



POLICE DEPARTMENT

209 Main Street
Marble Falls, TX 78654
Phone: (830) 693-3611
Fax: (830) 693-5481

Special Event Permit Application

- If a street is involved, a statement as to whether the event will occupy all or only a portion of the width of the streets proposed to be traveled, and whether temporary street closure is necessary or desired.
- If the event is designed to be held by or on behalf of any person other than the applicant, the applicant for such permit shall file a letter from that person with the Chief of Police authorizing the applicant to apply for the permit on his/her behalf.
- Prior to the date of the event, the permit holder shall submit to the chief of police a certificate of insurance showing commercial general liability coverage, including premises operations, independent contractors, personal injury and contractual liability, at a combined single limit of five hundred thousand dollars (\$500,000) per occurrence or such other amount as determined by the chief of police according to identified risks involved with the event. The city shall be named as an additional insured and provided with at least thirty (30) days' advance notice of cancellation or material alteration of the insurance policy.
- The expected consumption/sale of alcoholic beverages shall be a determining factor for the chief of police as to whether and to what extent additional police protection is reasonably necessary for the event.
- Special Events permittees are allowed to engage and utilize private security services for an event in lieu of hiring city police personnel if approved by the chief of police.
- The permittee shall ensure that there are sufficient parking places near the site of the event to accommodate the number of vehicles reasonably expected.
- No permit shall be granted that allows for the erection or placement of any structure, whether permanent or temporary, on a city street, sidewalk, or right-of-way unless advance approval for the erection or placement of the structure is obtained as part of the permit application.
- The permittee shall ensure that there are adequate sanitation and other required health facilities made available in or adjacent to any public assembly areas.

| | |
|------------------------------|-------------|
| Date: | |
| Applicant Information | |
| Name: | |
| Address: | |
| City, State, Zip: | |
| Billing Address: | |
| City, State, Zip: | |
| Email: | |
| Home Phone: | Cell Phone: |

| | |
|---|--|
| Organization Information (if applicable) | |
| Name: | |
| Address: | |
| City, State, Zip: | |
| Billing Address: | |
| City, State, Zip: | |
| Email: | |
| Phone Number: | |
| Authorized/Responsible head of Organization: | |

| | |
|------------------------------------|---------------------|
| Event Information | |
| Name of Event: | |
| Type of Public assembly: | |
| Location of event: | |
| Location of assembly areas needed: | |
| | |
| Start Date: | End Date: |
| Start Time: | End Time: |
| Assembly Start Time: | Breakdown End Time: |
| Description of activities: | |
| | |
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| | |

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|---|
| Approximate number of persons who will be involved with event: |
| Approximate number of animals who will be involved with event: |
| Type of animals: |
| |
| Approximate number of vehicles who will be involved with event: |
| Description of vehicles: |
| |
| Approximate number of participants: |
| Approximate number of spectators: |
| Description of any recording equipment, sound amplification equipment, banners, signs or other attention-getting devices to be used in connection with the event; |
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| |
| |
| Will alcohol be consumed/sold at event? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of alcohol: <input type="checkbox"/> Beer <input type="checkbox"/> Liquor <input type="checkbox"/> Wine |
| <i>If yes, provide a copy of the TABC license under which alcohol will be sold and a detailed map and description showing your containment plan.</i> |
| |
| Has Security been obtained for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, who? |
| |
| Designation of any public facilities or equipment to be utilized: |
| |
| |
| Description of activities that will be utilized at above facility: |
| |
| |
| Will there be any temporary structures erected during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, describe: |
| |
| |
| |

Will adequate sanitation or other required health facilities be made available?
 Yes No

Where will they be located and how many in each location?

Has Insurance been obtained for the event? Yes No

If yes, attach a copy of the policy with completed application.

If event is a Parade, fill out this section

Route to be traveled, including the starting point and the termination point:

The intervals of space to be maintained between units of such event:

Maximum Speed of Parade Units: Minimum Speed of Parade Units:

Portions of any street that may be occupied by the event:

Maximum length of the parade (in miles or fractions thereof):

*****The Chief of Police may ask for additional information from the applicant in order to determine as to whether a permit should be issued.*****

APPLICANT (Printed Name)

APPLICANT (Signature)

Texas Driver's License Number

Signed under oath before me on the _____ day of _____, 20____.

(Seal)

Notary Public in and for the State of Texas