

	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: _____

Contact Name: _____ Contact Address: _____

Mailing Address: _____

Phone # _____ Fax # _____

Cell # _____ E-mail _____

Approval Of Property Owner: _____ Phone # _____

SPONSORING ORGANIZATION INFORMATION

Name: _____ Address: _____

Head Of Organization: _____ Phone # _____

EVENT LOCATION AND DESCRIPTION

Name of Event: _____

Frequency of Event: ☐ Annual ☐ One Time Only ☐ Other

Event Location: _____ Site Plan Required: Yes / No

Name of Property Owner: _____ Address: _____

Hours of Operation: From: _____ AM / PM To: _____ AM / PM

Start Date: ____/____/____ End Date: ____/____/____ From: _____ AM / PM To: _____ AM / PM

TYPE OF EVENT

DETAILED DESCRIPTION OF EVENT: _____

EXPECTED ATTENDANCE: _____

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: _____ Date: _____

CITY PERSONNEL USE ONLY

Route to each department for recommendation/approval:

Public Works: _____	Recommended/Not Recommended Date: _____
Police Department: _____	Recommended/Not Recommended Date: _____
Parks Department: _____	Recommended/Not Recommended Date: _____
Fire Department: _____	Recommended/Not Recommended Date: _____
Street Department: _____	Recommended/Not Recommended Date: _____
Electric Department: _____	Recommended/Not Recommended Date: _____
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:

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: _____

Date: _____

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? _____

If provided by generators, please list quantity and sizes: _____

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 ☐

If yes, how many? _____ 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: _____

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? _____AM / PM to _____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.