



# 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: 03/19/2026 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: First Responders Luncheon (Police, Fire, EMS, Public Works)

2. Sponsoring entity: Frost Bank Tomball Financial Center

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: Vicki Clark Phone: Cell (281) 825-8331

6. Contact address: 14310 FM 2920 Rd., Tomball, Texas 77377-5504

7. Contact email: Vicki.Clark@frostbank.com

8. Event date: Wednesday, October 28, 2026

9. Event times: Start 11:30 am Finish 1:30 pm Set-up 10:00 am Breakdown 1:45 pm

10. Is this event for charity? Yes  No

11. If yes, what charity? \_\_\_\_\_ Tax ID \_\_\_\_\_

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

13. On-site contact: Vicki Clark Mobile #: 281-825-8331

14. Estimated number of attendees: 100 - 150

15. Detailed site map in attached: Yes  No

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

17. Admission fee: \$ 0.00 Free

18. Time at which event staff will begin to arrive: 10:00 am

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 Jme

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

21. Name of insurance carrier: Frost Insurance Agency

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

Signature: [Handwritten Signature]

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

**First Responders  
Appreciation Lunch**  
Tomball Depot  
October 28, 2026  
11:30am - 1:30pm



Fish Fry set up



Tables

