

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	
Email	
Address	
City, State, Zip	

Organization Information (Please Print)	
Non-profit organizations must submit 501c3 documentation	
Organization Name	
Phone Number	
Email	
Address	
City, State, Zip	
Organization Type	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Business <input type="checkbox"/> Other: _____

Event Information	
Event Name	
Event Date (MM/DD/YYYY)	
Facilities requested	
Set-up Start Time	
Set-up End Time	
Event Start Time	
Event End Time	
Breakdown Start Time	
Breakdown End Time	

Event Information (continued)	
Brief Description of Event	

Event Attendance	
Number of people attending	
Number of participants under 18	
Number of adults in attendance	
Open to the public	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, how will attendance be controlled?	
Is there an entry fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will the entry fee be collected?	<input type="checkbox"/> At the Door <input type="checkbox"/> Pre-Sale <input type="checkbox"/> N/A

Food	
Will food be served or sold?	<input type="checkbox"/> Served (for free) <input type="checkbox"/> Sold <input type="checkbox"/> No Food
Will food be pre-packaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will food be catered?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Name of Restaurant	
Contact Information	

Alcohol	
Events with alcohol must have an Alcohol Permit, police security, and insurance. All TABC laws and regulations will be strictly applied.	
Will alcohol be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Alcohol Permit is required. Please include with this application. Alcohol permits must be submitted a minimum of 30 days in advance for approval.	
It is illegal to provide free alcoholic beverages without a TABC permit. However, to be truly "free" it must be available to any adult who walks in the door and requests it. If alcoholic beverages are only available to paying customers, the assumption is that the cost of the alcohol is included in the price of the service. This constitutes the sale of alcoholic beverages and a TABC permit would be required. When you provide the alcoholic beverage, there cannot be any expectation of receiving money. You cannot ask for a "donation" or "tip." If the drinks will only be available to paying guests, then you will need a permit.	

Inflatables Must provide vendor insurance with City of Bellaire listed as additional insured.	
Will you be using inflatables?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Vendor	
Contact Information	

Tents Tents larger than 10'x10' require a permit from Development Services.	
Will you be using a tent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Vendor	
Contact Information	

Open Flame All open flame is subject to inspection and fire code requirements.	
Will there be open flame?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please elaborate	

Petting Zoos Subject to following City Code of Ordinances (See Ord. No. 04-045). Must provide vendor insurance with City of Bellaire listed as additional insured.	
Will there be a petting zoo?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Vendor	
Contact Information	

Banners and Decorations Esplanade banner permit required for banners on the Bellaire Blvd. Esplanade.	
Will you be using banners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any other decorations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please elaborate	

Sound/Music	
What type of sound or music will be used?	<input type="checkbox"/> Recorded Music <input type="checkbox"/> Live Music <input type="checkbox"/> None <input type="checkbox"/> Other: _____

Restrooms and Trash	
The City of Bellaire reserves the right to determine the number of restrooms required for the event at the expense of the event organizer.	
Are you providing portable restrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many	
Will you need to borrow portable trash and recycle containers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many	

Street Closures (including parades, walks,	
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 be closed during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, a Parade Permit is required. Please include with this application.	

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.

EVENT COMMUNICATION PLAN

Marketing and Promotion – General Events	
Will you be advertising this event	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will the event be advertised?	<input type="checkbox"/> Social Media <input type="checkbox"/> Television <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio
Please include the following items with your application for review. Please initial to confirm all the items are in your submission.	<input type="checkbox"/> Press Release <input type="checkbox"/> Social Media Information <input type="checkbox"/> Flyer <input type="checkbox"/> Information for City Calendar <input type="checkbox"/> Esplanade Banner Permit

Events with Street Closures	
For all events involving street closures, applicants must: <ul style="list-style-type: none"> Inform affected Bellaire businesses and Bellaire residents of event and street closures at least two weeks in advance of the event. Send a letter on official letterhead to every business and Resident within a two-block radius of the street closure. Please see attached example letters. You must include a map of the event route. Information letter must be submitted to the City for review before it is sent to the public. 	
Please list all affected addresses within a 2-block radius	
Please include the following items with your application for review. Please initial to confirm all the items are in your submission	<input type="checkbox"/> Draft letter (on official letterhead) <input type="checkbox"/> Map of event route

The City will:

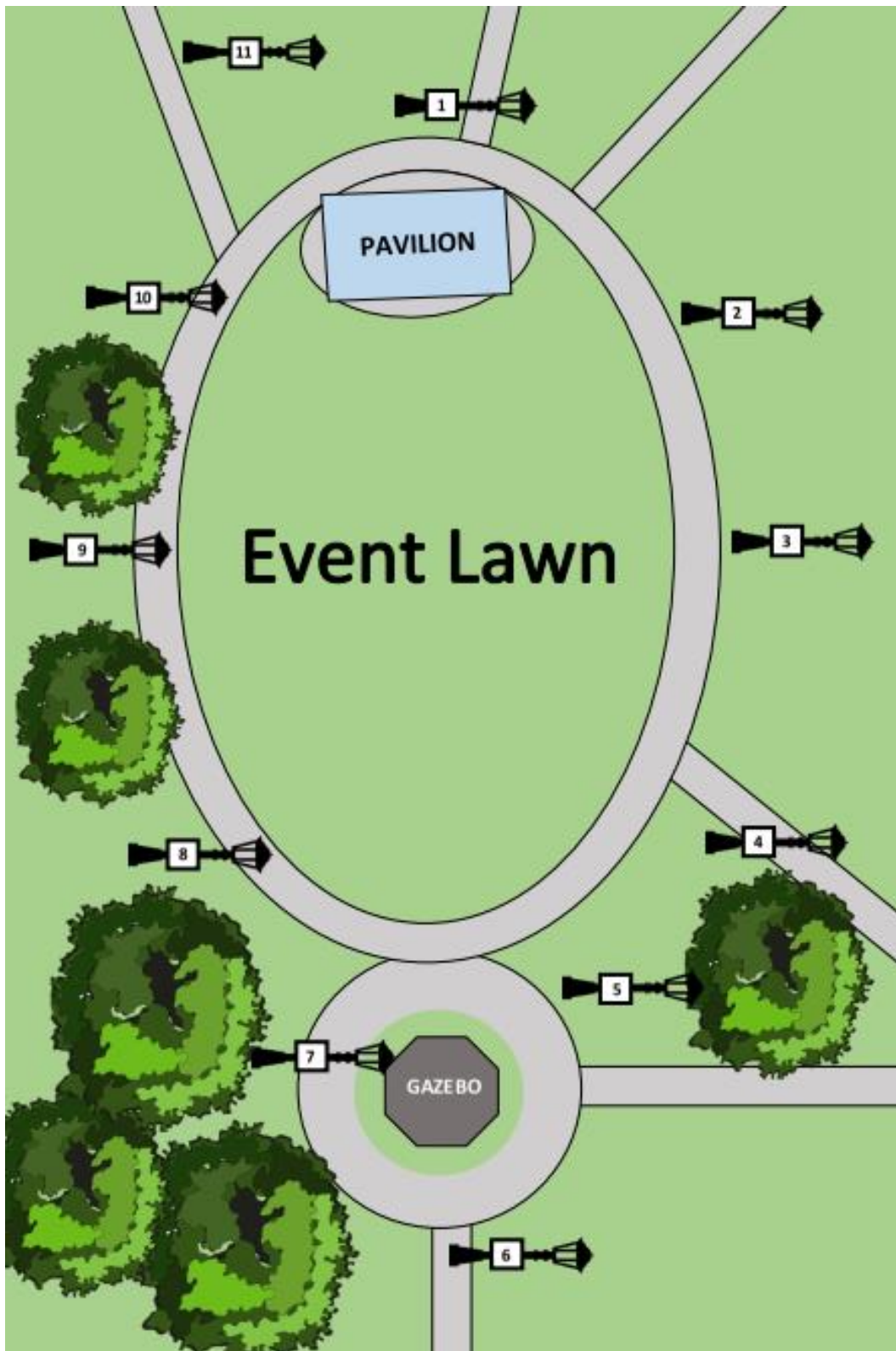
- Share two social media posts regarding the event and the impacts on traffic.
- Add the event to the Community Events calendar on the city website.
- Send a Notify Me notification informing of the street closure and traffic impacts.
- Send a targeted message to the affected residents and businesses about the street closure and traffic impacts.

Any additional questions regarding Communication Plan:

Contact Cheryl Bright, cbright@bellairetx.gov

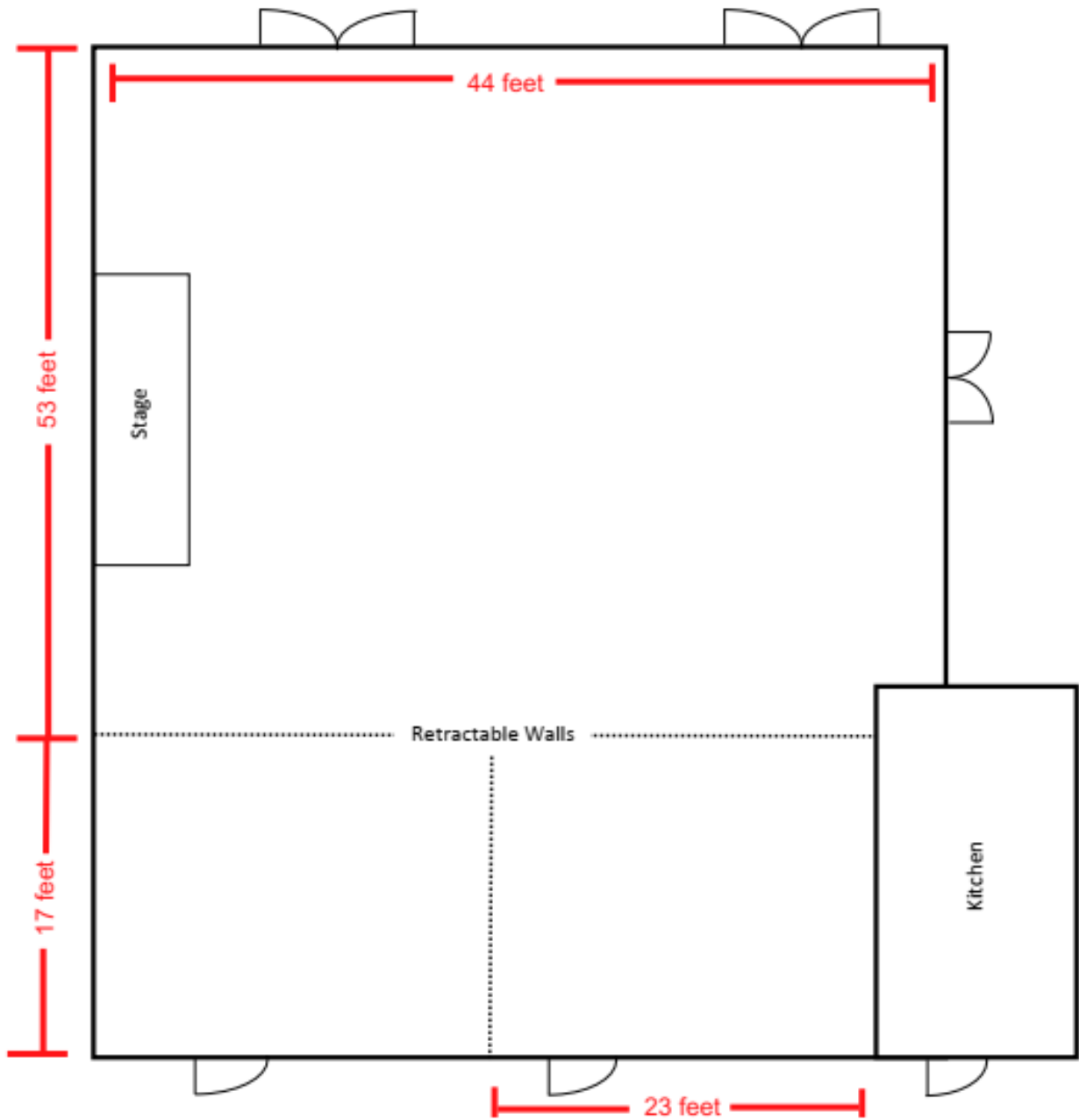
Event Diagram – Event Lawn & Pavilion

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 light 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.

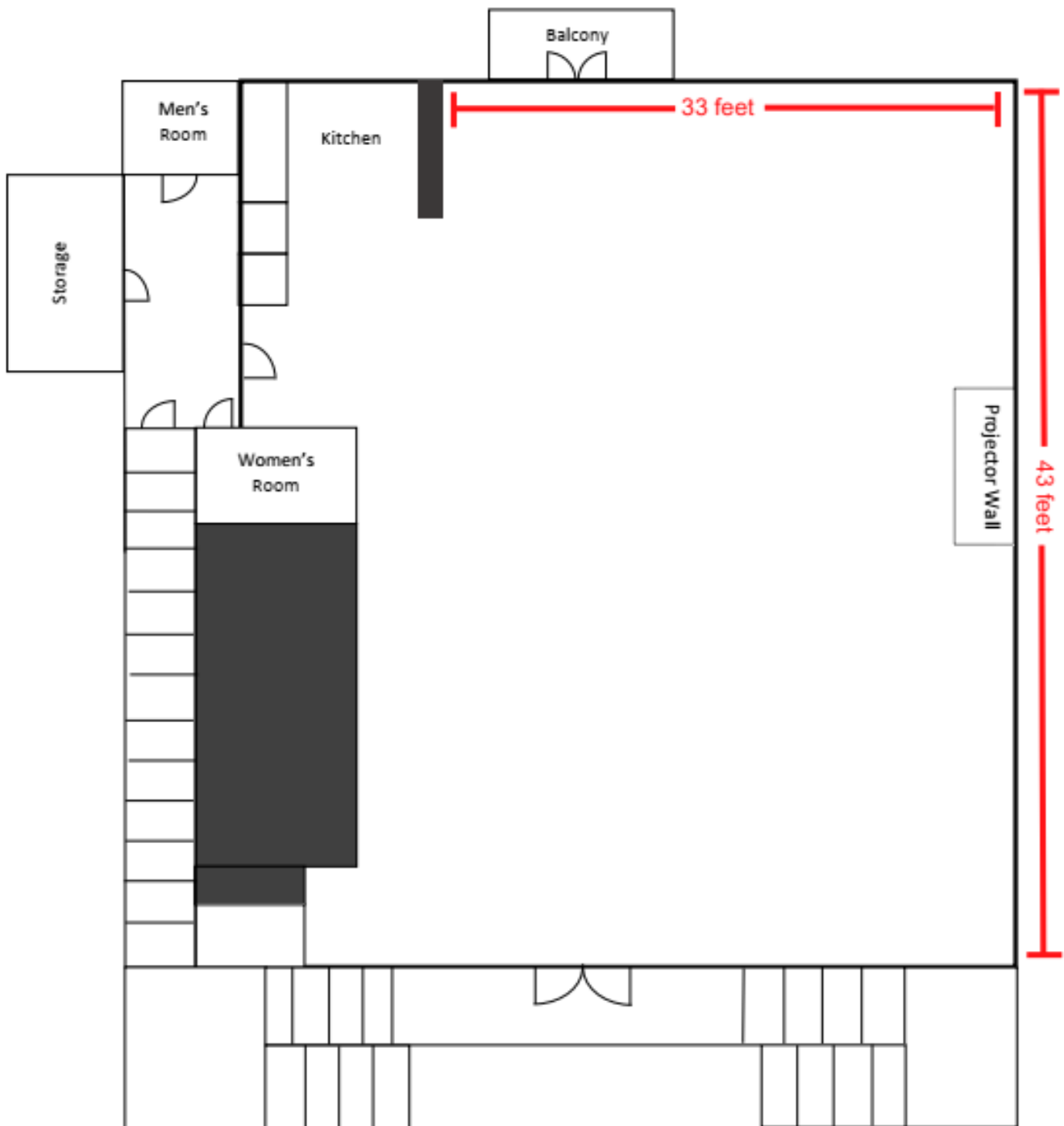


Additional Equipment Needed (Check all that apply)

- Projector
- Microphone
- Podium
- Stage

Event Diagram – CenterPoint Energy Community Center

Use the following diagram to illustrate the layout of your event. Note: This space only has **ROUND** tables



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.

- Event Insurance*
- Temporary Food Permit*
- Alcohol Permit Application
- Block Party Permit
- Parade Permit
- 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

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.	

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