



SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name:	Phone #:
Address:	
Email Address:	

ORGANIZATION INFORMATION

Name of Organization:	
Address:	
Email Address:	Phone #:
On-Site Coordinator (event contact present at event):	
Email Address:	Phone #:

SPECIAL EVENT REQUIREMENTS

Special event application must be received by the Permit Department no later than 90 days prior to the actual date of your event and may be submitted no earlier than one year before the event. In general, any organized activity involving the use of roads, pathways, highways or parks in the Jersey Village city limits will require a special event application. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

Keep in mind that submitting your form should in no way be construed as final approval or confirmation of your request. Throughout the review process you may be notified if your event requires any additional information, traffic control plans, permits, licenses or certificates. Delays in providing these items often delay our ability to finish the review process and approval for the special event.

Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. The City of Jersey Village may not approve a special event when other events are presently scheduled.

*Application fee for special events is \$50.00 and is non-refundable. Deposit must also be submitted with application. Requirements for deposit are outlined on page 2. Please enclose fee and applicable deposit amount with application or application will not be accepted.

Additional fees may apply and will be determined once permit has been processed and approved.

PROPERTY OWNER

Property Owner Name:	Phone #:
Address:	
*Must provide contact information for the property owner of event location; Must attach a signed agreement between property owner and organization/individual holding the event.	

EVENT INFORMATION

Event Name:
Event Category: <input type="checkbox"/> Sports/Recreation <input type="checkbox"/> Fair/Festival <input type="checkbox"/> Race/Walk <input type="checkbox"/> Parade/March
Other (explain):

Date(s) of Event:			
Event Start Time:		Event End Time:	
Assembly Date/Time:		Assembly Location:	
Anticipated Participants:		Anticipated Spectators:	
Explanation of plan used to limit attendance to anticipated number:			
Event Location/Route Explanation (attach map of route; route map must include proposed entrances and exits for event):			
Loudspeaker use? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include depiction on route map of location and orientation of speakers			
Outdoor lighting use? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include depiction on route map of location and orientation of outdoor lighting			
IDENTIFY LOCATION AND NUMBER OF EXISTING PUBLIC FACILITIES AND THE QUANTITY AND LOCATION OF PROPOSED PORTABLE FACILITIES (LOCATIONS MUST BE INCLUDED ON ROUTE MAP)			
Public Lavatories:	Portable Lavatories:	Portable Facilities:	Accessible Facilities:
Women's Restrooms:	Men's Restrooms:	Men's Urinals:	Accessible: <input type="checkbox"/> Yes <input type="checkbox"/> No

EVENT SIGNAGE			
Explanation of event signage to be used, if any (list dates and times of use, sign measurements, and attach photos):			

IF FOOD AND/OR BEVERAGES WILL BE SERVED, THE PROPER PERMITS SHOULD BE OBTAINED FROM THE HARRIS COUNTY HEALTH DEPARTMENT AND PROOF OF SUCH SUBMITTED WITH THIS APPLICATION			
Food/beverage service provided for event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IF ALCOHOL WILL BE SERVED, APPLICABLE TEXAS ALCOHOLIC BEVERAGE COMMISSION LICENSES/PERMITS SHOULD BE SUBMITTED WITH THIS APPLICATION			
Alcohol served at event? <input type="checkbox"/> Yes <input type="checkbox"/> No			

REQUIRED DOCUMENTATION			
<input type="checkbox"/> Certificate of insurance naming the City of Jersey Village as an additionally insured. The insurance shall provide protection of not less than \$300,000 against liability for damages to property and protection of not less than \$300,000 for protection of injury to the death of one or more persons in a single accident or occurrence.			
<input type="checkbox"/> If the applicant is acting on behalf of a corporation, association, firm, or other organization sponsoring the requested event, the application must be accompanied by a copy of an appropriate resolution or approval of the governing body of such corporation, firm, or other organization indicating its sponsorship of the event and authorizing the applicant to act in its behalf in securing a permit.			
<input type="checkbox"/> If the applicant is not the property owner of the location being used for requested event, applicant must attach an executed agreement between applicant and property owner giving applicant permission to use said property for requested event.			
Conditionally refundable deposit:			
Up to and including 200 participants - \$200.00, 201 — 500 participants - \$300.00			
500+ participants - \$500.00			

ACKNOWLEDGEMENT

If applicant falsifies anticipated attendance, to the extent that the City of Jersey Village believes falsification was intentional, applicant understands deposit may not be returned at event completion.

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

If the permit is granted, I agree to adhere to all City ordinances regarding the event I have requested.

I have read and agreed to the above conditions.

Applicant's Signature

Printed Name

Application Date

FOR OFFICE USE ONLY

Police Department Approved Denied

Requirement(s): _____

Total Department Cost: _____

Chief of Police Signature: _____ Date: _____

Fire Department Approved Denied

Requirement(s): _____

Total Department Cost: _____

Fire Chief Signature: _____ Date: _____

Fire Marshal Signature: _____ Date: _____

Public Works Approved Denied

Requirement(s): _____

Total Department Cost: _____

Director of Public Works Signature: _____ Date: _____

Parks and Recreation Approved Denied

Requirement(s): _____

Total Department Cost: _____

Director of P&R: _____ Date: _____

Final Determination Approved Denied

Total Event Cost: _____

The following conditions are placed upon this event:

Signature/Title : _____ Date: _____

Waiver Allowed by City Manager

Signature: _____ Date: _____

NOTE: Only complete applications shall be accepted and payment received at time of submission.