



# Special Event Permit Application

To apply for a Special Event Permit, complete this application. Submit this application form, in both a hard copy and on disk or email along with an Event site plan and a **\$50.00 Application Fee** payable to the *City of Pearland*, c/o the Recreation Superintendent. **This Application must be received at least sixty (60) days prior to your event to be considered for approval.**

Event Name	<input style="width: 100%;" type="text"/>		
	Event Start Date	Event End Date	<input style="width: 100%;" type="text"/>
Annual Event	<input style="width: 100%;" type="text"/>	1st Time Event	<input style="width: 100%;" type="text"/>
	Longevity of Event	<input style="width: 100%;" type="text"/>	Alcohol Served
Event Category (check all that apply)	Community Festival	<input style="width: 100%;" type="text"/>	Concert
	Run / Walk	<input style="width: 100%;" type="text"/>	Parade
	Other (specify)	<input style="width: 100%;" type="text"/>	
	Circus	<input style="width: 100%;" type="text"/>	Bike Race/Tour
	Athletic Event	<input style="width: 100%;" type="text"/>	Carnival / Fair
Event Organizer	<input style="width: 100%;" type="text"/>		Corporate ID#
Street Address	<input style="width: 100%;" type="text"/>		Non-Profit Corp.
City	State	Zip	<input style="width: 100%;" type="text"/>
Primary Contact	<input style="width: 100%;" type="text"/>		Email Address
Phone	Fax Phone	Cellular / Page #	
Additional Event Partner	<input style="width: 100%;" type="text"/>		
Primary Contact	<input style="width: 100%;" type="text"/>		
Phone	Cellular / Page #s		<input style="width: 100%;" type="text"/>
Additional Event Partner	<input style="width: 100%;" type="text"/>		
Primary Contact	<input style="width: 100%;" type="text"/>		
Phone	Cellular / Page #s		<input style="width: 100%;" type="text"/>
Event Sponsors	<input style="width: 100%;" type="text"/>		
Description of Event (Provide thorough details of event activities, programs and schedule)	<input style="width: 100%; height: 50px;" type="text"/>		
Event Venue / Site(s) (Explain what sites will used and the activities at each)	<input style="width: 100%; height: 50px;" type="text"/>		
Admission / Entry Fee	In Advance:	Day of:	
Overall Attendance Estimate	Largest One-time Attendance Estimate		<input style="width: 100%;" type="text"/>

<u>Event Start Date</u>	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Actual Event Start Time	<input type="text"/>	Actual Event End Time	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
<u>2nd Event Date</u>	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Actual Event Start Time	<input type="text"/>	Actual Event End Time	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
<u>3rd Event Date</u>	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Actual Event Start Time	<input type="text"/>	Actual Event End Time	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
<u>4th Event Date</u>	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Actual Event Start Time	<input type="text"/>	Actual Event End Time	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
<u>5th Event Date</u>	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Actual Event Start Time	<input type="text"/>	Actual Event End Time	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>

### Event Merchants & Vendors Information

<u>Food Served/Sold at Event</u>	<input type="text"/>	# of Vendors	<input type="text"/>	# of Non-Profit Vendors	<input type="text"/>	# of For-Profit Vendors	<input type="text"/>	
		# of Food Vendors Needing Electricity	<input type="text"/>	# of Food Vendors Needing Water	<input type="text"/>			
<u>Cooking Method</u> - Charcoal	<input type="text"/>	Gas/Propane	<input type="text"/>	Electric	<input type="text"/>	Other	<input type="text"/>	
<u>Merchandise Sold at Event</u>	<input type="text"/>	# of Vendors	<input type="text"/>	# of Non-Profit Vendors	<input type="text"/>	# of For-Profit Vendors	<input type="text"/>	
		# of Merch. Vendors Needing Electricity	<input type="text"/>	# of Merch. Vendors Needing Water	<input type="text"/>			
<u>Other Items / Services Sold</u>	<input type="text"/>	Describe Items/Services	<input type="text"/>					
		# of Vendors	<input type="text"/>	# of Non-Profit Vendors	<input type="text"/>	# of For-Profit Vendors	<input type="text"/>	
		# of Vendors Needing Electricity	<input type="text"/>	# of Vendors Needing Water	<input type="text"/>			

### Event Venue Set-up & Break-down Information

Event Venue Set-up Date(s)	<input type="text"/>	Set-up Start Time	<input type="text"/>	Set-up Finish Time	<input type="text"/>
Venue Break-down Date(s)	<input type="text"/>	Break-down Start Time	<input type="text"/>	Break-down Finish Time	<input type="text"/>
Additional Venue(s) or Site(s) required for Event Set-up or Staging of equipment	<input type="text"/>				
Requested Street(s) To Be Closed	<input type="text"/>				
Proposed Date(s) & Times of Street Closures	<input type="text"/>				

**Will you be supplying any of the following items or elements at your Event?**

(Check & complete all that apply)

Dumpsters	Quantity		Stage, bleachers or other structures	Quantity		Describe	
Portable Toilets	Quantity		Event web site or hot-line phone		URL or Phone #		
Trash cans	Quantity		Fireworks, fires or pyrotechnics		Describe		
Recycling Containers	Quantity		Name of Fireworks Contractor			Phone #	
Banners or signs	Quantity		Booths, exhibits or displays	Quantity		Describe	
Fencing, barricades	Type		Tents or canopies	Quantity		Size - Sq. Ft.	
Special Lighting	Describe		Vehicles / trailers	Quantity		Describe	
Shuttle Services	Describe		Animals	Quantity		Describe	
Site Decorations	Describe		VIP Area	Describe			
Catered Food	Describe		Amplified	Describe			
Live Entertainment	Describe		Music/Sound	Describe			
Security	Describe		Rides, inflatables	Quantity		Describe	
Traffic control	Describe		other amusement items	Quantity		Describe	

**Are you requesting that the City of Pearland provide any of the following items or elements for your event?**

(Check and complete all that apply)

Electrical Service	Describe		
Water Service	Describe		
First Aid Service	Describe		
Crowd-control Barricades	Describe		
Unique Grounds Preparation Needs	Describe		
Traffic Control	Describe		
Security	Describe		
Event-day staff	Quantity	Duties	
	Hours		
Other City Services	Describe		

Describe your anticipated needs for crowd control, Police, Event security, First Aid Services and Disabled Parking.

Outline in detail the duties your Event-staff will perform during the Event, include such items as staffing entry and exits points, beer/wine garden area(s), stage area(s), clean up of debris and litter during and post-event, supervision of parking areas, etc.. How many Event staff members will you have on site during the Event, and how are will you obtain these event staff?

Describe your plans for notifying residents and businesses whose traffic patterns and operations are affected by your Special Event.

Outline your plans for marketing and promoting your Special Event, include information on all media and other sources of promotion.

#### Liability Insurance Information

A Certificate of Insurance for this Event must be presented to the City of Pearland (c/o Recreation Superintendent) no later than 15 calendar days prior to the Start Date of the Event. If the information requested below is not available when this Application is submitted, it can be added later, but not later than the 15 day deadline previously noted.

Insurance Agency	<input type="text"/>	Agent's Name	<input type="text"/>				
Business Phone	<input type="text"/>	Policy #	<input type="text"/>	Policy \$ Limits	<input type="text"/>		
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>

**Indemnity Agreement:**    *O*

In consideration for the City of Pearland granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the City, it's employees, offices and agents against any and all claims, liabilities, judgements, costs, causes of action, damages, expenses, and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be removed from the City, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control.

The City, its employees, officers and agents shall not have to give the undersigned any specific types of notice of such claims.

Witness the following signature (Event Organizer signature):

**O** \_\_\_\_\_

**O** \_\_\_\_\_

\_\_\_\_\_ (Signature)

Witnessed by:

\_\_\_\_\_

**Affidavit of Applicant:**    *O*

I certify that the information contained in this Special Event Permit Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by the all regulations, provisions and rules governing Special Events as set forth by the City of Pearland. That I understand that this Application is made subject to the rules and regulations established by the Pearland City Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Pearland.

Applicant

**O** \_\_\_\_\_

Title (Print of type)

\_\_\_\_\_

Signature of Applicant (Event Organizer)

\_\_\_\_\_

Date of Application

\_\_\_\_\_

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of this Special Event Permit Application must be provided to the City before an Application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this Special Event Permit Application to Colene Cabezas, Recreation Superintendent, City of Pearland Parks & Recreation.

Pearland Parks & Recreation

2947 Broadway, Pearland, TX 77581

Phone: 281-652-1819

Fax: 281-412-2659

Email: ccabezas@ci.pearland.tx.us

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