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: 6/16/25   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) Special Event for

1. Event title: Senior Picnic for Tomball High School

2. Sponsoring entity: Tomball High School and THS Senior Parent Organization

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: Mark Vierkant   Phone: 281-357-3220 ext 2215

6. Contact address: 30330 Quinn Road, Tomball 77375 (THS)

7. Contact email: markvierkant@tomballisd.net

8. Event date: 10/8/25

9. Event times: Start 8:45 am   Finish 2:00 pm   Set-up 7:00 am   Breakdown 3:00 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: Mark Vierkant   Mobile #: 281-433-6699

14. Estimated number of attendees: 750

15. Detailed site map in attached: Yes ☐   No ☑

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

17. Admission fee: $_____   Free ☑

18. Time at which event staff will begin to arrive: 7:00 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 *MBv*

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

21. Name of insurance carrier: TASB Risk Management Fund

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

Signature: _____

FOR OFFICIAL USE - Fee required: Yes ☐ No ☐   Amount Due: $_____