

# CITY OF LAGO VISTA POLICE DEPARTMENT

5901 Municipal Complex, Lago Vista, Texas, 78645



## SPECIAL EVENT PERMIT APPLICATION

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date Complete: \_\_\_\_\_ by: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Approved Permits are valid for the dates specified in the Application unless otherwise noted above.

Applicant Name: \_\_\_\_\_

Entity / Organization Name: \_\_\_\_\_

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

Primary Onsite Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

Event Date(s) and Times: \_\_\_\_\_

Setup Date & Time: \_\_\_\_\_ Tear Down Date & Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

The Applicant for this Special Event Permit Acknowledges that violation of any laws, ordinances, or regulations of the City that directly relate to the duties and responsibilities of the permitted sales or solicitations shall have the special event permit immediately revoked and such holder shall immediately return said special event permit to the Chief of Police. All actual events must be in compliance with the descriptions, disclosures, and other representations of the applicant, and the applicant warrants by the signature below that all material facts are fully described in this permitted application and attached submittals. The approval of this permit does not relieve the sponsor, tenant, or owner from abiding by any other law applicable to the use of the property, including but not limited to applicable zoning, or applicable to the conduct of the activity of the event. The City's sole action is to approve, or approve with conditions, the event as described; and the City is in no way responsible or liable for acts and omissions of the permitted or others associated with the event.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PRIVATE COMPANIES CONTRACTED TO WORK EVENT

Setup: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Planner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Catering: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Security: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

EMS: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fireworks: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## MARK ALL THAT APPLY

<input type="checkbox"/> Street Closure (Start Time): _____ (End Time): _____	<input type="checkbox"/> Sale of Merchandise <input type="checkbox"/> Food or Beverage Vendors <input type="checkbox"/> Alcohol Sold <input type="checkbox"/> Alcohol Distributed
<input type="checkbox"/> Blocking of streets or public property	<input type="checkbox"/> Black Power or Replica Arms
<input type="checkbox"/> Barricades / Fencing	<input type="checkbox"/> Fireworks or Pyrotechnics
<input type="checkbox"/> Amusement Rides / Bounce House	<input type="checkbox"/> Open Fires
<input type="checkbox"/> Tents or canopies	<input type="checkbox"/> Signs / Banners
<input type="checkbox"/> Stages / Bleachers	<input type="checkbox"/> Animals
<input type="checkbox"/> Trailers / Vehicles / Storage Facilities	<input type="checkbox"/> Garbage / Recycling
<input type="checkbox"/> Generators / Electric Power	<input type="checkbox"/> Toilets
<input type="checkbox"/> Temporary Lighting	<input type="checkbox"/> Hand washing sinks
<input type="checkbox"/> Outdoor Sound Amplification / Music (Permit Required)	<input type="checkbox"/> Use of private property not owned by organizer
<input type="checkbox"/> Commercial Filming	

## REQUEST FOR SERVICES:

### Off-Duty Police:

Number of Officers: \_\_\_\_\_ Time: \_\_\_\_\_

### Fire / Emergency Services:

Medical Standby  Fire Watch  Event Standby Fire Dept. Signature: \_\_\_\_\_

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## SITE PLAN

- Indoor / Outdoor Layout:** Show location, size, number of stages, seating, tents, awnings, canopies, inflatables, amusement rides, food service booths, mobile food vendors, first aid stations, EMS vehicles, portable restrooms, or other temporary structures.
- Emergency Exit:** Show location(s) for fire extinguishers and alarm devices (if applicable).
- Parking:** Show proposed location of parking area and number of spaces provided. Must have room for capacity plus 10% surplus.
- Traffic Flow:** Show traffic circulation. Include location of entrances and exits with a plan of evacuation in case of emergency to include directing the arrival of emergency services through the event.
- Electric Details:** Location of generator or power supply, if applicable. An area eight (8') foot in diameter must be roped off and remain clear around generators to prevent contact by patrons.

## ADDITIONAL DOCUMENTS

- Fire Marshal Review:** Required for all events where fireworks, pyrotechnics, or outdoor burning will occur.
- Consent from property owner if event on private property:** Submit signed copy.
- Filming Permit:** (if applicable) Submit signed copy.
- Proof of Liability Insurance:** Required for any event on City property or City rights-of-way.
- Bond:** \$5,000 Surety Bond or cash deposit in lieu of surety bond is required if event is on City property or City rights-of-away.
- Documentation of Other Required Permits:** For example: food vendors, entertainment companies (bounce houses, pony rides, etc.), including the required insurance.
- Licenses:** Provide copies of any licenses or permits issued by the County such as TABC, and food vendors.