



# SPECIAL EVENT PERMIT APPLICATION

Parks and Recreation Department

## Instructions

- All Special Events must comply with [Ordinance 850](#) regarding special event rules and regulations.
- **Applicants must submit their application 30 days before the day of the event.**
- Please allow 2 weeks (10 days) from the date of submittal to receive final approval.
- Upon approval of your event, you will receive an email stating approval of the permit along with a PDF of the permit.

## Does your Event Qualify?

Before filling out the form online, did you check **YES** to any of the below?

- ☐ Closing a public street
  - ☐ Blocking or restriction of fire lanes
  - ☐ Blocking or restriction of public and/or private property, including public rights-of-way
  - ☐ Sale of merchandise, food or beverages on public or private property
  - ☐ Sales of alcoholic beverages on public or private property
  - ☐ Installation of a stage, band shell, trailer, van, portable building, grandstand or bleachers on public or private property
- If you checked **YES** to any of the above, please proceed to fill out the online application.
- If you checked **NO** to none of the above, a special event application is not necessary.

## Permit Submittal Requirements

Special Event applications must be submitted online through MyGov. Please use the following links

- [Collaborator Login](#)
- [Create a New Collaborator Account](#)
- [Submit an application for a Special Event](#) (found at the bottom)



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## Application Checklist

Make sure you have the following items ready when completing your application online:

- ☐ Site Plan Diagram (the following may apply)
  - ☐ Parking areas
  - ☐ Tent areas
  - ☐ Food/beverage areas
  - ☐ Stage areas
  - ☐ Signage locations
  - ☐ Road closures
  - ☐ Running/biking route
- ☐ Detailed Description of Event
- ☐ Application Fee (may be paid by CC online or a check by mail to the Town Hall)
- ☐ Certificate of Liability / Proof of Insurance
- ☐ Health Permit for food & beverage sales and potable water
- ☐ TABC Permit for alcohol sales
- ☐ Solid waste collection arrangements
- ☐ If event location property is owned by someone other than the applicant, a signed memo stating that the applicant has permission to use the property must be attached
- ☐ If event location will impact any businesses (for instance: their parking, or access to their business), a signed memo by all affected business owners stating that they approve of the event must be attached

## Fees

Fee Type	Fee
Special Event Application	\$250.00
Special Event Application, Non-profits*	No fee
Special Event, Temporary Signage	No fee
Tent Permit	\$100.00
Standby Personnel	\$35/hr (2hr min)