



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) City of Woodcreek Tree Board: IRIS RAMOS

Address 40 City of Woodcreek, City Hall

Home Phone _____ Cell Phone 512/350-0077

Work Phone _____

Email address <Iris1@ivisramos.com>

Event Location Triangle Park

Event Name/Description Arbor Day Celebration

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 50+

Estimated Number of Contractors/Staff 10

Event Date & Starting/Ending Time April 4, 2025 4pm - 8 pm

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

- 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):

A road closure of Brookhollow Rd between Woodcreek Dr and Brookhollow Rd at Triangle Park is requested

§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: _____	
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: _____	