



# 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.

# SPECIAL EVENT APPLICATION

CITY OF TOMBALL | 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.

Today's Date: Wednesday June 8, 2023

Event Date: Saturday September 30, 2023 Is this event co-sponsored by the City? Yes x No \*yes due to the fact that we apply for a grant from the city for this event.

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Request for permission to use a public venue for the following type of event (please check one):

Festival \_\_\_ Community Event X Arts & Crafts Event \_\_\_ Music Event \_\_\_ Other (specify) \_\_\_

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1. Event title: Classic Car Day at The Tomball Museum  
Sponsoring entity: Tomball Museum
2. Is this organization based in Tomball: Yes X No \_\_\_
3. Is this organization *non-profit* X or *for-profit* \_\_\_ \*Attach 501 (c ) (3) tax exemption if applicable  
\*see point 10.
4. Contact:  
Museum Building Contact/President Contact: 281-255-2148/281-831-0738  
Event Coordinator Contact: Liz Peltier Phone: 832-928-1807
5. Museum Contact address: Tomball Museum Center, 510 N Pine St. Tomball TX 77375
6. Contact email:  
Museum President: Henry Reid: henryreid4466@gmail.com  
Event Coordinator: Elizabeth Peltier: elizabethpeltier13@yahoo.com
7. Event date: Saturday September 30, 2023
8. Event times: Start:10AM Finish: 2PM Set-up 8AM or prior day evening  
Breakdown immediately after event, 2:15PM
9. Is this event for charity? Yes x No x  
\*I selected "yes" and "no" due to the fact that the event itself is not raising funds or charging for admission that will go towards our non-profit aka the museum, however if individuals purchase a museum membership that day, then those proceeds will go to the museum therefor making it a charitable event.
10. If yes, what charity? Tomball Museum Center (if applicable) Tax ID  
\* I do not have direct access to this info but we do have a tax ID number and I can provide this at a later time.
11. If yes, what percentage of net proceeds will be donated to the charity? If this is considered a charity event due to the membership fees going to the nonprofit, aka our museum, then 100% will go directly to our museum.
12. On-site contact:  
Event Coordinator: Liz Peltier Mobile Phone: 832-928-1807  
Museum President: Henry Reid Mobil Phone: 281-831-0738
13. Estimated number of attendees: 200-300

14. Detailed site map in attached: Yes X (see attached PP created by committee member, red lines are where we are requesting possible barricades) No \_\_\_
15. Is this event open to the public: Yes X No \_\_\_
16. Admission fee: \$\_\_\_\_\_ Free X
17. Time at which event staff will begin to arrive: Set up for event will likely semi occur the night prior, however the completion to set up will start around 8:30-9AM on September 30th
18. 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: HR  
The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured.  
Initial: HR
19. Name of insurance carrier: Texas Worldwide Insurance Agency
20. Are Fireworks included in your event? X No \_\_\_\_\_ Yes (Must submit Fireworks Event Application)

I am formally submitting this application on behalf of the Tomball Museum in order to hopefully request some assistance from the city for our event. This event is our 2<sup>nd</sup> Annual Classic Car Social that showcases various antique time period specific vehicles that are specific to the time periods of several of our buildings on site. We hope that by having this car social we can showcase the museum and in turn draw a larger crowd out to our grounds. I am already in contact with Tomball First Baptist, and hope that they will allow us to use their parking lots for the 2<sup>nd</sup> year in a row for the antique vehicles and for event parking. That being said, my request for this event, if possible, is that we:

- may borrow a tent and tables and chairs from the city so that our attendees have somewhere to sit in a shaded area while they enjoy the food trucks we will have on site (I noted that we hope to have around 200 out for the event, but we in no way need this many chairs).
- may have the city allow us to block off the start of specific streets (see red detailing on map) so that foot traffic from the museum to the TFB parking lots flows more safely.
- may have the city allow us to have a couple of on-site police officers to monitor crowd activity.

Thank you for taking the time to consider our application. If you have any concerns or questions, please feel free to contact the event coordinator, Elizabeth Peltier.

Signature: Elizabeth Peltier and Henry Reid

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