



City of Woodcreek

41 Champions Circle • Woodcreek, Texas 78676 • Office: (512) 847-9390 • Fax: (512) 847-6661
Email: woodcreek@woodcreektx.gov • Website: woodcreektx.gov

Application for Special Event Permit

Applicant(s) Claire Palmer & Cheryl Mills

Address [REDACTED]

Home Phone [REDACTED] Cell Phone _____

Work Phone _____

Email address woodcreekcommunitygarden@gmail.com

Event Location Community Garden at City Hall

Event Name/Description Holidays in the Garden

- Event Type:
- Private Group
 - Public Event
 - Alcohol Will Be Available at this Event
 - Music/Entertainment will be amplified at this Event
 - Security/Traffic Enforcement will be provided at this Event

***** If any of the above categories are checked please attach additional information *****

Estimated Number of Attendees/Guests 30

Estimated Number of Contractors/Staff 3 (food vendor, santa)

Event Date & Starting/Ending Time 12/10 3 - 5 p.m.

Estimated Number/Type of Vehicles expected for the event, including suppliers:

- 15 - 20 Automobiles
- _____ Buses
- _____ Box trucks (2 axles)
- _____ Semi-trucks
- _____ Other (please identify)



Any other information city council may find beneficial in deciding whether or not to grant the special event permit (attach additional documentation if necessary):

Please see the attached page

§156.082 of the City of Woodcreek Code of Ordinances requires a special event permit for all events which are outside of normal and customary activities associated with the applicable zoning district. Such activities must also comply with all other city ordinances and be harmonious with the zoning district in which it is to take place.

An application for a special event permit shall be made in writing. Application will be approved or denied within 30 days from date all necessary information is received. Unless specifically approved by the City Council all special event permit applications are DENIED.

Music and entertainment shall not be played outdoors after 10 PM or before 12 PM (noon).

Groups that anticipate Special Events of larger than 200 people may be required by City Council to have the following for the issuance of the permit and shall be noted below in conditions of permit:

- EMS personnel on hand per every 200 people in attendance.
- A designated first aid/EMS station for events over 300 people
- Law enforcement/security personnel equal to 1 law enforcement/security personnel for every 100 people in attendance if alcohol is served.
- Additional fees for city services may be required as indicated by permit

Application Fee:
A non-refundable application fee of \$100 must accompany the submission of this form.

Completed application can be emailed to woodcreek@woodcreektx.gov.

For City use only:

Date application, required information and fee received: 09.05.23; 11015#039095776

Applicable Zoning Category/Use: _____

City Council Vote: Approved or Denied (circle one) Date: _____

Date permit issued to property owner: _____ Permit # _____

Date applicant notified of denial: _____

Reason for denial: _____

Material Requests from the city:

- Barricades: Barricades may be needed to partially block the parking lot of City Hall to allow for free movement of the attendees.
- Access to City Hall Bathrooms
- Electricity for the food trucks

