



Special Event Permit Application

City of Alvarado

EVENT INFORMATION — PLEASE FILL IN ALL BLANKS:

Event Name

Date

Start Time

End Time

Address

For parades: include route, assembly location, and ending location. Attach Google map with route highlighted. Parade routes using College Ave require TXDoT approval — **those applications must be submitted 90 days prior to the event.**

How many attendees are expected?

EVENT DETAILS — PLEASE FILL IN ALL BLANKS:

Yes No

1. Will the city's electricity be used for this event? (\$25/day fee)

2. Will traffic barricades be needed? (\$25 fee for delivery and setup)

If yes, how many?

3. Will you need delivery or set-up after hours? (\$20/hr per city employee)

If yes, what time?

4. Will any street closures be necessary?

If yes, which streets?

If yes, what time will closures be necessary?

5. Will traffic control be necessary?

6. Will police presence be necessary (not including traffic control)?

If yes, in what capacity?

→ **EVENT DETAILS CONTINUE ON NEXT PAGE**



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EVENT DETAILS (CONTINUED) — PLEASE FILL IN ALL BLANKS:

Yes No

7. Will food be provided?

If yes, list all food vendors:

Please ensure **each** food vendor submits:

- A completed Food Vendor Application and
- A signed Indemnification Statement

and emails it to the City Events Manager **no later than 30 days in advance** of the event.

If yes, please sign below:

I agree that it is my responsibility to ensure that each food vendor submits a completed Food Vendor Application and a signed Indemnity Agreement no later than 30 days in advance of the event. I understand that any food vendor who does not submit these documents on time may not be allowed to participate in this event.

Applicant's Signature

Date

7. Will merchandise be sold?

If yes, list all merchandise vendors:

Please ensure each merchandise vendor submits:

- A completed General Merchandise Vendor Form and
- A signed Indemnification Statement

and emails it to the City Events Manager **no later than 30 days in advance** of the event.

If yes, please sign below:

I agree that it is my responsibility to ensure that each merchandise vendor submits a completed General Merchandise Vendor Application and a signed Indemnification Statement no later than 30 days in advance of the event. I understand that any merchandise vendor who does not submit these documents on time may not be allowed to participate in this event.

Applicant's Signature

Date



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PERSON OR ORGANIZATION REQUESTING PERMIT — PLEASE FILL IN ALL BLANKS:

Name	<input type="text"/>	Phone	<input type="text"/>
Organization	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		

PERSON WHO WILL BE IN CHARGE OF THE EVENT — PLEASE FILL IN ALL BLANKS:

Name	<input type="text"/>	Phone	<input type="text"/>
Organization	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		

FORMS TO ATTACH FOR PERMIT APPROVAL — PLEASE INITIAL BELOW:

If applicable, please attach a flier for your event.

- I **have** attached a flyer for my event. I have **not** attached a flyer for my event.

If applicable, please attach a liability insurance policy certificate (minimum \$1,000,000) naming the City of Alvarado as a Certificate Holder / Additional Insured.

- I **have** attached a certificate of liability insurance. I have **not** attached a certificate of liability insurance.

If applicable, please attach a parade map with route, assembly location, and starting / ending location indicated. If using College Ave, this must be submitted at least 90 days in advance.

- I **have** attached a map of my event. I have **not** attached a map of my event.

SIGNATURE — PLEASE SIGN BELOW:

I certify that the above information is correct to the best of my knowledge.

Applicant's Signature

Date



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REQUIREMENTS FOR SPECIAL EVENTS PERMITS — PLEASE INITIAL BELOW:

Once all provisional City Staff signatures of approval have been obtained, the following will be required to complete the application process and obtain a Special Event Permit:

- A general liability policy (minimum \$1,000,000) naming the City of Alvarado as a Certificate Holder / Additional Insured.

→ ***If food vendor(s) will be present at the event:***

- Each vendor offering prepared foods (such as hot dogs, burgers, or nachos) must submit a Temporary Food Permit Application, which can be found online at www.cityofalvarado.org. Each completed form must be emailed to the City Events Manager rosenj@cityofalvarado.org.

- Each vendor must follow all temporary event guidelines included in their Application Form and be prepared for an inspection by the Health Department.
The fee for a Temporary Food Permit is \$120.00, and each permit is valid for 3 days. If the event is sponsored by a non-profit organization, the fee may be waived.
- **For vendors offering only pre-packaged foods** (such as water bottles, soft drinks, chips, or candy), a permit and inspection are not required.

→ ***If general merchandise vendor(s) will be present at the event:***

- Each vendor selling general merchandise must submit a General Merchandise Vendor Permit Application, which can be found online at www.cityofalvarado.org. Each completed form must be emailed to the City Events Manager rosenj@cityofalvarado.org.

- Each vendor selling general merchandise must complete a separate application and submit a copy of their driver's license.
Each vendor must follow all temporary event guidelines included in their Application Form.
The fee for a General Merchandise Vendor Permit is \$25.00, and each permit is valid for 3 days. If the event is sponsored by a non-profit organization, the fee will be waived.

→ ***If either food or general merchandise vendor(s) will be present at the event:***

- All food and/or general merchandise vendors must have their permit applications submitted no less than 30 days prior to the event.
- Each vendor's approved permit must be posted in clear view during the event.
- If food and/or general merchandise is being sold, all vendors must provide proof of insurance naming the City of Alvarado as a Certificate Holder. However, if proceeds from food and/or merchandise are being donated to the City-sponsored event, no insurance is required.



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FOR OFFICE USE ONLY:

Approval Denial

City Managers Signature

Chief of Police's Signature

Fire Marshal's Signature

City Inspector's Signature

Public Works Director's Signature

Assistant to the City Manager's Signature

Permit #:

Clerk:

Total Fee:

Date Paid:

Receipt #:

Check # / Cash: