



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 October Fall Garden Fest

- 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 ****

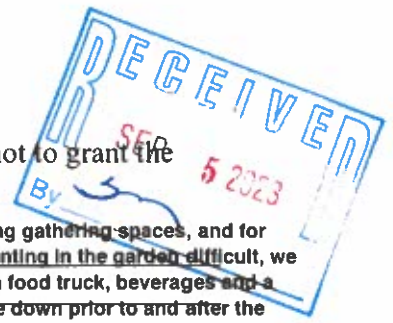
Estimated Number of Attendees/Guests 45

Estimated Number of Contractors/Staff 1 (food vendor)

Event Date & Starting/Ending Time 10/14 6:30 - 9:30 p.m.

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

- 15-20 Automobiles, Buses, Box trucks (2 axles), Semi-trucks, 1 (food truck) 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*):

We see the garden is so much more than plants, it's a catalyst for meeting your neighbors for beautifying gathering spaces, and for finding commonality between the people of Woodcreek . While the current drought conditions make planting in the garden difficult, we still hope to provide events that gather the community together. Our event will include light bites from a food truck, beverages and a movie with all materials/set up supplies provided by us. We will be responsible for all set up and all take down prior to and after the event.

§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; TIA # 039495719
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

