



## Special Event Permit Application

The purpose of this application is to provide information about your event or activity in order for various departments and agencies to determine if they need to be involved in the approval and/or permitting process. Depending on the specific event, a permit application and/or fee(s) may be required. **The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan. The applicant is also responsible for notifying the Planning Dept of any changes.** Incomplete applications will not be accepted. **\*\*A complete application should be submitted at least 15 days prior to the planned event to allow sufficient review time. Public officials may contact you with specific questions and may require a pre-planning meeting. Some activities will require verification of a Certificate of Liability Insurance for the organization (i.e.. any activity on a public roadway - See Texas Transportation Code: Chapter 552 for more information).** Applications and events are prioritized based on a first come-first served basis and the City may approve or disapprove an event's requested date based on availability of resources. Events that occur on an annual basis will receive priority the following year.

### Applicant Information

Name of Event: \_\_\_\_\_

Applicant Name & Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Is organization listed as nonprofit by the Internal Revenue Service: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Address:		
Date of Event:	Event Start Time:	Event End Time:
Road Closure Begins Date:	Road Closure Ends Date:	

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

A pre-planning meeting may be required and will be scheduled to include the appropriate staff. The event applicant must attend the meeting. The city reserves the right to require others to attend.

City use only Fee(s):	<input type="checkbox"/> Circus, Carnival, Animal Act, or Tent Show (\$200 a day permit fee)	<input type="checkbox"/> Fair, festival, parade, foot race, bicycle race (\$25 permit)
	<input type="checkbox"/> Fee waived by City Manager or City Commission	
Date payment received:	_____	Payment type: <input type="checkbox"/> Cash, <input type="checkbox"/> Card, <input type="checkbox"/> Check/Check# _____

**WAIVER and HOLD HARMLESS AGREEMENT**

In consideration of the \_\_\_\_\_ (name of organization) and its Members, employees, volunteers or guests, being allowed to participate in \_\_\_\_\_ (the Activity), the undersigned hereby recognizes and assumes any and all risk pertaining to \_\_\_\_\_ (name of organization) participation in the Activity.

To the fullest extent permitted by law, the \_\_\_\_\_ (name of organization) hereby agrees to defend, indemnify, and hold harmless the City of Eastland, its officials, agents, and employees, against all injuries, deaths, claims, suits, liabilities, judgments, cost and expenses (including attorneys' fees) which may in anywise accrue against the City of Eastland, its officials, agents, and employees, arising in consequence of \_\_\_\_\_ (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Eastland, its agents, or employees. The \_\_\_\_\_ (name of organization) shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Eastland, its officials, agents, and employees, in any such action, the \_\_\_\_\_ (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the \_\_\_\_\_ (name of organization).

Agreed this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_ Name of Organization

\_\_\_\_\_ Print Name of Authorized Person

\_\_\_\_\_ Signature of Authorized Person

\_\_\_\_\_ Title

**City of Eastland Internal Portion**

Based on the information provided, this application has been:

Approved, Permit #: SP-\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Denied

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_