

City of Bellaire

PARKS, RECREATION AND FACILITIES

Special Event Permit Application

All applications must be submitted a minimum of 3 months in advance of the event date. The event should not be promoted until after a Special Event Permit has been issued by the City of Bellaire.

Applicant Information (Please Print)

| | |
|----------------------|-------------------------|
| Name: _____ | Phone Number: _____ |
| Address: _____ | City, State, Zip: _____ |
| Email Address: _____ | |

Organization Information (Please Print)

| | |
|--|-------------------------|
| Organization: _____ | Phone Number: _____ |
| Address: _____ | City, State, Zip: _____ |
| Email Address: _____ | |
| Organization Type: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Business <input type="checkbox"/> Other: | |

Event Information – Please include a layout for the event using the diagrams at the end of the application.

| | | |
|---|--------------------------------|-----------------------------|
| Event Name: _____ | Event Date (MM/DD/YYYY): _____ | |
| Event Start Time: _____ | Set-up Start Time: _____ | Breakdown Start Time: _____ |
| Event End Time: _____ | Set up End Time: _____ | Breakdown End Time: _____ |
| Facilities Requested to Be Used for Event: _____ | | |
| Type of Event: <input type="checkbox"/> Party <input type="checkbox"/> Festival <input type="checkbox"/> Walk/Race <input type="checkbox"/> Wedding <input type="checkbox"/> Concert <input type="checkbox"/> Banquet <input type="checkbox"/> Other: _____ | | |
| Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If No, how will attendance be controlled? _____ | | |
| Will there be amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, check all that apply:</i> <input type="checkbox"/> Recorded Music <input type="checkbox"/> Live Music | | |
| How will the event be advertised? <input type="checkbox"/> Social Media <input type="checkbox"/> Television <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Other: _____ | | |
| Please provide a brief description of the event (Please Print): | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Please include a layout for the event using the diagrams at the end of the application.

| Event Attendance | |
|---|---|
| Will there be more than 50 people attending? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, how many: _____ |
| Will most participants be under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, how many adults will there be in attendance: _____ |
| Is there an entry fee? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, how will it be collected? (Check all that apply) <input type="checkbox"/> At the Door <input type="checkbox"/> Pre-Sale |

| Food | |
|---|--|
| Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, temporary food permit may be required |
| Will there be food that is not pre-packaged? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will food be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, name of restaurant: _____ |
| Do you plan to serve alcohol? * <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, an Alcohol Permit and police security is required. All TABC laws and regulations will be strictly applied. |
| *Will you be using a TABC licensed vendor: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| *Name of Vendor & Contact Information: _____ | Vendor must be TABC licensed |

| Inflatables, Tents, and Open Flame | |
|--|--|
| Do you plan to use inflatables? Yes* No | |
| *Name of Vendor & Contact Information: _____ | Must provide insurance with City of Bellaire listed as additionally insured |
| Do you plan to use a tent? Yes* No | If Yes, what size: _____ |
| *Will you be using a vendor: Yes No | |
| *Name of Vendor & Contact Information: _____ | Must obtain permit from Development Services if tent is supplied by a vendor |
| Will there be animals Yes No | If Yes, please elaborate: _____ |
| | Subject to following the City Code of Ordinances (See Ord. No. 04-045) |
| Will there be open flame? Yes No | If Yes, please elaborate: _____ |
| | All open flame is subject to inspection |

| Parades, Signs, and Decorations | |
|--|---|
| Block party permits are REQUIRED for closing a street/block for a gathering | |
| Parade permits are REQUIRED for a 5K or run/walk | |
| Will any streets need to be closed during this event? Yes* No | If Yes, a Parade Permit is required |
| *If Yes, list what street(s) will be closed: _____ | |
| Have you obtained a block party or parade permit? Yes No | If Yes, please include with application |
| Will there be signs or banners? Yes No | Banner permit required for banners/signs on the Bellaire Blvd. Esplanade. |
| Will there be any other decorations? Yes* No | |
| *If Yes, please elaborate: _____ | |

Event Security – Please include a security plan for your event with this application.

Do you plan to have police or security? Yes No *If Yes, how many officers:* _____

Security Contact Information (Name/Organization, Phone #):

The City of Bellaire reserves the right to determine the number of officers that are required for an event at the expense of the event organizer.

Restrooms & Trash

Do you plan to provide portable restrooms? Yes No *If yes, how many?* _____

Will you need to borrow portable trash and recycle containers? Yes No *If yes, how many?* _____

The City of Bellaire reserves the right to determine the number of restrooms required for the event at the expense of the event organizer.

Event Insurance Information

A Certificate of Insurance for this Event naming the City of Bellaire as certificate holder must be submitted no later than 30 days prior to the event date. The insurance shall provide protection of not less than \$1,000,000 against liability for damages to property and protection of not less than \$1,000,000 for protection of injury to the death of one (1) person and of not less than \$1,000,000 for the protection of injury to the death of two (2) or more persons in single accident or occurrence.

Insurance does not need to be submitted with initial application. Please wait for approval from Parks, Recreation, and Facilities staff before obtaining insurance. After approval is given, insurance must be submitted no later than 30 days prior to the event date.

Additional Documentation

Additional permits and/or insurance may be required for a rental permit to be issued. If any additional documentation is needed beyond what is submitted with this application, the applicant will be notified by the Parks, Recreation & Facilities department. All required documentation must be submitted 30 days prior to the event date for final approval.

*Indicates that documentation may require additional fee. Please do not obtain documents that require an additional fee until you receive approval from the Parks, Recreation, and Facilities staff.

- | | |
|---|---|
| <input type="checkbox"/> Event Insurance* | <input type="checkbox"/> Block Party Permit |
| <input type="checkbox"/> Temporary Food Permit* | <input type="checkbox"/> Parade Permit * |
| <input type="checkbox"/> Alcohol Permit Application | <input type="checkbox"/> Inflatable Insurance |

As the applicant, I state that I am fully authorized to act for any persons, corporations, firms, or other organizations on whose behalf this application is made. As applicant, I do agree that the entity on whose behalf this application is made will jointly and severally indemnify and hold the City of Bellaire, Texas, harmless against liability for any and all claims for damage to property or injury to conduct of the participants or vendors. As applicant, I fully understand that I may be liable as principal in place of the entity for the cost of cleaning or repairing property that may have sustained damage as a result of the special event.

I understand further that a special event permit may be issued not more than 6 months before or less than ninety (90) days before the date of the special event. If the permit is granted, I agree to adhere to all City ordinances regarding the special event, as well as the rules and regulations of the Texas Alcohol and Beverage Commission.

I agree to not advertise or promote my special event until after I receive approval and a special event permit from the City of Bellaire.

I have read and agreed to the above conditions.

Printed Name of Applicant

Signature of Applicant

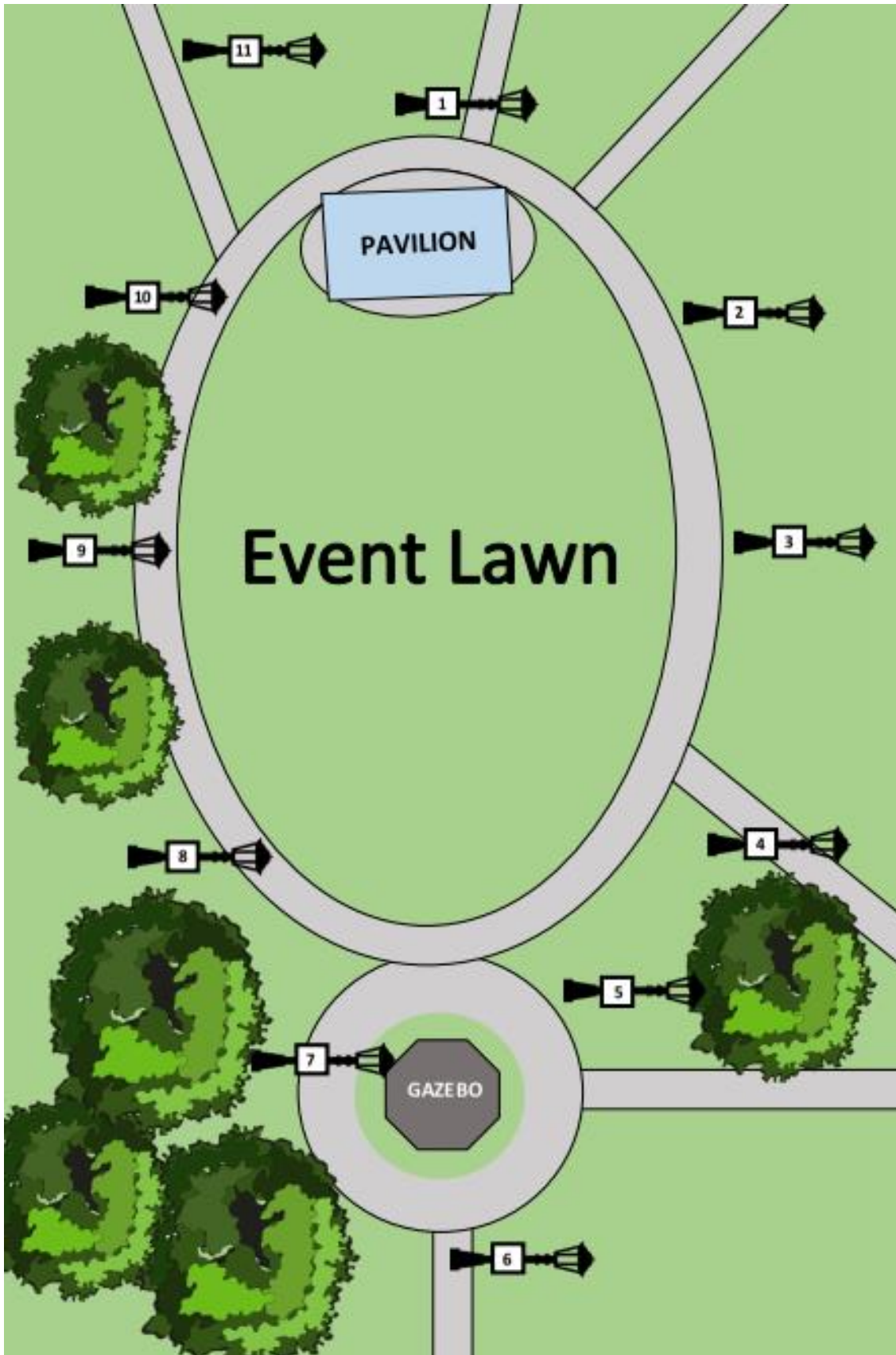
Date

| For Office Use Only | |
|--|-------------------|
| Event Insurance Information | |
| A Certificate of Insurance for this Event naming the City of Bellaire as certificate holder must be submitted no later than 30 days prior to the event date. The insurance shall provide protection of not less than \$1,000,000 against liability for damages to property and protection of not less than \$1,000,000 for protection of injury to the death of one (1) person and of not less than \$1,000,000 for the protection of injury to the death of two (2) or more persons in single accident or occurrence. | |
| Insurance Agency: _____ | Agent Name: _____ |
| Business Phone: _____ | Policy #: _____ |
| Address: _____ | |

| For Office Use Only | | | | | | | |
|----------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| | City Manager's Office | Police Department | Fire Chief | Fire Marshal | Development Services | Public Works | Parks, Recreation & Facilities |
| Date | | | | | | | |
| Approved | Y <input type="checkbox"/> N | Y <input type="checkbox"/> N | Y <input type="checkbox"/> N | Y <input type="checkbox"/> N | Y <input type="checkbox"/> N | Y <input type="checkbox"/> N | Y <input type="checkbox"/> N |
| Signature | | | | | | | |

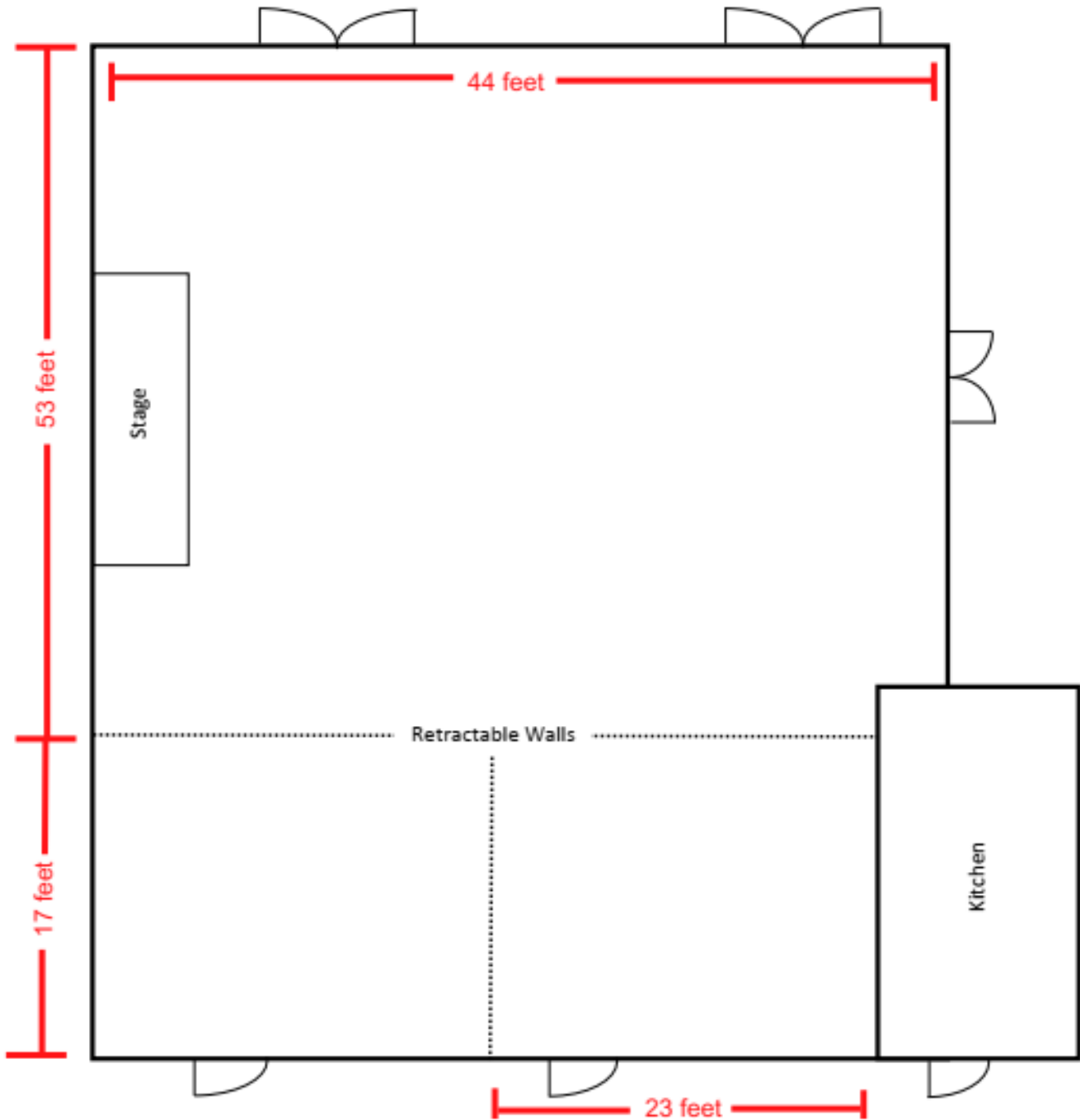
Event Diagram – Event Lawn & Pavilion

Use the following diagram to illustrate the layout of your event. Be sure to mark the location of any important structures (inflatables, tents, fencing, etc.) Be sure to also circle any electrical poles you will need for additional electricity (there is a \$10 charge per pole).



Event Diagram – Civic Center

Use the following diagram to illustrate the layout of your event. Be sure to indicate at the bottom of the page if you need to use any additional equipment.



Additional Equipment Needed (Check all that apply)

- Projector
- Microphone
- Podium
- Stage

