

SPECIAL EVENT PERMIT APPLICATION



Community Services
120 W. 7th Street
Anna, TX 75409
469-885-9391

To ensure the date is available for your special event please complete the application and submit it no later than 60 days prior to the event. Additional information may be requested as the event approaches. Please contact the Neighborhood Services Department with any questions.

ORGANIZATION/APPLICANT INFORMATION			
Applicant Name:	DL/State ID:		
Address:	City:	State:	Zip:
Email:	Mobile:		
Organization:	Authorized Contact:		
Address:	City:	State:	Zip:
Email:	Mobile:		
Phone#:			
Event Chairman:			
Address:	City:	State:	Zip:
Email:	Mobile:		
Date:	Application: \$50 (non-refundable)/Deposit: \$300 (refundable)		

EVENT INFORMATION		
Event Name:	Estimated Attendance:	
Event Date:	Start Time:	End Time:
Event Set-Up Date:	Start Time:	End Time:
Event Tear Down Date:	Start Time:	End Time:
Reservation Location:		
Street Closure:		
Reservation Time Block:		
Description of Event (Type of activity):		
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		
Please list and describe all activities, aerial events and structures (bounce house, tents, music, live entertainment, sports, games, carnival rides, attractions, etc.):		

SELECT ALL THAT APPLY:

- Type of Event:** Carnival/Fair Run/Bike Ride Games/Craft/Arts Firework Show
Amusement Ride/Bounce House Movie Dance Parade
Block Party Aerial Event Other

Admission: Free Event Ticketed Event Admission Pricing: _____

- Vendor Booth:** Food/Drink Food Truck Merchandise Stage
Tent Generator(s) Fencing

Amplified Sound: Yes No

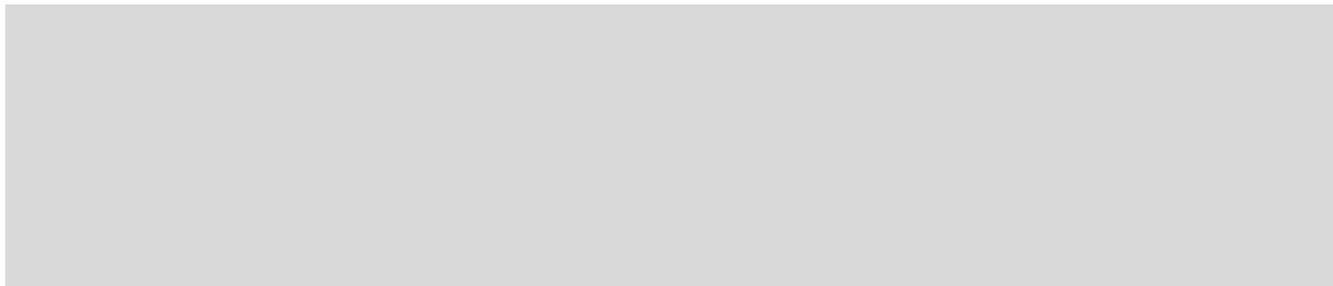
If yes, what type: Live Music DJ Radio Loudspeakers Other

**The proposed location(s) must be indicated on the event site plan.*

SITE PLAN

A preliminary site plan and/or route map must be submitted with the application. Areas to include on the map: stages or structures, vendor booth, food area, restroom area, any road closures or barricades, first aid stations, fire lanes, fire/EMS entry and exit access points, public entry and exit access points and parking, amusement locations, kid's zone and street closures. Areas to include for races: start and finish line, the proposed location and/or route. (Each department may require additional information to be placed on the map).

**If a Parade, provide detailed directions for Parade as well as a site plan.*

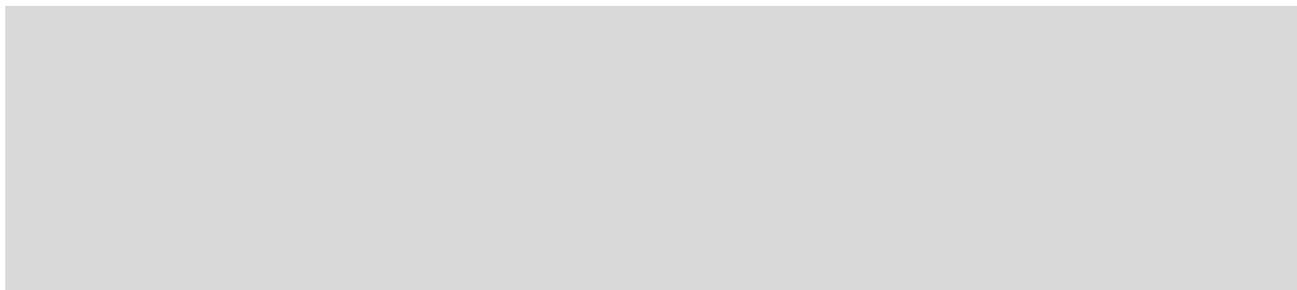


PARKING

Proposed Parking Location Plan:

Describe the area requested including specific location, access, and handicapped parking spaces, and who will manage coordination. Applicant must submit written permission if using private property for parking. Parking location(s) must be indicated on the site plan.

**If a Parade, attach order of parade participants, itinerary for all activities, and the estimated number if any, animals, riders, animal drawn vehicles, floats, motor vehicles, motorized displays, and marching units or organizations such as but not limited to bands, color guards, and drill teams.*



TRASH/SANITATION/PORTABLE RESTROOMS

Explain how sanitation will be managed before, during and after the event.



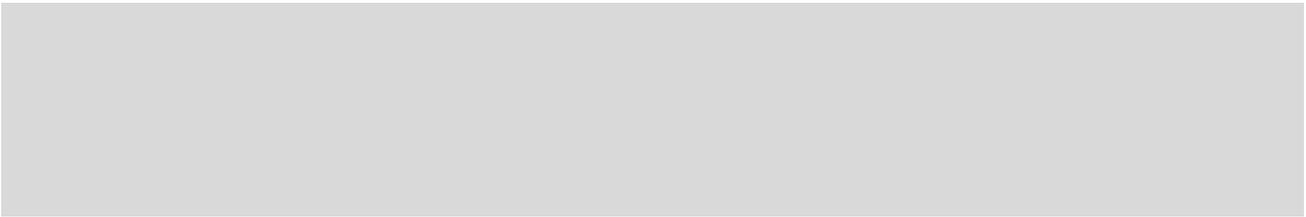
SIGNAGE DETAILS

Location and detail of how the signage will be managed before and after the event.



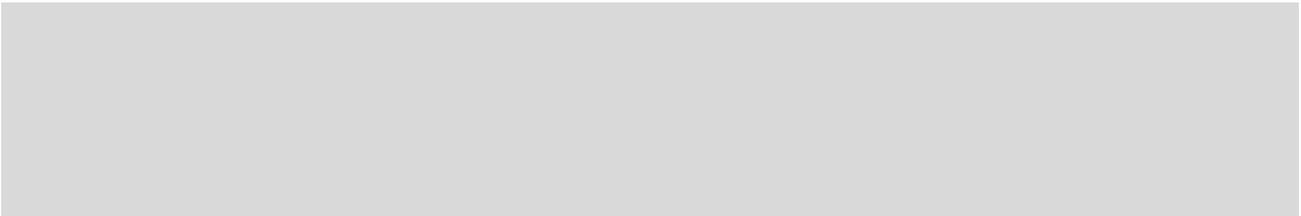
ELECTRICAL, WATER AND UTILITY SERVICES

Explain how electrical, water and utility services will be managed before, during and after the event.



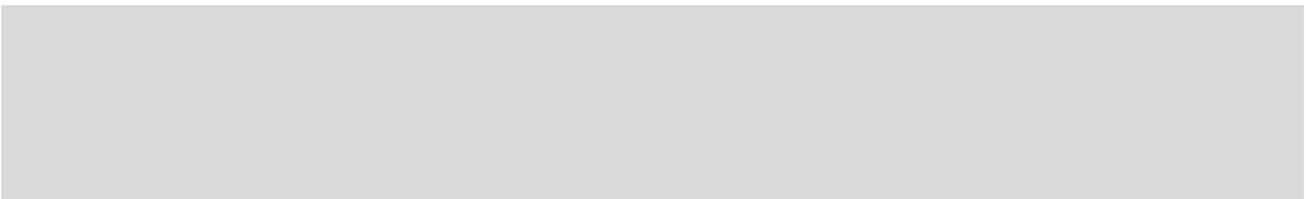
LIST OF VENDORS AND/OR LIVE ENTERTAINMENT

List of vendor(s) and merchandise, food or alcoholic beverages to be sold including, name, address and phone number.



FIREWORKS, PYROTECHNICS DISPLAY AND OR AERIAL EVENT

List of vendor(s), site plan and how fireworks, pyrotechnics display and/or aerial event will be managed before, during and after the event.



SPECIAL EVENT REGULATIONS

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. [H:/Master Forms/Fire Protection Permit Application \(updated 05/13/25\) SW](#) 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, county and local regulations. 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 City of Anna Code Compliance Division. Proof of compliance must be submitted 2 weeks prior to the event. [City-of-Anna-Food-Establishment-Permit](#)

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 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. The City reserves the right to review and determine amount of coverage required based on level of activity and other factors 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 10 business days 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, RELEASE, 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 with, or in connection to the Special Event, including but 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 act, error or omission of the undersigned, or its officers, employees, volunteers, or agents.

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.

Submittal Requirements:

Submittal Requirements:

1. Completed application with signatures and contact information.
2. Submit application fee (\$50) and deposit (\$300). (*Ord. No. 410-2008*; Create a user account and select special event here [Catalog - Anna, TX](#) to pay application and deposit fee.
3. Event site plan.
4. Statement of Intent to obtain Insurance and/or Proof of Insurance. (A copy of the Certificate of Insurance with the City of Anna listed as the additional holder is due a *minimum of 10 business days before event start date*). Failure to provide the certificate of insurance may result in cancellation of the event.
5. List of event details, vendors and current license(s) copy of current license(s) from vendor(s).

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. I have been given a copy of the Anna City Code Ch. 10, Art. 02, Div. 4 and have read the provisions contained therein and agree to abide by them. [City of Anna, TX Special Events](#)

I have read through all the regulations and requirements and agree to submit all documents required.

Applicant Name: _____

Signature: _____

Date: _____

For Office Use Only:

Date Application & Deposit Received (\$300):	Date Application Fee Received (\$50):
Received By: _____	Received By: _____
Check # _____	Check # _____
Receipt # _____	Receipt #: _____
Required Documents Rec'd: <input type="checkbox"/> Completed Application <input type="checkbox"/> Insurance <input type="checkbox"/> Food Vendor List <input type="checkbox"/> Sound System <input type="checkbox"/> Site Plan <input type="checkbox"/> Alcohol Request (optional) <input type="checkbox"/> Other: _____ _____	
<input type="checkbox"/> Approved by: _____ <input type="checkbox"/> Permit Issued Date: _____	