



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: 3/29/24

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: Tomball Museum Center Car Social

2. Sponsoring entity: Tomball Museum 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: Tesa Harding Phone: 5129344241

6. Contact address: Tomball Museum, 510 Pine St. Tomball, Tx. 77375

7. Contact email: Tesah0303@gmail.com

8. Event date: 3/31/24 10/5/2024

9. Event times: Start 10 AM Finish 1 PM Set-up 9 AM Breakdown 2 PM

10. Is this event for charity? Yes ☒ No ☒

11. If yes, what charity? Museum Membership Only \$\$ Tax ID _____

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

13. On-site contact: Tesa Harding Mobile #: 5129344241

14. Estimated number of attendees: 200-300

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: 8:30 AM Day of _____

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 TH

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

21. Name of insurance carrier: Union Standard Lloyd's Policy # CNA 4577650-22

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

Signature: Tesa Harding

FOR OFFICIAL USE - Fee required: Yes ☐ No ☐

Amount Due: \$ _____