



**EVENT PERMIT APPLICATION**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

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

Address of Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Commencement Time: \_\_\_\_\_ Termination Time: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name and Title (please print)

- Application Fee: \$25.00
- Applicant must provide Proof of Insurance in the amount of \$1,000,000 naming the "City of La Vernia" as an additional insured before issuance of permit.
- If La Vernia Little Leage, La Vernia Volleyball League or Market Days are scheduled for the date and/or time of your event, they have the first right to the facility.

**PERMIT APPROVED:** \_\_\_\_\_

\_\_\_\_\_  
Signature, La Vernia Police Chief

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

**PERMIT DENIED:** \_\_\_\_\_

Proposed event will cause hazard to persons or property: \_\_\_\_\_

Proposed event will cause unreasonable inconvenience to the public: \_\_\_\_\_

Adequate arrangements for direction and control of traffic needed: \_\_\_\_\_

\_\_\_\_\_  
Signature, La Vernia Police Chief

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

Appeal must be filed with the Administrative Office no later than one full business day following the receipt of the denial of the permit by the Police Chief. The committee shall meet to consider the denial within three (3) business days of the filing of the appeal and shall render its decision within 24 hours of meeting.