



Special Event Permit

All fields are required

EVENT NAME: _____

EVENT DATE/TIME: _____

EVENT LOCATION: _____

DESCRIPTION OF EVENT:

EVENT COORDINATOR/ PRIMARY CONTACT:

Name: _____ Phone: _____

Email: _____

PROPERTY OWNER: *(Must have written permission from owner approving event)*

Name: _____ Phone Number: _____

Address: _____

Email: _____

For non-profit organizations requesting waiver of permit fees, please complete the **Waiver Request Form** and submit the completed form with this application. Applications must be submitted a minimum of 15 days prior to the event to ensure timely placement on future council agendas. Please ensure attendance at the City Council meeting; if there is no representative at the City Council meeting, the waiver of fees will be denied and fees will be due prior to the permit being issued. ****For nonprofit organizations, please be sure to submit proof when going before council, any incomplete applications will not be processed****

Please read the requirements listed on the back of this form and the City of Nolanville Zoning Ordinance No. 6051-12 Section: 609.1: Special Event (Temporary) for all information regarding Special Events.

I certify that I have read and examined this document, additional information and know the same to be true and correct.

Signature of Applicant

Date

Application Received: _____

Received By: _____

Event Fee: _____

Waiver Requested? YES NO

Council Meeting: _____

Approved: YES NO

City Manager: _____

Public Works: _____

Police Department: _____

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Along with the above required information the following shall be included with this application:

- A legible site plan drawn to scale and/or with dimensional detail showing the location, size, number and configuration in detail of the different component parts of the temporary special event, including, but not limited to, the following:
 - All shows;
 - Concessions;
 - Amusements (specifically including, but not limited to, inflatable slides and jump houses) or rides;
 - Businesses;
 - Signs, including balloons or inflatable devices , that are visible from the public right-of-way;
 - Entrances and exits;
 - Parking area;
 - Sanitary facilities
 - Loudspeakers or sound-amplification devices (together with an indication regarding their directional orientation.
- A written lease or agreement from the owner of such property granting the applicant permission to operate a temporary special even on said property during the dates of the proposed application. The written lease or agreement must be signed by the owner of such property and be properly notarized.
- Proof of public liability insurance; may be required to have a minimum combined limits of \$1,000,000.00.
- Safe and orderly movement of normal traffic shall not be substantially interrupted. The City may require the permit holder to provide additional signage for traffic control and safety-related issues, as deemed necessary by staff. If any special event is located adjacent to or abutting TXDOT-controlled road, a TXDOT sign permit must be obtained and signs must be in place before the event starts. (The specific requirements for TXDOT signs may be waived if staff determines that sufficient traffic control measures are already in place.)

Along with the above requirements, please make sure to refer to the City of Nolanville Zoning Ordinance No. 6051-12 Section: 609.1: Special Event (Temporary) for all information regarding Special Events.

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