

CITY OF COMANCHE

101 East Grand • Comanche, TX 76442
Phone: (325) 356-2616 • Fax: (325) 356-2137

Special Event Permit Application

**Application must be submitted sixty (60) days in advance of event.
Event hosts and participants MUST comply with Covid-19 CDC Guidelines.**

Application Information

Application Date: _____ Date(s) of Event _____

Name of Event: _____

Applicant Name and Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Cell: _____ Email: _____

Organization/Business Type: For-Profit. Event proceeds go to: _____

Not-for-Profit: (Y) _____ (N) (Proof must be attached)

Individual

Sales and Use Tax Permit #, if applicable: _____ (Please attach copy of permit)

Briefly describe your event. Be sure to include the purpose of the event and other planned activities:

Event Information & Location

Description of Event: _____ Event Location: _____

Is this a first-time event? Yes No

Is this event open to the general public? Yes No

Is there a public participant fee? Yes No

Event Size:

Estimated Attendance: _____

Number of Staff: _____

Number of Volunteers: _____

Number of Merchandise Vendors: _____

Number of Food/Beverage Vendors: _____

Peak Attendance (estimated):

Number: _____

Date: _____

Time: _____

Event Move-in and Set-up (first day):

Date: _____ Start Time: _____ End Time: _____

Event Dates and Time Frame:

Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____

Event Move-out and Clean Up (final day):

Date: _____ Start Time: _____ End Time: _____

Event Day "on-site" Contact Name: _____ Phone: _____

Event Components (please check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Aircraft | <input type="checkbox"/> Bike Race |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Carnival | <input type="checkbox"/> Concert/Music Event |
| <input type="checkbox"/> Cook-off | <input type="checkbox"/> Demonstration or Rally | <input type="checkbox"/> Fair/Festival |
| <input type="checkbox"/> Family Reunion | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Historical Re-Enactment | <input type="checkbox"/> Parade | <input type="checkbox"/> Race |
| <input type="checkbox"/> Sporting Event/Tournament | <input type="checkbox"/> Trade Show or Art show | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Other: _____ | | |

City Facilities to be used:

- | | | |
|--------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> Other _____ |

Are you requesting any street closures or to block City owned property? Yes No

If yes, please submit a street closure plan and map with application.

Pavement Markings: Are you requesting to mark any pavement? Yes No

If yes, please describe the materials and supplies you are requesting to mark the pavement:

When and how will the markings be removed? _____

Parking Arrangements:

What type of parking will be utilized by this event? Onsite Off-site Both

If off-site and parking is on private property, applicant must submit a letter of approval from property owner.

Will you have parking attendants? Yes, If yes, how many? _____ No

How will attendees be transferred from off-site parking to the event area and returned?

Has Insurance been obtained for this event? Yes No. If yes, please attach a copy to application.

Event Communications and Security

During the event, what form of communication systems will be used for the following:

Event Management (internal): _____

Public Address (external): _____

What security/law enforcement agency(s) have you hired for your event? _____

Contact Name: _____ Phone: _____

Please list the dates and times security will be present:

Date: _____

Time Frame: _____

Date: _____

Time Frame: _____

Date: _____

Time Frame: _____

Promotional Information

Event Website: _____

Event Information Phone: _____

Equipment, Activities and Amusements

The following equipment, activities and/or amusements will be at the event:

Generators: quantity _____ and size(s) _____

Temporary Structures: quantity _____ and size(s) _____

Will the structures have sides? Yes No If yes, how many sides will be closed? _____

How will tents/canopies be secured? _____

Stage: quantity _____ and size(s) _____

Please check all that apply:

Amplified Sound

Amusement Rides

Barricades *

Bleachers

BBQ Pits/Propane

Chairs

Dance Floor Fencing

DJ/Live Music

Drone

Inflatables Open

Fryer

Fresh Water Connection

Flames

Light Towers

Tables

Sale of Merchandise

Petting Zoo/Animals

Parked cars for display

Signs/Banners

* Barricades are available for rent from the City @ \$15.00 each per day; cones are \$10.00 each per day

Other: _____

Name of company providing amusement rides: _____

Contact Name: _____ Phone: _____

Name of company providing inflatables: _____

Contact Name: _____ Phone: _____

Utilities, Restrooms, and Hand-Washing Stations

Will you need use of electricity? No Yes 220V 110V

If yes, what will electricity be used for? _____

How and from what location will you access electricity? _____

Will you need access to water? Yes* No water needed

If yes, what will water be used for? _____

Please indicate the number of portable restrooms and hand-washing stations you will have at your

event Include delivery date, pick-up date and contact information below.

___ # of regular portable restrooms ___ # of ADA portable restrooms ___ # of handwashing stations

Equipment will be delivered: _____ (date) at _____ (time)
Equipment will be picked up: _____ (date) at _____ (time)
Sanitation Company Name: _____ Phone: _____
If and when will items be serviced and how often? _____

Clean-up, Trash-Collecting and Recycling

Contact name responsible for event clean-up: _____ Phone: _____
Will a dumpster(s) be delivered? Yes When? _____ (date and time) No
What size dumpster(s)? _____
Will you have temporary trash cans throughout the event grounds? Yes No **
Yes What provisions will be made for recycling? _____

**** Poly carts are available for rent from the City at \$20.00 each per day**

First Aid and Emergency Vehicle Access

Will your event have a first aid station? Yes No
Company/Organization Name: _____
Contact Person: _____ Phone: _____
Events will not be permitted without emergency vehicle access. This access must be available at all times.
Events are subject to permit revocations if emergency access lanes are not provided for. Have you reviewed your layout to verify emergency vehicle access? Yes No

Food and Beverage

Please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> No food or beverages at this | <input type="checkbox"/> Event will sell alcohol |
| <input type="checkbox"/> event Sale of food/beverages | <input type="checkbox"/> Event will distribute alcohol at no charge |
| <input type="checkbox"/> Distribution of food/beverages | <input type="checkbox"/> Event will be B.Y.O.B. |
| | <input type="checkbox"/> Event will not have alcohol |

TABC Permit required for all events offering alcohol

Please indicate what type of alcohol will be present:

- Beer Wine Mixed Beverages

Who will provide alcohol? _____

Who holds the TABC permit for your event? _____

State of Texas Health Permit/Mobile Food Vendor Permit must be attached for food sales.

Races, Runs, and Walks

Are you requesting any street closures for your route? Yes No

On-site Registration will begin at: _____ am/pm at _____ (location)

Starting time (if staggered, please enter all and explain): _____

Describe your route, including starting point and disbanding area: (Please attached a route map to application)

Start: _____ (location)

Disband: _____ (location)

State Highway Closures Required TxDOT Authorization

Parades

Parade Staging will begin at: _____ am/pm at _____ (location)

Start: _____ (location)

Disband: _____ (location)

(Please attached a route map to application)

Estimated number of expected participants: _____

Estimated number of motorized vehicles or floats: _____

Estimated number of marching units: _____

Will your parade allow animals? Yes No If yes, what type? _____

How will you clean up animal waste? _____

Is there anything else you would like to tell us about your event?

I, the undersigned, do hereby make application to the City of Comanche to approve the subject Special Event Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I agree to provide all the information that is required by the City during the permit review process in order that a complete evaluation can be made of this application.

I hereby understand and accept all conditions imposed by the issuance of this special event permit.

I hereby understand that the City may seek financial reimbursement for any damages incurred to City property or assets during this event.

Applicant's Signature

Date

Print Name

Title

FOR CITY USE ONLY:

Date Received: _____

Date Deposit Paid: _____

ATTACHMENTS:

- Street Closure Plan Site Map Non-Profit Private Property - Owner Approval
- Insurance Parades/Races/Runs/Walks – Route Map Sales Tax Use Certificate TABC Permit
- Public Safety Plan Downtown Street Banner Request Health Permit/Mobile Food Vendor Permit
- Other: _____

Approved: Yes No Give Reason for Denial: _____

Date Permit Issued: _____ Fee: _____ Date Fee Paid: _____