



# SPECIAL EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, TX 77375 | 281-351-5484

An application to stage an event within the city of Tomball shall be filed with the Marketing & Tourism Team at least 180 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by the Tomball City Council.

Date: 2/12/24

Is this event Co-City sponsored? Yes  No

Request for permission to use a public venue for the following type of event (please check one):

Festival  Community Event  Arts & Crafts Event  Music Event  Other (specify) \_\_\_\_\_

1. Event title: Big Show at the Depot

2. Sponsoring entity: Rotary Club of Tomball

3. Is this organization based in Tomball: Yes  No

4. Is this organization *non-profit*  or *for-profit*  \*Attach 501 (c) (3) tax exemption if applicable

5. Contact: Dennis Wilkins Phone: 713-447-1930

6. Contact address: 12515 Fort Isabella Dr., Tomball, TX 77375

7. Contact email: dennis@thewwtech.com

8. Event date: 10/5/20

9. Event times: Start 4pm Finish 9pm Set-up 7am Breakdown 11pm

10. Is this event for charity? Yes  No

11. If yes, what charity? Tomball Rotary Foundation Tax ID 27-471-9115

12. If yes, what percentage of net proceeds will be donated to the charity? 100%

13. On-site contact: Dennis Wilkins Mobile #: 713-447-1930

14. Estimated number of attendees: 2000

15. Detailed site map in attached: Yes  No

16. Is this event open to the public: Yes  No

17. Admission fee: \$ 50 Free

18. Time at which event staff will begin to arrive: 7am

19. The applicant will defend and hold harmless the city of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses. Initial \_\_\_\_\_

20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured. Initial \_\_\_\_\_

21. Name of insurance carrier: Lexington Insurance Co.

22. Are Fireworks included in your event?  No  Yes (Must submit Fireworks Event Application)

Signature: \_\_\_\_\_

FOR OFFICIAL USE - Fee required: Yes  No  Amount Due: \$ \_\_\_\_\_

# Rotary Club of Tomball



February 12, 2024

To: Tomball City Council

Re: Tomball Rotary Annual Big Show at the Depot

Dear City Council Members:

We are planning for our annual Big Show at the Depot to be held on Saturday, October 5, 2024 from 3:00pm to 9:30pm. Proceeds from the event will be used to benefit the Tomball community in several areas including:

- Scholarships to local high school students as part of our Student of the Month program
- Various charities, such as: Families Feeding Families, Montgomery County Women's Shelter, Tomball VFW, Elijah Rising & TEAM
- Endowment to sustain scholarship programs and support future community projects

We are requesting the following support from the city of Tomball:

1. To use The Depot as our location for the event
2. Waive The Depot Rental fee
3. Trash receptacles and trash pick-up
4. Use of Electrical Outlets
5. Provide barricades for Elm, Walnut, Market & Fannin Streets

We will rent 4 tents for the event, establish a sanitizing area for the cookers, obtain appropriate food service license, and pay for two Tomball Police Officers for security. We will enlist the help of Jimmy Rogers (Boots for Troops) to help facilitate the musicians, stage, etc. Of course any other needs as necessary will be addressed by us.

We appreciate the opportunity to use The Depot for the 2024 Big Show at the Depot. Our show last year could not be done without the city's support our event and we are so thankful to have such an incredible City. Your support allows us to continue giving back to the needs of our community. We hope to continue our fundraising event at this fantastic venue.

Thank you for all your support!

Sincerely,



Dennis Wilkins,  
President-Elect Rotary Club of Tomball