



## SPECIAL EVENT PERMIT APPLICATION

A special event permit is required for a temporary for-profit or non-profit event, gathering, or organized activity held outside the confines of a building or permanent structure including but not limited to meetings, entertainment, performances, shows, exhibitions, car shows, street fairs, rallies, races, concerts, carnivals, pop up shops with a different certificate of occupancy or amusements held on city-owned or private property and sponsored by an applicant. If the special event is providing sale and/or consumption of alcohol, then a special event permit will require additional steps and fees.

Special event permit applications should be submitted 60 days prior to the scheduled event.

The special events guidebook can be found at [www.lavernia-tx.gov](http://www.lavernia-tx.gov) on our forms page. Please submit your completed application to [FCarvajal@lavernia-tx.gov](mailto:FCarvajal@lavernia-tx.gov) or drop off at 102 E. Chihuahua St. La Vernia, TX 78121.

Once the application has been submitted, it will be reviewed by the appropriate city departments. The review time for a special event permit application is approximately five (5) business days upon receipt for first initial review comments.

Additional time may be needed if additional documents are needed.

### APPLICANT INFORMATION

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

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

Primary Phone Number: \_\_\_\_\_ Day of Event Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

Organization/Business Type:  Individual  For-Profit  Non-Profit (Proof of tax status will be required)

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Type/Purpose of Event: \_\_\_\_\_

Location of Event (Address or Park/Business): \_\_\_\_\_

Is this a first-time event?  Yes  No – When was the last time it was hosted? \_\_\_\_\_

Will this event take place on city owned property, city street or a right of way?  Yes  No

**If yes, you 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 the permit. All city park rules must be followed.**

Is this event open to the general public?  Yes  No – Who can attend? \_\_\_\_\_



Is there a charge or fee for admission  Yes  No – How much is admission? \_\_\_\_\_

Event set-up Start Time: \_\_\_\_\_

Event Actual Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Event Tear-down Time: \_\_\_\_\_ (Time you expect to have everything cleaned up and removed from site)

Projected number of people attending the event (include peak-time hours): \_\_\_\_\_

**Please describe in detail the activities planned for your event:**

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**VENDORS:**

Will this event have vendors selling items?  Yes  No

If Yes – Please list: \_\_\_\_\_

Will they be inside or outside of your establishment/building?  Inside  Outside  Both

Will this event have any bounce houses/amusement rides or large tents (over 400 sq ft)?  Yes  No

**FOOD:**

Will this event have any food vendors or food trucks?  Yes  No

If Yes – Please list: \_\_\_\_\_

**PARKING:**

What type of parking will be utilized by this event?  On-site  Off-site  Both

(You must have written consent you can provide the city if parking will be located on another property owner/businesses' property).

Please list the number of parking spaces available to your guests: \_\_\_\_\_

**TRAFFIC:**

Are you proposing any street closures?  Yes  No

If Yes – Please list: \_\_\_\_\_



Will you be requesting that La Vernia PD help direct any traffic?  Yes  No

Note: Additional approval through TXDOT maybe required for some streets.

**SIGNS:**

Will you have signage to advertise your event?  Yes  No

Where are the signs to be located? \_\_\_\_\_

Will you have directional and/or ingress/egress signs?  Yes  No

Note: All signs must be in compliance with city ordinances and TXDOT state law.

**ALCOHOL:**

Are you planning on serving alcohol at this event?  Yes  No

If yes – Any event providing alcohol sales or consumption is required to have a valid permit or license to sell or serve alcoholic beverages issued by the Texas Alcoholic Beverage Commission (TABC). Any alcohol sales conducted without a TABC permit will result in a fine, a Class C Misdemeanor, and immediate shut down of your event. All alcohol must be in a contained (fenced) off area and additional security will be required for any events providing alcohol.

What type of alcohol will be served? (Check all that apply)  Beer  Wine  Liquor/Mixed Drinks

Note: No glass bottles are allowed in city park.

**SECURITY:**

Will you be requesting officers to work Security during your event?  Yes  No If Yes – How Many? \_\_\_\_\_

**Security will be required for any events providing alcohol.**

Number of Attendees	Minimum Number of Officers Required
100	1
101-300	2
301-600	3
601 +	4 +

**SECURITY FEE: \$35/hour per officer; \$50/hour on holidays (Minimum of 4 hours)** Rates are subject to change.

When the presence of certified police officers is necessary, every applicant shall pay for the services of such personnel PRIOR TO THE EVENT. If additional security is needed, then the difference for the additional hours will be paid for upon completion of the event. Please reach out to the La Vernia Police Department at 830-779-4541 for more information or to schedule security.

**PARADES:**

Will there be animals participating:  Yes  No

**AMPLIFIED SOUND AND MUSIC:**

Will you have music at this event?  Band  DJ  Other: \_\_\_\_\_

What time does the music start? \_\_\_\_\_

What time does the music end? \_\_\_\_\_

City of



How will you provide electricity for the music? \_\_\_\_\_  
All sound and music must comply with city ordinance.

**RESTROOMS:**

How many restrooms will be accessible at the event? \_\_\_\_\_

If you are having portable restrooms delivered, please list date and time of delivery: \_\_\_\_\_

Please list restroom vendor and phone number: \_\_\_\_\_

**SITE PLAN**

**Please sketch a site plan to scale in the space below, or attach a print out of Google Earth with locations of the below items:**

- Location of adjacent structures and mobile structures (stages, tents, bleachers, etc.)
- Location of points of ingress/egress (Entrance/Exit)
- Location of fire lanes for use by emergency equipment with min. width of 20 ft and min. height clearance of 14 ft.
- Location and size of parking area
- Location of band, music, DJ
- Location of sanitary facilities and trash containers
- Area designated for alcohol sales and/or consumption
- All signage
- Route Map (for parades)
- Any proposed street closures – additional approval may be required from TXDOT



**FEES:**

	Individual/ Business/ Organization	Non- Profit		Notes
Special Event Permit Fee	\$50/event	\$25/event		\$1,000,000 liability insurance if held on city property, right of way or have activities including bounce house, petting zoo, climbing wall, trackless train rides, etc.
Street Closure	\$50/day/event	\$50/day/event		Must be paid prior to event and any additional time will be invoiced after the event.
Police Officer(s)	\$35/officer/hour	\$35/officer/hour	Holiday's \$50/hour	Minimum of 2 hours. Rate subject to change.
Food Vendors	\$75	\$75		Each Vendor will pay this fee directly to the City of La Vernia. This is applicable to anyone preparing and selling food at the event (Food Trucks or Catered under a Tent).
Gazebo/Pavilion/Fields				See Park Rental Application for facility fees.

No permit shall be granted until the applicant pays the City of La Vernia the appropriate permit fee.

**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 City Administrator or their designee and 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.**



## La Vernia Special Event Application Checklist

	<b>Special Event Permit Application</b> – Permit application completely and properly filled-out.
	<b>Applicable Event Fees and Deposits</b>
	<b>Event Site Plan</b> – Include information about: Restroom Facilities/Portable Toilets, Parking Plan, Race and Parade Routes, Signs, Electrical Plan, Fencing and Barriers, Street Closures, Vendor/Exhibitor Booths, Stages, Tents, Trashcans / Dumpsters, Event Staging and Transition Areas, and other activities related to the event.
	<b>Event Liability Insurance</b> – Comprehensive General (Public) Liability in the amount of \$1,000,000 naming the “City of La Vernia” as an additional insured. - City of La Vernia’s mailing address is PO Box 225 La Vernia, TX 78121.
	<b>Traffic Management Plan</b> – Include information about ingress and egress for the event, parking information, road closure information, etc.
	<b>Inclement Weather Plan</b> – Include information on severe weather procedures and rainouts.
	<b>Cleanup Plan</b> – Include information on how public property will be cleaned up during and after the event.
	<b>Restroom Facilities/Portable Toilets Plan</b> – An adequate number of toilets with hand sanitizers must be provided depending upon the number of participants expected and if alcoholic beverages are being offered.
	<b>Rental Application</b> - Fees and application if renting the gazebo/pavilion/fields/volleyball courts, etc.
	<b>Alcohol Permit</b> – If you will be selling alcohol at your event, you will need a permit from the Texas Alcoholic Beverage Commission (TABC). Submit your TABC Permit with this application.
	<b>Security</b> - Security hired and all fees paid depending on event size, location, activities, and if alcohol will be sold or consumed at your event.
	<b>List of Vendors/Exhibitors/Food Services</b> – Include what they will be selling at your event. Food vendors must be registered with the city with all fees paid for that year.
	<b>Additional Supporting Information</b> – All flyers, promotional materials for the event, proof of 501c3 status, written permission/agreement letter for property and/or parking use, etc.



## La Vernia Special Event Supporting Documentation

Type of Event	Application Requirements
Parade/Assembly	<ul style="list-style-type: none"> <li>*Completed Permit Application <b>60+ days</b> in advance</li> <li>*Liability Insurance Certificate</li> <li>*Staging Area and Parade Route Map</li> <li>*Streets to be Closed</li> <li>*Safety/Security Management Plan</li> <li>*Traffic Management Plan</li> <li>*Inclement Weather Plan</li> <li>*Event Cleanup Plan</li> <li>*Restroom Facilities/Portable Toilets Plan</li> <li>*All flyers/promotional material</li> <li>*Any Additional Supporting Documents</li> <li><b>If Applicable:</b></li> <li>*Facility Rental</li> <li>*Electrical Plan</li> <li>*Temporary Food Permit</li> </ul>
Festival/Carnival/Exhibition	<ul style="list-style-type: none"> <li>*Completed Permit Application 60+ days in advance</li> <li>*Liability Insurance Certificate</li> <li>*Event Layout Map</li> <li>*Parking Plan/Map</li> <li>*Event Cleanup Plan</li> <li>*Safety/Security Management Plan</li> <li>*Traffic Management Plan</li> <li>*Inclement Weather Plan</li> <li>*Restroom Facilities/Portable Toilets Plan</li> <li>*All flyers/promotional material</li> <li>*Electrical Plan</li> <li>*Temporary Food Permit</li> <li>*Any Additional Supporting Documents</li> <li><b>If Applicable:</b></li> <li>*Facility Rental</li> <li>*TABC Permit</li> <li>*Streets to be Closed</li> </ul>
Foot Race/Bike Race/Walk	<ul style="list-style-type: none"> <li>*Completed Permit Application <b>60+ days</b> in advance</li> <li>*Liability Insurance Certificate</li> <li>*Staging Area Map</li> <li>*Race/Walk Route Map</li> <li>*Streets to be Closed</li> <li>*Safety/Security Management Plan</li> <li>*Traffic Management Plan</li> <li>*Inclement Weather Plan</li> <li>*Event Cleanup Plan</li> <li>*Restroom Facilities/Portable Toilets Plan</li> <li>*All flyers/promotional material</li> <li>*Any Additional Supporting Documents</li> <li><b>If Applicable:</b></li> <li>*Facility Rental</li> <li>*Electrical Plan</li> <li>*Temporary Health Permit</li> </ul>



## ACKNOWLEDGEMENTS:

### **PUBLIC NOTIFICATION:**

City may require that applicant deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the event will be conducted. The notice must include the following information: event date, time, location, and a statement that an application for a Special Event Permit has been filed.

### **CLEANLINESS:**

Applicant shall return public spaces to a clean and orderly condition and replace all City property to its original location. Applicant shall pay for the cost of replacement or repair of any damage to the facility or equipment within that public space caused from the use thereof. Applicant shall refrain from applying any permanent or semi-permanent markings to roads and pedestrian pathways without prior approval.

### **DAMAGE OR LOSS OF MATERIALS:**

When events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability on groups or individuals attending an event within said public spaces.

### **INSURANCE:**

No event permit shall be issued for a special event until the applicant has filed a certificate of insurance, indicating that the required insurance to repair or replace any damage to publicly owned property within or adjacent to the event. **Insurance policy shall be in force and effect during the period of time of the event and lists the City as an Additional Insured.** Such insurance policy must be in the face amount of not less than (\$1,000,000.00), and issued by a company licensed to issue such policy in Texas. This provision may be satisfied by either a special policy issued solely for the event or, by a standing liability policy maintained by the applicant year-round, so long as it meets the minimum requirements of this subsection. Applicants have the right to show cause when the insurance requirement should be reduced or waived, and to attach such request with the submitted permit application. The City Manager will review requests and may increase, lower, or drop the insurance requirement based upon review of the event application. An applicant may be required to furnish additional liability insurance based upon the type of event, equipment, machinery, location, alcohol related exposures, number of people involved, and other pertinent factors or risks associated with the event. Final determination of the amount of additional insurance necessary will be made by the City Manager.

### **INDEMNITY AGREEMENT:**

1. As a condition of a Special Event Permit being issued, the applicant agrees to protect, indemnify and hold harmless, the City of La Vernia, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.





2. Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the state of Texas, and that if any portion is held invalid, the remainder shall; notwithstanding, continue in full legal force and effect.
3. This indemnity agreement contains the entire agreement of the undersigned and the City of La Vernia, and may not be modified or altered without the express written consent of the City of La Vernia.
4. This indemnity agreement shall be construed in accordance with Texas law and is preferable for all purposes in the County of Wilson, State of Texas.

I do solemnly swear (or affirm) that all answers given and statements made on this application are, true and correct to the best of my knowledge and beliefs. I agree to comply with the requirements described in this application.

**Applicant Signature X** \_\_\_\_\_ **Date:** \_\_\_\_\_

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If the event will be held on private property, please have this portion signed by the owner of the private property where the special event is going to be held.

I hereby grant the applicant and any affiliated organization permission to use my property in connection with the special event above described

**Property Owner Signature X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return completed application, the application fee, deposit and all other required documentation to the City of La Vernia. Allow up to five (5) business days for processing.**

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**FOR OFFICE USE ONLY**

**City Administration Approval:** \_\_\_\_\_  Yes  No **Date:** \_\_\_\_\_

**Chief of Police Approval:** \_\_\_\_\_  Yes  No **Date:** \_\_\_\_\_

**Deposit will be returned after 14 days assuming no damage or trash left on city property. Total payment must be paid at the time of application submittal.**

Payment Method: Credit Cash Check                      Check #: \_\_\_\_\_                      Date Paid: \_\_\_\_\_