



# City of Kerrville

## APPLICATION FOR SPECIAL EVENTS PERMIT

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

Staff: \_\_\_\_\_

- Permit Fee: \$30 (this does not include applicable deposits or rental fees)
- Application must be submitted no later than 30 days *prior* to date of event or set up date, whichever comes first.
- Return to:

Parks and Recreation Department	Phone: (830) 257-7300
2385 Bandera Hwy	Fax: (830) 896-6220
Kerrville, Texas 78028	E-mail: tina.north@kerrvilletx.gov

**Application Date:** \_\_\_\_\_

### Section A

Official Name of Event:

Briefly describe your event. Be sure to include the purpose of the event and other planned activities:

**Note:** Attach detailed site map

Location of Event:

Parking Location:

Date of Event: Time – From: To:

Date of Event set-up: Time – From: To:

Organization:

Event Coordinator:

Mailing Address:

Contact Phone #: Alternate #: Email Address:

### Section B

Approximate number attending:

Sanitary Facilities (i.e. port- a- potties): **Y / N**

Will you require temporary street closure: **Y / N**

If yes which location:

What traffic signal company will you be using?

**Note:** Use of Holdsworth Drive will require a contraflow set-up, street barricades, directional sign boards, and peace officer staffing, as required.

### Section C

Will food or beverages be **served** to the public? **Y / N**

Will food or beverages be **sold** to the public? **Y / N**

**Note:** If there will be food served or sold please make sure you have submitted a Temporary Health Permit Application.

Will alcoholic beverages be **served**? **Y / N**

Will alcoholic beverages be **sold**? **Y / N**

**Note:** If there will be alcoholic beverages sold or served please make sure you have submitted a TABC permit.

### Section D

Please Indicate whether you will have any of the following involved in the event:

Temporary structures, tents, canopies, membrane structures or air-filled amusement structures (i.e. bounce house, mazes or slides): **Y / N**

Please specify:

Which company will you be using? **Note:** Must provide copy of permit issued by the Fire Marshall

Motorized rides: **Y / N**      Fire Pits (i.e. barbeque cookers): **Y / N**      Bonfires: **Y / N**

Deep Fat Fryers: **Y / N**      Pyrotechnics: **Y / N**      Animals: **Y / N**

Aerial Attractions: **Y / N**      Electrical Equip.: **Y / N**

Fuel-powered equip. (generators, amusement rides, air-blowers): **Y / N**      Other:

**Note:** If you indicated "Y" (Yes) on any of the above activities, permits are required from the Fire Marshal's Office prior to setting the activities and / or event up.

**Section E**

**Please Read Before Signing**

THE UNDERSIGNED APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF KERRVILLE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS AND CAUSES OF ACTION RESULTING FROM INJURY OR DEATH, OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THIS SPECIAL EVENT, EXCEPT FOR INJURY, DEATH, OR DAMAGE TO PERSONS OR PROPERTY RESULTING FROM A NEGLIGENT ACT OR OMISSION OR WILLFUL MISCONDUCT OF THE CITY OF KERRVILLE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES. IN THE EVENT THAT THE UNDERSIGNED APPLICANT AND THE CITY OF KERRVILLE ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH TEXAS STATE LAW, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY OF KERRVILLE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES UNDER TEXAS LAW AND WITHOUT WAIVING ANY OTHER LAWFUL DEFENSES AVAILABLE.

The undersigned applicant acknowledges that he/she has been provided a copy of the Special Events Ordinance, Chapter 14, Article III, the Park Rules Ordinance, Chapter 74, Article I, and , if applicable, the Street Closure Ordinance, Chapter 102.

The undersigned applicant acknowledges and agrees that any costs incurred by the city, associated with this event, may become the applicant's financial responsibility. Applicant will be provided written notice of costs and an opportunity to respond before such costs are assessed to the applicant.

The undersigned applicant acknowledges and agrees that clean-up will be completed the same day that the event closes or before 7:30am the following morning, or the deposit will automatically be forfeited.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

===== FOR STAFF USE ONLY =====

Department Review	Comments	Approving Signature/ Title
Parks & Recreation		
Police Department		
Fire Department		
Public Works		

Request Requires	YES	NO
City Council Approval		
Exception to the Noise Ordinance		
Parade Permit		
Other Requirements:		

Request Approved by:

\_\_\_\_\_  
Ashlea Boyle, Director of Parks & Recreation