



SPECIAL EVENT APPLICATION

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

An application to stage an event within the City of Tomball shall be filed with the Community Events Coordinator 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 Tomball City Council.

Date: 8-1-22 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) Race 5K

1. Event title: Cruisin Crusader 5K
2. Sponsoring entity: Concordia Lutheran High School
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: Ashley Rains Phone: 832-528-6775
6. Contact address: 700 E. Main Street Tomball, TX 77375
7. Contact email: rainsa@clhs-tx.org
8. Event date: February 11th, 2023
9. Event times: Start 8:00am Finish 10:00am Set-up 6:00am Breakdown 10:30am
10. Is this event for charity? Yes ☐ No ☒
11. If yes, what charity? n/a Tax ID
12. If yes, what percentage of net proceeds will be donated to the charity?
13. On-site contact: Ashley Rains Mobile Phone: 832-528-6775
14. Estimated number of attendees: 250
15. Detailed site map in attached: Yes ☒ No ☐
16. Is this event open to the public: Yes ☒ No ☐
17. Admission fee: \$ 30 pre-reg Free ☐ \$ 35 day of
18. Time at which event staff will begin to arrive: 6:30am
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 AR
20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured.
Initial AR
21. Name of insurance carrier: Utica National Insurance Group

Signature: [Signature]

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



SPECIAL EVENT GUIDELINES & APPLICATION

CITY OF TOMBALL, TEXAS

Effective Date:

INTRODUCTION: Any organized activity or event and open to the general public that involves the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas in the City of Tomball require prior approval and must meet certain requirements for consideration.

PROCEDURES: Several procedures and guidelines must be followed before any non-city staged event may take place. Those include, but are not limited to, the following:

1. A completed Special Event application must be submitted to the Tomball Department of Marketing & Tourism at least 180 days prior to any proposed festival or event. Tomball City Council approval is required if event meets one of the following criteria: sale of alcohol, street closures or contains a request for in-kind donations from the City of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, a detailed site map, a list of planned activities, hours of operation, proposed vendors, food and beverage, entertainment and any other relevant aspects of the event.
3. If a charity is involved, or is the beneficiary of funds raised, information about the charity needs to be included as a part of the application process, as well as proof of non-profit status. If requesting in-kind services, preference will be given to organizations providing donations to agencies within the city limits of Tomball.
4. A fee equal to the actual cost of city services to host the event will be required of for-profit event planners to be paid no less than ten business days before the event. Non-profit organizations may request city services as an in-kind donation.
5. A meeting will be scheduled with the Tomball Events Team (representatives of Tomball Police, Fire, Public Works, Marketing and Northwest EMS) to discuss the merits and feasibility of the proposed event. The applicant is required to be at this meeting to answer questions regarding the application. Failure to attend will result in the event being cancelled by the City of Tomball.
6. If approved by the Tomball Events Team, the proposed event will be presented to City Council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
7. Ten days prior to the event, proof of general liability insurance (\$1,000,000 minimum) must be provided by the event organizer naming the City of Tomball as additional insured.
8. Event coordinators must provide their own volunteers or staff; oversee food and beverage permits, vendors, site clean-up and other aspects of staging a festival/special event.
9. Failure to comply with the guidelines listed above will preclude applicant from staging future events.

For additional information, or to submit an event application, please contact:

Sasha Smith – Marketing and Tourism Manager

401 Market Street

Tomball, Texas 77375

(281) 290-1003 | Email – ssmith@tomballtx.gov

22. Which of the following services are requested in support of this event:

☒ **Police:** Start time 7:30 to End time 10:30

☐ **Fire:** Start time _____ to End time _____

☒ **Public Works:** Start time 6:30 to End Time: 10:30

☐ **Marketing:** Start time _____ to End time: _____

☐ **Community Center:** Start time _____ to End time _____


☒ **Street closures/barricades:** Start time 7:45 to End time 10:15

☒ **Trash containers/dumpsters:** Start time 6:30 to End time 10:30

☒ **Restroom facilities/portacans:** Start time 6:30 to End time 10:30

☐ **EMS services:** Must be contracted separately at Northwest EMS

☐ **Other:** _____

Signature: 

Denise Fiore - Community Events Coordinator
City of Tomball
401 Market Street
Tomball, Texas 77375
281-351-5484
Email - dfiore@tomballtx.gov

FOR OFFICIAL USE - Deposit required: Yes ___ No ___ Amount Due: \$ _____

Internal Revenue Service
District Director

Department of the Treasury

Date: NOV 2 1983

Employer Identification Number:

76-0074905

Accounting Period Ending:

August 31

Form 990 Required: ☒ Yes ☐ No

► Concordia Lutheran High School of North
Harris County
P.O. Box 1339
Tomball, TX 77375

Person to Contact:

EO Technical Assistor

Contact Telephone Number:

(214) 767-2728

EO:7215:AS

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(ii)&509(a)(1).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000* If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

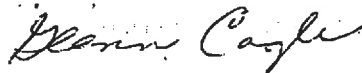
You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



GLENN CAGLE
DISTRICT DIRECTOR

* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year.

With respect to your admissions policy, you state that you will not practice discrimination on the basis of race, color, national or ethnic origin. As a school, you are required to maintain racially nondiscriminatory policies as described in Revenue Ruling 71-447, 1971-2 Cumulative Bulletin 231, and to comply with all the requirements of Revenue Procedure 75-50, 1975-2 Cumulative Bulletin 587.