

# SPECIAL USE PERMIT APPLICATION



**Please complete all sections fully**

## Applicant Information

Organization Name:	
Applicant Name:	Email Address:
Address:	City/State/Zip:
Cell Phone #:	Alternate Contact & Phone:

## On-site Responsible Party (must be at least 21 years of age)

Will applicant/contact be in attendance at this event? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is applicant/contact the responsible party for event? Yes <input type="checkbox"/> No <input type="checkbox"/>
Responsible Party's Name (On-Site Supervisor)	Email Address:
Address:	Cell Phone #:

## Event Information

Park/Facility Requested:		
Event Start Time (include set-up):	Event End Time (include clean-up):	
Type of Event:	Event date(s): (include set-up & clean-up)	Expected Attendance Per Day:
Event/Activity Description		

<b>Recreation Hall Equipment Needed:</b> <input type="checkbox"/> Chairs (#): _____ <input type="checkbox"/> Tables (#): _____ <input type="checkbox"/> Volleyball Net	<b>Pavilion/Amphitheater Equipment:</b> <input type="checkbox"/> Sound System <input type="checkbox"/> Scoreboard <input type="checkbox"/> Floor Cover <input type="checkbox"/> Lights <input type="checkbox"/> Trashcans (#): _____ <input type="checkbox"/> Barricades (#): _____
---	---

Will the majority of the participants be under 21?  
*If "yes", how many adult supervisors will be in attendance? \_\_\_\_\_ adult for every \_\_\_\_\_ youth*      Yes  No

Is this event open to the public?  
*If "yes", how will this event be publicized?*      Yes  No

Will any **signs, banners, or flyers** be hung or posted for this event?  
*If "yes", please attach a copy of any and all signage*      Yes  No

Will any public street(s) need to be partially closed or blocked off in conjunction with this event?  
**NOTE: It is the applicants responsibility to coordinate any street closing or parking with City Hall**      Yes  No

Do you plan to erect temporary structures, such as stages, booths, tables, tents, displays inflatables for this event?  
*If "yes", please describe below - include size(s), how many, capacity, etc.*      Yes  No

**NOTE: A site plan and/or drawing needs to be included with this application showing the location of all items.**

Are you providing portable toilets for event?  
*If "yes", when will they be set-up and taken down?*      Yes  No

Will any public address system, DJ, band or other form of music be played?  
*If "yes", what type and for what time period?*      Yes  No

## Collection of Monies/Sales/Fees

Will a registration, membership, or admission fee be required in order to attend or participate in the event?  
*If "yes", please list fee and rates:*      Yes  No

# SPECIAL USE PERMIT APPLICATION

Will donations be solicited or accepted at this event? Yes  No   
*If "yes", please explain how these donations will be generated or solicited*

Do you plan to SELL, DISTRIBUTE, OR GIVE AWAY refreshments or concessions in conjunction with this event? Yes  No   
*If "yes", please describe offerings and your caterer.* Yes (selling)  Yes (giving away)  No

**NOTE: Any public catered event requires caterer to have appropriate permit(s) and approval from the City of Stephenville.**

Will alcohol be served? Yes  No   
**NOTE: It is the applicants responsibility to have the proper license and follow TABC rules and regulations.**

## Applicant Acknowledgement

I understand that, in the case of an emergency or for reasons beyond the City of Stephenville control, the City reserves the right to cancel the scheduled use without liability. Refunds will be made if cancellation by the City is necessary. **I understand that this is only an application and not guarantee that a permit will be issued.** If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with the application will immediately cease.

I agree to provide general public liability insurance (in an amount not less than \$1,000,000 per occurrence unless otherwise aged to in writing by the City) naming the City as an additional insured and indemnify, defend and hold harmless the City from any and all liability claims arising from the actions of myself, or my agents, employees, or clients or event participants while conducting activities under this permit on City of Stephenville property.

I agree that (1) am financially responsible for any costs incurred by the City of damages to City property (2) forfeit all fees and deposits if it is determined that false information was provided on the application (3) am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of related to this application for reservation. **I agree that I am responsible to see that all debris and trash is picked up from the event site and placed in appropriate refuse containers immediately after the event.** Any trash removal expenses (for debris left at event site not placed in appropriate refuse containers) incurred by the City as a result of this event is my responsibility. I understand the permission to hold this event/activity may not grant exclusive use of the park or trail and portions of the park or trail may remain open for public use.

I understand that this permit, if granted, may not be assigned without approval and acceptance of the assignee by the Director of Parks and Leisure Services (or designated agent). I also understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this application/permit. I understand that upon review and approval of this application, the City has the right to request additional information pertaining to this application if needed. I understand that I am responsible to obtain the necessary permits/approval granted by agencies or City departments other than the Parks and Recreation Department needed to hold this event. Permission granted by the Parks & Recreation Department does not imply approval of items under other agencies' jurisdictions.

Initial below if you have read and agreed to the following:  
 \_\_\_\_\_ I understand that there will be no refunds for inclement weather.  
 \_\_\_\_\_ I hereby attest to the best of my knowledge the information contained in this application is true and correct.

Applicants Signature:	Date:
Departmental Assistant Signature:	Date:
Parks and Leisure Services Director Signature:	Date:

## Office Use Only

Facility:		Deposit:	
Equipment:		<b>Total Amount Due:</b>	