>st</sup> for events in Feb., Mar., or Apr..**

Event Information	
Event Name:	
Event Date(s) and Hours:	Event Purpose & Description:
Event Location(s):	
Attendance, Estimated Daily/Overall: /	
<b>Type of Event (Check one – see Special Events Policy for additional information)</b>	
<input type="checkbox"/> Non-Profit Event <input type="checkbox"/> For-Profit Event <i>* for private events contact Parks &amp; Rec. Admin. at 325-657-4279 for reservations</i>	
<input type="checkbox"/> City Operated/Sponsored Event <input type="checkbox"/> City Co-Sponsored Event	
<input type="checkbox"/> Political or Ballot Issue Event	
<input type="checkbox"/> Parade, Block Party, Road Run/Walk/Etc – Specify: _____	
<input type="checkbox"/> other (describe): _____	
Event Sponsor Information	
Legal Business Name:	
Address:	
Mailing Address:	
Telephone:	Email Address:
Contact Name:	Title:
Contact Number:	Email Address:
Event Information (continued)	
Estimated date/time for set up:	Describe set up and clean up procedures:
Estimated date/time for clean up:	
Will street closure and/or use be necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO   If yes, complete the street closure/use form. <b><u>If yes, show proposed road uses, emergency vehicle access, and barricade locations on your event map.</u></b> <i>Note that the City of San Angelo does not have authority to close County and State roads.</i>	
Describe crowd and parking control and security plans for this event: <i>Sponsors of an event must have certified police officers present, if required. This requirement, as well as the number of officers needed, will depend on the type of event (including activities), number of anticipated attendees at the event, whether or not alcohol will be consumed at the event, as well as other factors.</i>	

**Event Information (continued)**

Will music be provided/included during the event?  YES  NO

Describe type of music proposed:  Live  Amplification  Recorded  Loudspeakers

Proposed time music will begin:

Proposed time music will end:

Describe noise control:

Show proposed location of live band/disc jockey/loudspeakers/equipment on your attached event map

Do you plan to have special event signs and banners?  YES  NO *Signs must conform to City Ordinances*

Describe the general nature of signage used for the event:

Show locations for proposed placement of banners and signs on your attached event map.

Will the event have activities such as inflatables , amusement rides, climbing walls, live animals, etc?

YES  NO *If yes, the vendor or provider of the inflatable, amusement ride, etc. will be required to provide proof of insurance naming the City of San Angelo as an additional insured on all policies, except workers' compensation, and providing a waiver of subrogation in favor of the City on all policies.*

If yes, describe in detail the types of attractions and activities proposed:

Show locations for all proposed activities on your attached event map.

Will the event have food, beverage, or concessions?  YES  NO

*See Section H of the Special Events Policy for health department approvals and temporary food license requirements.*

Describe the general nature and scope of food, beverage, and concessions vendors:

Show locations for proposed placement of food, beverage, and concessions vendors on your attached event map.

Do you plan to have alcohol served at this event?  YES  NO

*Public events which sell alcohol must use the services of the City's Concessionaire. The Parks & Recreation Staff can provide you with the contact information for the Concessionaire.*

If alcohol is present at the event, describe measures to be taken to prohibit the sale and distribution of alcohol to minors:

Will the following be placed or located in the event area?

*No stakes of any kind allowed on any walkway, roadway, or other hard surface.*

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
<input type="checkbox"/> Booths:	_____	<input type="checkbox"/> Tables:	_____
<input type="checkbox"/> Tents*:	_____	<input type="checkbox"/> Rides:	_____
<input type="checkbox"/> Awnings:	_____	<input type="checkbox"/> Portable Toilets:	_____
<input type="checkbox"/> Canopies:	_____	(may be required depending on event)	
<input type="checkbox"/> Rides:	_____	<input type="checkbox"/> other (describe):	_____

\* Tents that exceed 120 square feet of area will require special permit. Contact Permits Office at 657-4421/2.

You must attach a plan of the proposed event map and layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

**Event Information (continued)**

**Will the event require the use of any of the following municipal materials?**

*Sponsoring organization will be charged for use, delivery, placement, and pickup of these items. See the Special Events Policy for additional information and schedule of rates. City staff will deliver the materials at the date, time, and location as specified on the event application. Due to other obligations, materials may not be available. Private vendors are available in San Angelo to provide materials below for the event.*

- |  |                        |   |                           |
|--|------------------------|---|---------------------------|
| <input type="checkbox"/> <b>Trash Receptacles*</b>       | <b>Quantity:</b> _____ | <input type="checkbox"/> <b>Benches (8')</b>          | <b>Quantity:</b> _____    |
| <input type="checkbox"/> <b>Barricades</b>               | <b>Quantity:</b> _____ | <input type="checkbox"/> <b>Chairs</b>                | <b>Quantity:</b> _____    |
| <input type="checkbox"/> <b>Traffic Cones</b>            | <b>Quantity:</b> _____ | <input type="checkbox"/> <b>Tables (8')</b>           | <b>Quantity:</b> _____    |
| <input type="checkbox"/> <b>Stage Sections (4' x 8')</b> | <b>Quantity:</b> _____ | <input type="checkbox"/> <b>Fencing, Temporary</b>    | <b>Linear Feet:</b> _____ |
| <input type="checkbox"/> <b>Water Connection</b>         | <b>Quantity:</b> _____ | <input type="checkbox"/> <b>Electrical Connection</b> | <b>Quantity:</b> _____    |

**other (describe):**

**\*Sponsoring Organization may be required to supply a dumpster and portable restrooms.**

**Application Check List (failure to provide necessary documentation will delay application review and approval)**

**I have attached the following items:**

- Completed Application**       **Application Non-Refundable Permit Fee of \$25.00**       **Deposit**
- Certificate of Insurance (submit to the Risk Mgmt. Office at City Hall, 10 business days prior to first day of event)**
- Detailed Event Map (showing road uses, signage, vending, tent, and activity locations, etc.)**

**If any document is missing, please explain:**

**The applicant and sponsoring organization understands and agrees to:**

- provide a certificate of insurance with all coverage deemed necessary for the event, name the City of San Angelo as an additional insured on all applicable policies, and submit the certificate to the City Risk Management Office no later than 10 business days prior to the event (contact the Risk Management Office at 325-657-4359);
- comply with all City and County ordinances and applicable state laws, comply with City policies, and acknowledge that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies; and
- promptly pay any billing for City services rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understand that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Sponsors of events, in which food and/or beverage vendors will be present, should contact the City of San Angelo Health Department **90 days** prior to of the event date. **Contact the City of San Angelo Health Department at 325-657-4493.**

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of the Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

<b>Applicant Signature:</b>	<b>Date:</b>
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<b>Final Approval:</b>	<b>Date:</b>	<b>Application Receipt Date &amp; Time:</b>
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