

CITY OF LEVELLAND
SPECIAL EVENTS APPLICATION

EVENT NAME:	
APPLICANT NAME:	
ADDRESS:	
PHONE:	
EMAIL:	

ADDITIONAL LOCAL SPONSORS:	

TYPE OF EVENT:	
PURPOSE OF EVENT:	
DESCRIPTION OF EVENT:	
EVENT LOCATION: (include a full and complete description of the location upon which the event is to be located.)	

EVENT DATE:	
EVENT SETUP TIME:	
EVENT START TIME:	
EVENT END TIME:	
EVENT TAKE DOWN TIME:	

ESTIMATED NUMBER OF PEOPLE WHO MAY ATTEND EVENT:	
WILL THE EVENT INCLUDE ANY STREET CLOSURES? (If yes, attach map to street closure section of application.)	YES NO
IS THE EVENT REQUESTING THE CITY TO PROVIDE SECURITY?	YES NO

In addition to the information provided above, applicants are required to submit the following attachments:

- 1) **AUTHORIZATION:** Written permission showing the consent from the owner of the property or their authorized representative for the use of the property. For an event involving the use of property owned or controlled by another governmental entity (i.e. the county, school district, etc.), including county streets, the applicant is required to obtain permission to use that property from an authorized official of the respective entity. The applicant is responsible for obtaining and providing proof of such permission. Due to the location, size or proposed use of the governmental entity's property, the permit board may require the approval of the governing body as well.
- 2) **SITE PLAN:** A site plan of the proposed location for the special event depicting the approximate location, size and orientation of any tents, awnings, canopies, loud speakers, booths, fences, barricades, traffic cones, restroom or portable toilet facilities, lighting, and other temporary structures. In addition, a listing with as much detail as possible of the types of booths, merchandise, food, and beverage that will be for sale or provided at the event. If the event includes involves the sale, consumption or service of alcoholic beverages, a clear delineation of where such sale, consumption or service will occur. If the event includes street closures, a clear delineation of the streets to be closed. The site plan shall include any other information required by this article.
- 3) **STREET CLOSURES:** If the event includes street closures include a map showing the streets to be closed along with the dates and times of the closures. If closures include any state highways include copies of approvals from the Texas Department of Transportation.
- 4) **UTILITIES:** Details of any electrical, mechanical or plumbing work to be conducted to prepare for or to hold the event and if so, evidence showing how it will be done in accordance with the city's adopted building codes.
- 5) **PROVISIONS FOR WASTE:** Details showing the location of trash containers in adequate numbers that shall be placed at convenient locations for the use of the public during the special event, and an explanation of how the trash containers will be serviced and emptied during and after the event.
- 6) **ALCOHOL:** For events where alcoholic beverages may be provided or served, a detailed description of how the alcoholic beverages will be made available, including the projected quantity and type of alcoholic beverages that may be present. Applicant is responsible for obtaining all requisite permits from the Texas Alcoholic Beverage Commission.
- 7) **PROMOTORS:** If there is/are promoter(s) other than the applicant, provide the name, address, e-mail address and telephone number of each additional promoter along with a written statement from each promoter showing the applicant has the authority to make the application on their behalf.
- 8) **SECURITY:** Written verification that any private security utilized is from a state-certified security agency.

I, the above named Applicant, file this application and assure that the information contained in the application is accurate and complete to the best of my knowledge. I acknowledge that (i) the application is not complete until all attachments have been completed; (ii) the application is subject to a public safety review; (iii) the application is subject to a street closure review; (iv) the Applicant may be required to obtain insurance naming the City of Levelland as an additional insured; and (v) all applicable fees have been paid and (vi) there is no guarantee that the application will be approved by the Permit Board.

Signature of Applicant

Date of Application

Sec. 2.600 Special Event Permit Fees

Minimum Permit Fee:	\$50.00
Street Closure Administrative Fee:	\$20.00
Street Closure Barricade Fee:	\$5.00 per barricade