



## SPECIAL EVENT PERMIT

Completed application(s) and permit fee are required 30 days prior to the scheduled event date. *Application Submittal does not guarantee permit approval. Incomplete application(s) will not be accepted.*

To submit your application please email [events@ci.montgomery.tx.us](mailto:events@ci.montgomery.tx.us)

Event Information		
Name of Event: Montgomery Antiques & Uniques <i>Festival</i>		
Proposed location of Event: McCown St/ College St/ Caroline St		
Event Start Date: May 2, 2025	Event End Date: May 4, 2025	Number of Days: 5
Event Start Time: 10 am 9 am 10 am	Event End Time: 6, 7, 4 PM	Total Number of Hours:
Anticipated number of attendees per day: 1000		
Admission Fee	Type of Event	
<input checked="" type="checkbox"/> No, the event is free admission. <input type="checkbox"/> Yes, if so, what is the fee? _____	<input type="checkbox"/> Concert/Dance <input checked="" type="checkbox"/> Festival/Carnival <input type="checkbox"/> Parade <input type="checkbox"/> Walk/Run <input type="checkbox"/> Other: _____	
Event Organizer Information		
<i>If an applicant is filling out the application in behalf of the event organizer, please submit a letter of consent.</i>		
Name: Full Street Events		
Address: 18405 FM 149 Rd		
Phone Number: 281-541-3426	Email Address: fullstevents@gmail.com	
Additional Applicants		
<input type="checkbox"/> Check the box if the event host, chairperson or point of contact is the same as stated above.		
Name(s): Kambra Drummond		
Address:		
Phone Number:	Email Address:	
Phone Number:	Email Address:	
Property Owner Information		
<i>Applicant(s) shall submit a copy of the "property use agreement" from the property owner allowing use of the property for the event.</i>		
Name: City of Montgomery		
Address:		
Phone Number (s):	Email Address:	

**Amusement Rides/Inflatables/Bounce House(s)**

**Will amusement rides/inflatables/bounce house(s) be used in conjunction with the event?**

No

Yes, the proposed location(s) must be indicated on the event site plan.

**Required:** Certificate of Inspection and insurance are required for permit.

*Rides and/or attractions associated at special events shall conform with the statutory rules and regulations set forth in Chapter 21, Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. Certificates of Inspection and insurance will be required*

**Animals and Livestock**

Please check the box if this does not apply to your event.

**Will animals (other than pets on a leash) be part of the event?**

No

Yes, what type and how many? \_\_\_\_\_

**Requirements:** Hand washing station must be provided and shown on the site plan. Additionally, if horses will be present at the event, each horse must have an Equine Infectious Anemia (EIA) testing form.

**Sanitation Services**

Please check the box if this does not apply to your event.

**Brief explanation on the following**

**Portable Restrooms**

**Provider:** Honey Pot \_\_\_\_\_

**Trash/Dumpster**

**Provider:** WM \_\_\_\_\_

*The City of Montgomery is subject to request verification for sanitation. Show on the site map where the above will be located.*

**Event Vendors**

Please check the box if this does not apply to your event.

**Event organizers must provide a list of planned vendors. In Montgomery, vendors operating solely during the event are not required to obtain permits. However, organizers are accountable for ensuring vendors comply with health and safety regulations.**

Will have food vendors during the event hours.

Will have beverages/alcohol vendors during the event hour.

Will have non-food vendors during the event hours.

Will any vendors be using propane? no

Will alcohol be sold or allowed (BYOB) at this event? local establishments only

**If alcohol is present, the event applicant/host must provide a copy of TABC Permit and proof of Host Liquor Liability insurance.**

## City of Montgomery Event Questions

### What events qualify for a special event?

*Special event* means a sports event, pageant, celebration, historical reenactment, entertainment, exhibition, parade, fair, festival, or similar activity that is not a demonstration, engaged in by one or more persons, and could potentially impede traffic, impact city infrastructure or operations, and/or disrupt the general public's quiet enjoyment of their day.

*Street* means the entire width between the boundary lines of every way publicly maintained, where any part thereof is open to the use of the public for purposes of vehicular travel, including the ditches, drains, median, sidewalk and esplanade thereof, of any public alley, road, street, avenue, parkway or highway which is located within the city.

*Street festival* means any event, activity or entertainment sponsored by any organization, entity, or individual which may attract 25 or more persons and conducted in whole or in part within any street and for which admission may be charged or at which peddling, hawking, soliciting, transient dealing, or operation of a mobile food unit may occur. The term "street festival" shall not include a rally conducted in support of or opposition to a candidate for political office or a ballot proposition in any election called by a federal, state or local unit of government.

### Do vendors need the City of Montgomery?

They will not need to apply for a permit while operating during the event hours as long as the event organizer submits an event vendor list with the permit application. If the vendor plans to operate regularly in Montgomery on other days and hours not regulated by an event organizer, they'll need a separate vendor permit.

[https://library.municode.com/tx/montgomery/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH64PESOVE](https://library.municode.com/tx/montgomery/codes/code_of_ordinances?nodeId=COOR_CH64PESOVE)

### What are the basic requirements?

- Application must be completed.
- Site map will need to show location along with everything that will part of the event.
- Event insurance covers the event and the City of Montgomery.
- Other requirements will apply based on your event.

### For Office Use Only

City Event      Special Events Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Submittal Received: City Staff: Diana Titus Date: 1-10-25

#### Application Reviewed:

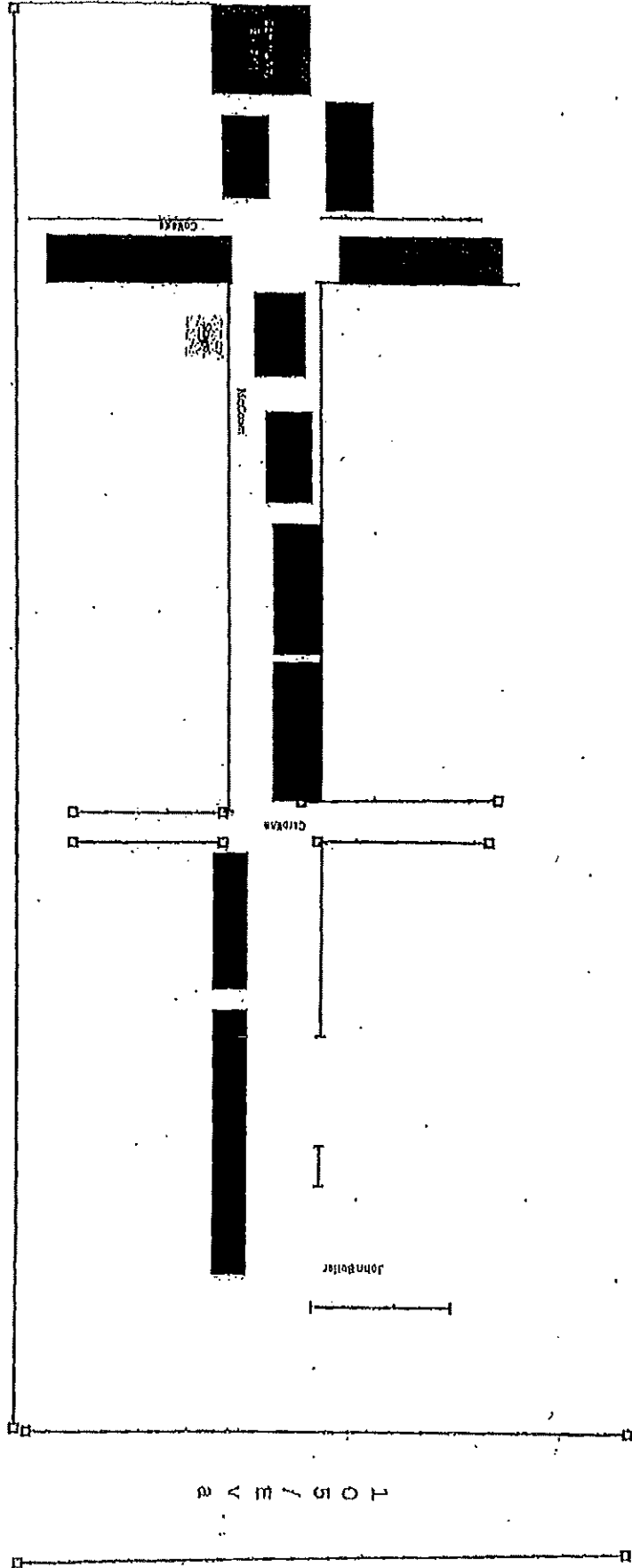
- Approved  
 Rejected

City Administrator: \_\_\_\_\_

City Secretary: \_\_\_\_\_

Chief of Police: \_\_\_\_\_

149/Liberty



## Stephanie Johnson

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**From:** Kambra Drummond <kamdrummond46@gmail.com>  
**Sent:** Friday, January 17, 2025 2:31 PM  
**To:** Stephanie Johnson  
**Subject:** Re: Special event permit. Need proof of insurance naming City of Montgomery as additional insured

At our meeting insurance was discussed but Sara confirmed that this would be under this city's  
Has that now changed?

In the past the insurance was never purchased until right before the event, this was before it was done  
under the city's policy.

Please let me know what is required now.

I know what is on the event application, but that is not what was discussed and what I thought was  
agreed on

Thx  
K

Sent from my iPhone

On Jan 17, 2025, at 10:41 AM, Stephanie Johnson <sjohnson@ci.montgomery.tx.us> wrote:

Hi Kambra,

Please send proof of insurance. The following shall be listed in the Description of  
Operation;.....EXACT WORDS..... **"The City of Montgomery, its' officers, officials,  
employees, boards and commissions, agents, and volunteers are to be covered as  
"Additional insured", as required by the contract in respect to liability arising out of  
premises owned, occupied or used by the Festival/Event." \*\*The sales tax rate of  
8.25% applies within the City of Montgomery. \*\* All vendors operating in the City of  
Montgomery should properly report sales tax from this event as occurring in the City  
of Montgomery**

Best,

Stephanie Johnson  
City of Montgomery  
Special Events Coordinator  
D: 936.597.6719  
M: 214.236.9507