



# 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: December 1, 2025

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: Tidy Up Tomball

2. Sponsoring entity: Tidy Up Tomball Inc

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: Amanda Trickey Phone: 512.632.5662

6. Contact address: 30703 Raleigh Creek Dr

7. Contact email: Amanda@marketingtomball.com

8. Event date: April 11, 2026

9. Event times: Start 8 AM Finish 11:30 AM Set-up 5:30AM Breakdown 1:30PM

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: Amanda Trickey Mobile #: 512.632.5662

14. Estimated number of attendees: 500

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: 5:30AM - Set up Kick off - Map TBD

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 FE

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

21. Name of insurance carrier: United States Liability Insurance Group

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

Signature: [Signature] Tidy Up Tomball

FOR OFFICIAL USE - Fee required: Yes \_\_\_\_\_ No ☒

Amount Due: \$ \_\_\_\_\_