

# SPECIAL EVENT PERMIT APPLICATION



Planning and Development Dept.  
101 N. Powell Pkwy  
Anna, TX 75409  
972-924-3325

## APPLICANT INFORMATION

Type of Event: <input type="checkbox"/> Carnival <input type="checkbox"/> Circus <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Tent <input type="checkbox"/> Other
Applicant Name:
Address:
City: State: Zip Code:
Phone#:
Email:
Date: <i>*Note: Applications must be filed at least 30 days in advance.</i>

## APPLICATION FEE AND DEPOSIT REFUND INFORMATION

Application Fee \$50 (non-refundable) Deposit \$300 (refundable)
<input type="checkbox"/> Same Information As Above (if not the same, complete the next two lines)
Issue Deposit Refund To:
Address: City: State: Zip Code

## ACTIVITY INFORMATION

Date(s) of Activity:
Reservation Time Block:
Type of Activity (explain purpose of activity):
Estimated Number of People Attending Activity:
Reservation Location:
Will Food and/or Beverages be on-site for the activity? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will Alcohol be served or sold? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, include request letter)
If yes, please indicate who the vendors are (food and drinks):
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc):



# SPECIAL EVENT RULES

Safety and Insurance Information:

## **Booths, Tents, or Canopies:**

If your event will include any tents or canopies, please provide a copy of the "Certificate of Fire Retardant" for each such device when submitting the permit application. All booths that will be cooking on-site, must meet all applicable fire codes for the City of Anna. Fire extinguishers must be supplied and are required for entry.

## **Food and Beverages:**

All vendors must be in compliance with all state and local laws. A copy of appropriate licenses should be on site during the event. The Applicant shall provide with this application a list of all food and beverage vendors participating in the event so that the vendors can be pre-approved through the County Health Department.

## **Alcoholic Beverages:**

Alcohol consumption or sales is prohibited on City property including parks, a public street, sidewalk or parking area adjacent to a public park, unless expressly authorized by the written permission of the City Council authorizing consumption of alcohol in a City Park in connection with an approved Special Event.

## **Security, Crowd Control, and Traffic Control:**

The applicant may be required to provide police officers for security, crowd control, and traffic control at the Special Event. Expenses for the Officers will be paid by the event organizers. The total number of police officers working the Special Event is determined by the City of Anna Police Chief. Planning variables include: the estimated number of people, the availability of alcoholic beverages, topography and size of the event, weather conditions, the time of day during which the Special Event is held, the need for street closures or re-routing of vehicular or pedestrian traffic, and the history of the Special Event.

## **Insurance:**

Insurance is required for all special events at which the attendance is estimated at over 250 people. It may be required for events with fewer people if food or alcohol is sold or given away or activities are of a physical nature that would warrant insurance. The City reserves the right to review and determine amount of coverage required based on level of activity at the Special Event.

Each policy will name the City of Anna as an additional insured and a copy of the Certificate of Insurance will be submitted to City Hall one week before the event start date.

## **Indemnity Agreement:**

**As a condition of the Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event Permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, DEFEND, INDEMNIFY, and HOLD HARMLESS, the City of Anna, its officers, agents, and employees, from and against any claim, proceeding, cause of action, judgment, penalty, or any other cost or expense arising or growing out of, associated or in connection to the Special Event. The indemnification includes, but is not limited to, losses, damage, or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or**

caused by any act occurring as a result of the exercise of the privileges granted by this permit.

**Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the state of Texas, and that if any portion is held invalid, then it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.**

Signatures:

I do solemnly swear (or affirm) that all the answers given and statements made on this application and supporting documents are full, true, and correct to the best of my knowledge and beliefs. I have been given a copy of the Anna City Code ordinance Part II, Article 47 and have read the provisions contained therein and agree to abide by them.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submittal Requirements:

Submittal Requirements:

1. Completed application with signatures and contact information.
2. Submit application fee (\$50) and deposit (\$300). (*Ord. No. 410-2008; Checks payable to the City of Anna*)
3. Map of Event area.
4. List of food and beverage vendors and/or copy of current license from vendor.
5. Statement of Intent to obtain Insurance and/or Proof of Insurance. ( A copy of the Certificate of Insurance is due a *minimum of one week before event start date*)
6. Letter of request if alcohol is desired.

### For Office Use Only:

Date Application & Deposit Received (\$300):	Date Application Fee Received (\$50):
Received By: _____	Received By: _____
Cash or Check # _____	Cash or Check # _____
Receipt #: _____	Receipt #: _____
Required Documents Rec'd:	
<input type="checkbox"/> <b>Completed Application</b> <input type="checkbox"/> <b>Insurance</b> <input type="checkbox"/> <b>Food Vendor List</b> <input type="checkbox"/> <b>Sound System</b> <input type="checkbox"/> <b>Map</b>	
<input type="checkbox"/> Alcohol Request (optional)	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Approved by: _____ <input type="checkbox"/> Permit Issued Date: _____	
<b>Assign Date of Parks Board Review of Application:</b> _____	
(put date in blank) and notify Applicant.	