

10-326

	CITY OF SANGER	Parks & Recreation Department 201 Bolivar St Sanger, Texas 76266 940.458.2718
	SPECIAL EVENTS APPLICATION	

This application will either be approved, approved with conditions, denied, or more information will be requested within twenty (20) business days of submission to the Parks and Recreation Department. Due to the nature of some events, additional information may be requested. Application must be submitted no less than thirty (30) days prior to the event. In the event of a street closure, applications must be submitted no less than forty-five (45) days in advance.

APPLICANT INFORMATION

Date: 10-25-26
 Contact Name: Meghann Percy Contact Address: 201 Bolivar
 Mailing Address: 201 Bolivar, Sanger TX 76266
 Phone # 940 458 2571 Fax # _____
 Cell # 903 244 4297 E-mail: MPercy@sanger-texas.org
 Approval Of Property Owner: _____ Phone # _____

SPONSORING ORGANIZATION INFORMATION

Name: City of Sanger Address: _____
 Head Of Organization: _____ Phone # _____

EVENT LOCATION AND DESCRIPTION

Name of Event: Old Bolivar Station Songwriters Festival "OBS"
 Frequency of Event: ☒ Annual ☐ One Time Only ☐ Other
 Event Location: Downtown Site Plan Required: Yes / No
 Name of Property Owner: City of Sanger Address: _____
 Hours of Operation: From: 4 AM / (PM) To: 10 AM / (PM)
 Start Date: 10/3/26 End Date: 10/3/26 From: 4 AM / (PM) To: 10 AM / (PM)

TYPE OF EVENT

DETAILED DESCRIPTION OF EVENT: OBS event has live music, food & merch
Vendors

EXPECTED ATTENDANCE: 1500

ROAD CLOSURE REQUESTED: Yes / No If the applicant is requesting closure of city roads a site plan will need to be submitted with the application to include roads that the applicant suggests to have closed during the event.

IS THE USE OF ALCOHOL BEING REQUESTED: Yes / No If the applicant is requesting to sell, distribute, consume, or possess alcoholic beverages on any city-owned property, approval by the City Council is required and all TABC regulations must be met. Copies of valid TABC permits and or licenses used must be submitted at the time of the application.

Applicants Signature: Meghann Percy Date: 6-25-26

CITY PERSONNEL USE ONLY

Route to each department for recommendation/approval:

Public Works: [Signature]

Recommended/Not Recommended Date: 7-9-2026

Police Department: [Signature]

Recommended/Not Recommended Date: 7-13-24

Parks Department: [Signature]

Recommended/Not Recommended Date: 7-9-2026

Fire Department: [Signature]

Recommended/Not Recommended Date: 7-9-2024

Street Department: [Signature]

Recommended/Not Recommended Date: 7-9-26

Electric Department: [Signature]

Recommended/Not Recommended Date: 7-9-24

City Manager: _____

Approved/Not Approved Date: _____

DATE RECEIVED / /

PERMIT: ☐ APPROVED ☐ DENIED

SIGNATURE OF OFFICIAL: _____

DATE: / /

ADDITIONAL COMMENTS:

APPLICANT RESPONSIBILITIES

- A. The applicant will clean the grounds, remove equipment, and restore the permitted site by 12:00 p.m. of the day after the event. The sale of goods, food, beverages, or other such items on City property can be authorized only in the absence of a concessionaire in the permitted site or his inability to supply the needs of the proposed activity.
- B. Adequate security for crowd control must be provided by the applicant.
- C. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, signpost, utility pole, or tree.
- D. Applicant will furnish a map showing the area where the special event is to be conducted. Events that require street closures will need a map/site plan submitted with the application. The applicant must submit a site plan to indicate the number of vehicles, animals, participants, route, etc., for consideration, if applicable to the event.
- E. Alcoholic beverages are prohibited on public property unless approved by the Sanger City Council in accordance with the City's Special Event Ordinance.
- F. An applicant for a special event permit shall execute a written release of liability and agreement to indemnify the city and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the special event, as contained in the application form.
- G. The event organizer, with an expected street closure, shall notify all residences and businesses within the street closure area.

Other conditions in connection with this event are as follows:

Alcohol

Additional items, agreements, and/or permits needed for the event (varied by event)

- ☐ Amusement Ride Certification of Inspection
- ☐ Certificate of Insurance with the City of Sanger as an *Additional Insured*
- ☐ Map of Streets and Pedestrian Ways

Applicant Signature: _____

Meghann Purdy

Date: _____

6-25-26

**CITY OF SANGER
PARKS & RECREATION DEPARTMENT
SPECIAL EVENT DETAIL**

ADDITIONAL QUESTIONS (VARIED BY EVENT)

1. Will food and/or beverages be served? Yes ☒ No ☐

If yes, booths will need to be inspected. ✓

2. Will electricity be requested on site? Yes

If provided by generators, please list quantity and sizes: 12?

How will they be screened? _____

3. Will water be needed for this event? Yes ☒ No ☐

4. Will tents/canopies be used in conjunction with event? Yes ☒ No ☐

No more
If yes, how many? than 30 Will the tents(s) have sides? Yes ☐ No ☐

If yes, how many sides will be closed? _____ On public roadway? Yes ☐ No ☐

5. Will animals be used in conjunction with the event? Yes ☐ No ☒

If yes, how many? _____

6. Proposed parking locations and number of parking spaces provided: Near square,
2nd, 3rd, 4th

7. Will signage be used in conjunction with the event? Yes ☒ No ☐

If yes, the size and location(s) of the signage must be indicated on the Site Plan.

8. Will loudspeakers be used in conjunction with the event? Yes ☒ No ☐

If yes, what are the hours of use of the loudspeakers? 5 AM / PM to 10 AM / PM

Location(s) and the positioning of the loudspeakers must be indicated on Site Plan.

9. If applicant is requesting to sale, distribution or consume alcoholic beverages on city property, all Texas Alcohol and Beverage Commission (TABC) permits will be required before City Council approval.

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City shall so notify the applicant. In such an event, the City of Sanger incurs direct costs associated with the event; the applicant will be responsible for payment in advance to cover these expenses.

Due to the nature of some events, the following additional information or plans may be required where applicable to the event type:

- (1) Facilities. A set of plans and specifications relating to all temporary facilities to be constructed or utilized for the special event.
- (2) Fire protection. A plan for prevention of fires and for adequate protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, and adequate access for fire trucks and emergency vehicles.
- (3) Concession service. A plan to provide food and beverages.
- (4) Emergency medical service. A plan to provide adequate emergency medical services at the special event.
- (5) Parking. A plan to provide adequate parking for the proposed special event, including written permission in the form provided by the city executed by all of the owners of the land to be used for the special event.
- (6) Event security. A plan providing for adequate safety, security, traffic, and crowd control in connection with the special event. The City of Sanger Police Department will determine if and how many police officers will be required at your event. When security officers are deemed necessary, the applicant must use licensed TCOLE officers. The City Police Department must approve the security event plan before the event application will be approved. Expenses for event security will be paid by the event organizer.
- (7) Promotional plan. If applicable, a plan to promote, market, and advertise the special event.
- (8) Sanitation plan. A plan to ensure that the highest standards of cleanliness and sanitation are maintained at the special event, including adequate restroom facilities, and a plan to empty refuse containers frequently to prevent overflow.



Request for Temporary Street Closings For Special Events

Requests for temporary street closings must be made at least thirty (30) days prior to the event. Chapman Road aka FM 455 and Business I-35 aka 5th Street are State Highways and cannot be closed for Special Events. Requests may or may not be approved for various reasons. A denied request may be appealed to the City Council if time permits. For that reason you are encouraged to apply as far in advance as possible. Police officers will not be provided at the blocked intersections.

Event: Old Bolivar Station Songwriters Festival

Sponsoring Person and Party: City of Sanger

Contact Name (Work, Home, Cell): Meghann Piercy 940-458-2571

E-mail: mpiercy@sangertexas.org

Event Date(s): 10/3/26 Time Range (From-To) 4pm-11pm

Streets requesting to be closed: Bolivar @5th & 2nd, 4th @PapaDs/Whitworth & Bolivar, 3rd @Bolivar, and alley by PW

Time of Closing: Noon Time of Reopening: 11:00 pm

By signing this request you are agreeing to the following: You are responsible for setting up the barricades at the designated time of closing and taking them down at the designated time of reopening. Barricades must be arranged as shown on the attached drawing. If you fail to take down the barricades you will be charged a minimum \$100 charge for take down of the barricades by City employees. You are responsible for removal of any and all trash generated by the event. You must provide homeowners in the closed area access to their driveways and houses during the closure, and provide emergency vehicles access during the closure. Closed streets must be immediately reopened upon demand from an authorized City employee.

Signature: Meghann Piercy Date of Request: 7/2/26

Office Use Only

The above application has been reviewed and is recommended/not recommended for approval (If approval is not recommended, state the reasons and attach a separate memo):

Fire Dept: Mike Kumes Recommended/Not Recommended Date: 7-9-26

Police Dept: Chuck Recommended/Not Recommended Date: 7/13/26

Street Dept: [Signature] Recommended/Not Recommended Date: 2-9-2026

PW Director: [Signature] Recommended/Not Recommended Date: 7-9-2026

City Manager: [Signature] Approved/Not Approved Date: 7-13-26

[illegible]