



Special Event Permit Application

SECTION A: Event Information					
Event Name					
Event Date		Start Time		End Time	
Event Description					
Expected Attendee Count					
Event Street Address					
City		State		ZIP	

SECTION B: Entity Requesting Special Event Permit					
Company or Organization					
Contact Name					
Contact Email Address					
Contact Phone Number					
Contact Mailing Address					
City		State		ZIP	

SECTION C: On-Site Point of Contact (Person who will be in charge of the event)					
Company or Organization					
Contact Name					
Contact Email Address					
Contact Phone Number					
Contact Mailing Address					
City		State		ZIP	



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SECTION D: Event Logistics	
1) Will the City of Alvarado's electricity be used for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Will traffic barricades be needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, how many?</i>	
3) Will you need City assistance with set-up or take-down?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, what time (start and end)?</i>	
4) Will the event feature a parade or other organized crossing of one or more streets (such as a fun run, bike race, or organized walk)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please attach a map with the route, assembly location, and ending location clearly marked. Parade or event routes using College Ave must be submitted no later than 60 days prior to the event and require TXDoT approval.</i>	
5) Will any street closures be necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, which streets?</i>	
<i>If yes, what time (start and end)?</i>	
6) Will traffic control be necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) Will police presence be necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, in what capacity?</i>	

Fees: For events not planned or sponsored by the City of Alvarado, the City of Alvarado reserves the right to charge the entity requesting this Special Event Permit the following fees:

- Use of the City of Alvarado's electricity: \$25.00 / day
- Traffic barricades: \$25 / day
- Assistance with set-up or take-down after hours: \$20.00 / hour per City of Alvarado employee

Official Use Only:

<i>Fees waived?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Reason:</i>	



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SECTION E: Food and Merchandise

1) Will food be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, list all food vendors:

If yes, please ensure that each food vendor completes and signs the following forms:

- A food vendor application (either a Cottage Food Vendor Application, a Temporary Food Establishment Application, or a Mobile Food Vendor Permit Application)
- A Liability and Indemnity Release Packet

and email these completed forms to the City Events Manager no later than 14 days before the event.

If yes, sign below:

I agree that it is my responsibility to ensure that each food vendor submits a completed food vendor application and a completed Liability and Indemnity Release Packet no later than 14 days in advance of the event. I understand that any food vendor who does not submit these completed documents on time and correctly may not be allowed to participate in the event.

Applicant's Signature

Date

2) Will merchandise be sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, list all merchandise vendors:

If yes, please ensure that each merchandise vendor completes and signs the following forms:

- A General Merchandise Vendor Application
- A Liability and Indemnity Release Packet

and email these completed forms to the City Events Manager no later than 14 days before the event.

If yes, sign below:

I agree that it is my responsibility to ensure that each merchandise vendor submits a completed General Merchandise Vendor Application and a completed Liability and Indemnity Release Packet no later than 14 days in advance of the event. I understand that any food vendor who does not submit these completed documents on time and correctly may not be allowed to participate in the event.

Applicant's Signature

Date



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SECTION F: Forms to Attach for Special Event Permit Approval

- 1) If applicable, please attach a flier for your event.
 - Yes, I **have** attached a flyer for the event.
 - No, I **have not** attached a flyer for the event.
- 2) If applicable, please attach a liability insurance policy certificate (minimum \$1,000,000) naming the City of Alvarado as a Certificate Holder / Additional Insured.
 - Yes, I **have** attached a certificate of liability insurance for the event.
 - No, I **have not** attached a certificate of liability insurance for the event.
- 3) If the event will feature a parade or other organized crossing of one or more streets (such as a fun run, bike race, or organized walk), please attach a map with the route, assembly location, and starting / ending location indicated. If using College Ave, this must be submitted at least 30 days prior to the event.
 - Yes, I **have** attached a map of the event.
 - No, I **have not** attached a map of the event.



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SECTION G: Additional Requirements for Special Event Permit Approval

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:

- If over 150 attendees are estimated, and/or if the event features a parade or other organized crossing of one or more streets, and/or if the event involves notable physical activity, and/or if alcohol will be present at the event, and/or if the event involves any degree of danger as determined by the City of Alvarado, and/or if requested by the City of Alvarado for any reason whatsoever:
 - A general liability policy (minimum \$1,000,000) issued for the event 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** (including cottage foods and foods prepared on-site) must complete and submit a food vendor application (either a Cottage Food Vendor Application, a Temporary Food Establishment Application, or a Mobile Food Vendor Permit Application), which can be found online at www.cityofalvarado.org, no later than 14 days before the event.
 - Each vendor offering prepared foods must follow all temporary event guidelines included in their food vendor application and be prepared for on-site health and safety inspections from the City of Alvarado, Johnson County, and/or Bureau Veritas North America.
 - Each vendor offering prepared foods must be prepared to provide proof of insurance naming the City of Alvarado as a Certificate Holder / Additional Insured if requested by the City of Alvarado.
 - Mobile food vendors, such as food trucks, must reach out to the City Fire Marshall via email (sharpa@cityofalvarado.org) and arrange a fire inspection no later than 14 days before the event.
 - 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 merchandise must complete and submit a General Merchandise Vendor Permit Application, which can be found online at www.cityofalvarado.org, no later than 14 days before the event.
 - Each general merchandise vendor must follow all temporary event guidelines included in their General Merchandise Vendor Permit Application.
- For all prepared food vendors and for all general merchandise vendors present at the event:
 - Each vendor must complete and submit a Liability and Indemnity Release Packet.
 - Each vendor must be prepared to provide a copy of their driver's license or ID upon request.
 - Each vendor's approved permit must be posted in clear view during the event.

Applicant Signature	
Date	



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[FOR OFFICIAL USE ONLY] SECTION H: Special Event Permit Approval

Official Use Only:

City Manager			
Signature		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

Alvarado Administrative Services Director			
Signature		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

Alvarado Police Department – Police Chief (or Authorized Department Representative)			
Signature		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

Alvarado Fire Department – Fire Marshal (or Authorized Department Representative)			
Signature		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

Alvarado City Inspector – City Inspector (or Authorized Department Representative)			
Signature		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

Alvarado Public Works – Public Works Director (or Authorized Department Representative)			
Signature		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

Official Use Only:

Permit #			
Clerk			
Total Fee			
Date Paid			
Receipt #		Check # / Cash	