



# City of Kerrville

## PARKS AND RECREATION

### SPECIAL EVENT APPLICATION

Date received: \_\_\_\_\_

Office Staff: \_\_\_\_\_

Date received: \_\_\_\_\_

Admin. Staff: \_\_\_\_\_

SPECIAL EVENT PERMIT IS ISSUED UPON APPROVAL OF THIS APPLICATION

- Permit Fee: \$125 (this does not include applicable deposits or rental fees for any facilities)
- Application must be submitted no later than 30 days *prior* to date of event or set up date, whichever comes first.
- Advertising for this event is not allowed until the Special Event Permit has been issued.
- Return to:

Parks and Recreation Department

2385 Bandera Hwy

Kerrville, Texas 78028

Phone: (830) 257-7300

Fax: (830) 896-6220

E-mail: [kerrpark@kerrvilletx.gov](mailto:kerrpark@kerrvilletx.gov)

**Date:** ( submitted to the Park Office) \_\_\_\_\_

#### Section A

**Official Name of Event:**

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

**Note:** Use the back page of this application for more space; in order to begin the application process, you must attach a detailed site map with an itinerary of your event.

**Location of Event:**

Which facilities are you renting:

Parking Location: (where do you plan on parking your guest)

Include parking area on your site map

**Date of Event:**

**Time – From:**

**To:**

**Date of Event Set-up:**

**Time – From:**

**To:**

**Break down:**

**Time – From:**

**To:**

**Note:** Permission must be obtained to set up the day before your event; fees may apply.

**Name of Organization / Sponsors:**

**Name of the Event Coordinator:**

**Contact Mailing Address:**

**Contact Phone #:**

**Alternate #:**

**Email Address:**

(required)

#### Section B

**Approximate number attending:**

Include participants & spectators

**Sanitary Facilities (i.e. port- a- pot):**

Name of the company you are using:

**Will you require temporary street closure:**

If yes which location / locations:

Permission from City Street's Dept. required for any street closures

**What traffic signal company will you be using:**

**Note:** Use of Holdsworth Drive will require a contraflow set-up, street barricades, directional sign boards, and peace officer staffing, as required.

#### Section C

**Will food or beverages be **served** to the public?**

**Will food or beverages be **sold** to the public?**

If food will be sold to the public, please make sure you have submitted the following prior to your event:

- Temporary Health Permit Application with the City Health Department

- Certificate of Liability Insurance policy to the City Risk Management Office

A group only needs insurance if they are providing or selling food. If it's prepackaged food (ex: energy bars/protein bars) and bottled water – there is no need for insurance. If they are cooking hamburgers, hot dogs, or something similar, you will need insurance.

Commercial General Liability: Each Occurrence – \$1,000,000      General Aggregate - \$2,000,000

**Note:** Prior to an application being granted, permits must be secured and submitted to the Park Office.

Will alcoholic beverages be **served**?

Will alcoholic beverages be **sold**?

**Note:** A TABC permit is required if you are selling or serving alcoholic beverages to the public.

#### Section D

**Please Indicate whether you will have any of the following involved in the event:**

Temporary structures, tents, canopies, membrane structures or air-filled amusement structures (i.e. bounce house, mazes or slides):

Please specify which structure or what size of canopies you will be using:

If using a bounce house which company will you be renting from:

**Note:** Canopies larger than 10x10 you must provide a copy of the permit issued by the Fire Marshall; for bounce house permits you must obtain from the City Development Services Dept. no less than two (2) weeks prior to your event. For info: (830) 258-1514

Motorized rides:                      Fire Pits (i.e. barbeque cookers):                      Bonfires:  
 Deep Fat Fryers:                      Pyrotechnics:                      Animals:  
 Aerial Attractions:                      Electrical Equip.:  
 Fuel-powered equip. (generators, amusement rides, air-blowers):  
 Other:

**Note:** If you indicated "Y" (Yes) to any of the above activities, additional permits are required prior to your event please inquire with the Park Office for more information. Please check the status of the burn ban; if it is in place, no exceptions are permitted.

#### Section E

##### Please Read Before Signing

THE UNDERSIGNED APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF KERRVILLE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS AND CAUSES OF ACTION RESULTING FROM INJURY OR DEATH, OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THIS SPECIAL EVENT, EXCEPT FOR INJURY, DEATH, OR DAMAGE TO PERSONS OR PROPERTY RESULTING FROM A NEGLIGENT ACT OR OMISSION OR WILLFUL MISCONDUCT OF THE CITY OF KERRVILLE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES. IN THE EVENT THAT THE UNDERSIGNED APPLICANT AND THE CITY OF KERRVILLE ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH TEXAS STATE LAW, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY OF KERRVILLE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES UNDER TEXAS LAW AND WITHOUT WAIVING ANY OTHER LAWFUL DEFENSES AVAILABLE.

The undersigned applicant acknowledges that he/she has been provided a copy of the Special Events Ordinance, Chapter 14, Article III, the Park Rules Ordinance, Chapter 74, Article I, and , if applicable, the Street Closure Ordinance, Chapter 102.

The undersigned applicant acknowledges and agrees that any costs incurred by the city, associated with this event, may become the applicant's financial responsibility. Applicant will be provided written notice of costs and an opportunity to respond before such costs are assessed to the applicant.

The undersigned applicant acknowledges and agrees that clean-up will be completed the same day that the event closes or before 7:30am the following morning, or the deposit will automatically be forfeited.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

===== FOR STAFF USE ONLY =====

Request Requires	YES	NO
City Council Approval		
Exception to the Noise Ordinance Approval		
Parade Permit Approval from Kerrville Police Dept.		

Request Approved by: \_\_\_\_\_

Director of Parks & Recreation