

Date Received: \_\_\_\_\_ Contract Number: \_\_\_\_\_



# Special Events Application

City of Manor  
Community Development Department  
105 E Eggleston St, Manor TX 78653  
Phone: (512) 272-5555 opt. 5 / E-mail: [park-events@manortx.gov](mailto:park-events@manortx.gov)

All required insurance, bonds, permits, and documents, as outlined in the Manor Code of Ordinances, must be submitted with the reservation request.

Applications must include the \$50 non-refundable processing fee and be submitted at least one month before the event date.

All event fees must be paid in full ten (10) days prior to the event.

## Applicant(s) Information

Name of Applicant: Derrick White

Organization/Company Name: Evolution of Health, Corps

Individual     Business     Organization     Corporation     Non-Profit     Government

Address: [Redacted]

Driver's License Number (Copy of I.D. Required): [Redacted]

Tax Exempt Non-Profits 501 (c)(3) Tax ID (if applicable): [Redacted]

Phone: [Redacted]

E-Mail Address: [Redacted]

Alternate Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Type of Special Event Permits *(See city fees)*

Temporary Gathering

Block Party

Street Closure

Walking or Running Events

Parade

## Special Event Details

Event Name: 2025 Manor Community Day & 5K

Date: 6/14/2025

Day of the Week: Saturday

Set-up Time: 6:00 am

Break Down Time: 1:00pm

Event Start Time: 7:30 am

Event End Time: 12:00 pm

Describe Event in Detail:

The Manor Community Day & 5K is a wellness-focused event designed to inspire and motivate community members to embrace a healthier lifestyle.

Maximum Attendance	Adults:	Youth:	Total:		
Is this event a fundraiser?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain: <small>The proceeds from this event will support the organization's initiatives and programs.</small>		
Will alcohol be present?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, type (e.g. beer, wine):		
Will the alcohol be for sale?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will the alcohol be free?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will food be at your activity?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain: <b>We may have food vendors</b>		
Will the food be for sale?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Will the food be free?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Will there be an entry or parking fee?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain:		
Will the parking lot be utilized for anything else besides vehicle parking?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain: <b>Manor PD &amp; Food Vendors may use the parking lot</b>		
Will there be parking attendants?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many? <b>10</b>		
Will there be offsite parking?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain:		
Will money be charged or exchanged?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain:		
Will there be amplified sound?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain: <b>We will have a DJ</b>		
Will there be live entertainment?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain:		
Will there be animals?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain:		
Are you blocking/closing streets?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, which street: <b>See Map</b>		
Will there be a first aid station?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain: <b>First responders will be on-site</b>		

**Utilities** *(City does not provide utilities for temporary structures. Utilize are limited)*

Electricity	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Water	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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**Equipment for Rent** *(Additional fees may apply. See city fees)*

Barricades Fencing <i>(for all street/parking/area closures, barricades are required)</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>			
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**Temporary Structures**

*Must meet County Fire and Building Codes.*

*Applicants must apply for the fire permit (if applicable) before the reservation is approved. The fire permit must be submitted with the application.*

*Must submit a map identifying where each structure/activity will be located.*

Will you have a Pop-Up Tent?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Qty:	Size: <b>8x8</b>
Will there be bouncy houses?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Qty:	Size: <b>Various</b>

Will there be barricades or fencing?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Length (identified in map):
Will there be carnival/amusement rides?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, type: Qty: Insurance Provider:

Other temporary structures: \_\_\_\_\_

### Staff *(Additional fees may apply. See city fees)*

Will you need staff support or event planning?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will you need staff present during the reservation?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many?

### Police & Police Equipment *(Additional fees may apply through the Manor Police Department. See police fees)*

Will you need Police present?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many? <b>Unsure</b>
Will you need police traffic control?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

Police Department Community Trailer	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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### Rules and Regulations *(Initials on the line)*

DJW **Reservation Timeline:** You can reserve up to a year in advance, but at least a month before your event. No applications will be accepted less than a month before.

DJW **Application Accuracy:** I confirm that all details in this application are true. If anything is false or if the event doesn't follow the described plan or laws, the City can cancel the event and void any contract.

DJW **Cancellation Fees:** If you cancel your reservation, 50% of the fee is non-refundable. If canceled less than two days before, the fee is non-refundable. Damage deposits are refunded if rules are followed, and the permit is issued once all fees and documents are submitted.

DJW **Event Cancellation by the City:** The City can cancel an event for emergencies or uncontrollable reasons without liability. If the City cancels, you'll receive a refund.

DJW **Weather-Related Cancellations:** No refunds for bad weather. You can reschedule up to two days before the event. Refunds will be processed within 15 business days.

DJW **Financial Responsibility:** I agree to cover any damages to City property and legal fees if the City needs to enforce the contract.

DJW **Clean-Up:** I agree to clean up the event site after the event. If not, the deposit will be forfeited, and I may be billed for cleanup.

DJW **Indemnity:** I agree to protect the City from any legal claims or costs resulting from the event.

DJW **Reporting Issues:** I will report problems within 48 hours. Requests made after this time will not be processed. These instances can be reported by telephone at (512) 272-5555 Opt. 5, or through E-mail at park-events@manortx.gov. If you have safety concerns or on-site problems, please contact the on-call staff at (737) 329-2510.

DJW **Temporary Structures:** All temporary structures must be listed. No staking tents or structures; they must be weighed down unless approved. A generator must be provided for temporary structures.

DJW **Restrooms:** If the location doesn't have restrooms, I will provide them.

DJW **Event Map:** The event map provided is correct and includes details about structures, parking, exits, fire lanes, and more.

DJW **Wastewater Disposal:** I will submit a plan for wastewater disposal, approved by the Utilities Department.

DJW **Amplified Sound:** Amplified sound (music, speech, etc.) requires a permit. It must not disturb nearby homes between 7:00 a.m. and 10:00 p.m.

DJW **Food and Beverages:** If you're selling food to the public, you must have the necessary permits. You must follow all local laws.

DJW **Alcohol:** Alcohol is only allowed if permitted. A Texas Alcoholic Beverage Commission (TABC) permit is required, and drinks must be served by certified servers. Proof of liquor liability insurance is also required.

DJW **Liability Insurance:** You must provide liability insurance for the event, with specific coverage amounts and requirements per the City of Manor Code of Ordinance.

DJW **Compliance:** I agree to follow all local, state, and city rules and regulations. (*City of Manor Code of Ordinance for more details*)

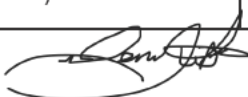
## Agreement and Signature

I, the undersigned representative, hereby affirm that I have reviewed the rules and regulations pertaining to this application and am duly authorized by the organization to submit this application on its behalf. I further certify that the information provided herein is complete and accurate to the best of my knowledge.

Name (printed)

Derrick White

Signature:



Date: 2/9/2025

## Office Use Only

### Required Documents:

- Detailed Map of Event

### Supplemental Documents (if applicable)

Tax Exempt Non-Profits 501 (c)(3)

Insurance

TABC Permit

Fire Permit

Food Vendor Permits

Security Plan

Other:

Other Agencies Permits:

Community Development Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works/Parks Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment

All payments must be received by 5 business days before the reserved day

Acceptable forms of payment are:

- Cash
- Card (Visa & Master card + \$3.00 service charge)
- Money Order or/and Business Check (Made payable to the City of Manor).

Payments can be sent by mail, phone, or made in person at: Manor City Hall, 105 E. Eggleston St. Manor, TX 78653  
(512) 272-5555 opt. 1  
Monday - Friday, 8 a.m. to 5 p.m.

Method of Payment: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Recv'd: \_\_\_\_\_