

City of Fredericksburg

Special Event Permit Application



A complete application is due at least 25 days before the start of the event.

Event Name: _____

Event Location/Address: _____

Event Start Date: _____ Event End Date: _____

Daily Event Time: Date: _____ Start: _____ End: _____

 Date: _____ Start: _____ End: _____

 Date: _____ Start: _____ End: _____

Approximate Number of Persons Attending Event Per Day: _____

Name of Applicant: _____

Address: _____

City, State, Zip: _____ Phone: _____

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

Organization Managing Event

Organization Name: _____

Address: _____ Phone: _____

Event Chairperson /Contact

Name: _____

Address: _____

Daytime Phone: _____ Fax number: _____

Email: _____

Property Owner Information

If any portion of the event will be held on private property (including parking), please provide the following:

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Applicant shall submit copy of a letter from property owner giving written permission for event use.

Event Information

1. Please select all that apply as part of this Special Event and each must be included on the site plan:

- | | | |
|-------------------|-----------------|---------------------------------|
| Closing a Street | Loudspeakers | Inflatable / Bounce houses |
| Tents or Canopies | Fencing | Sale of Merchandise |
| Portable Toilets | Generators | Cooking |
| Stage or Music | Amusement Rides | Blocking of Streets or property |

For Generators: Quantity and sizes: _____

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

For Tents(s): How many _____ Dimensions/Size _____

Will the tent(s) have sides? **YES NO** If yes, how many sides will be closed? _____
The size(s) and location(s) of booths, trailers, tents, canopies or other membrane structures must be indicated on the event site plan.

2. Will food and / or beverages be available or served? **YES NO**

If yes, a Temporary Health Permit must be obtained from the Gillespie County Health Division at 830-990-2027 in conjunction with this Special Event Permit. *Please attach a list of vendors: name, address, and contact number. Each vendor must be in current compliance with the City Health regulations and have a current Fire Inspection from the City of Fredericksburg Fire Marshal.*

Will chafing fuel or a fryer be utilized? **YES NO**

Will alcohol be sold or allowed (BYOB) at this event? **Sold Allowed NO**

If Sold, provide a copy of TABC Permit. For alcohol approval, Liquor Liability insurance must be provided.

3. If this application is for a Run / Walk or Parade, please include:

- A. To assist in traffic safety planning, what time will the first participant leave the start line? _____
- B. Onsite preparation and set-up begins at _____
- C. Onsite registration begins at _____
- D. Assembly location (street location) _____
- E. Name of Company providing registration/marketing /run timing _____
- F. Name of rental company setting out barricades, event day contact name and phone number or will you use the City of Fredericksburg _____
- G. Run / Parade Route, including starting point and disbanding area **(Attach map)**

H. Estimated number of participants / people in the run / parade _____

I. Number of vehicles / floats _____

J. Amount of space between parade units (ft.) _____

K. Other types of participants (example: bands, color guards, animals, etc.) _____

4. If the event will impact surrounding property owners, notice must be sent to abutting property owners at least 2 weeks before the event date. **Applicant is required to submit a copy of notification letter and a list of addresses notified.** A sample notification letter is available at the **Special Events Overview** page. Date notice provided to abutting property owners:

5. Will signs / banners be utilized for the event? **YES** **NO**

If yes, please submit a list of signage sizes and locations. Signage must be indicated on the event site plan and adhere to the City of Fredericksburg sign ordinance. Sign Permits for Special Events can be obtained from the City Code Enforcement Officer at 830-997-7521.

6. Will amusement rides/bounce house(s) be used in conjunction with the event? **YES** **NO**

If yes, the location(s) must be indicated on the event site plan. Proof of Insurance must be provided no later than 10 business days before event for permit approval. **Rides and/or attractions associated at special events shall conform with the statutory rules and regulations set forth in Chapter 21. Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. **Certificates of Inspection** and copies of inspection reports will be required.

7. Will animals (other than service animals and pets on a leash) be used in conjunction with the event?
YES **NO** **If yes**, how many? _____

8. Explain how sanitation will be handled by the event. How will this event dispose of trash? If a service is contracted, please provide the name of the service company.

9. What Date will the clean-up of the property be complete? _____

10. When the presence of City staff is necessary or requested for special events, please list the information received from each department including notes, and requirements.

Emergency Services: _____

EMS: _____

Fire: _____

Health: _____

Police: _____

Parks and Recreation: _____

Public Works: _____

Code Enforcement: _____

