



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

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

