



## SPECIAL COMMUNITY EVENT APPLICATION

A permit is required for Special Community Events taking place on City property or streets. Applications must be submitted to City Hall a minimum of thirty (30) days prior to the event. There is a \$100 non-refundable permit fee. City assistance must be finalized fourteen (14) days prior to the event. All Special Community Event Permit applications will be reviewed by the City and notification of application status will be provided to the applicant within ten working days of receiving the application. Incomplete applications will not be considered. Based on the details of this application, additional permits and inspections may be required by the City and other agencies.

Return completed application to the City of Bellville administrations office.

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

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

Type of Event: \_\_\_\_\_

### **Applicant Information**

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

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

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Organization Phone: \_\_\_\_\_

Event Information - A site plan must be submitted providing the information requested in this application. Site Plan can be found on page 3 of this application.

Event Location/Address: \_\_\_\_\_

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

Please describe in detail the activities planned:

**Traffic/Police/Trash Needs**

Will your event require the following? Fees may be required for City services and use of City facilities.

**Police Security** Yes No

You will be required to provide police officers for security from the Bellville Police Department for crowd and traffic control at the event. The total number of police officers working at the event is determined by the City of Bellville Chief of Police.

**Traffic Control** Yes No

Identify locations on site plan where requesting road closures, cones, barricades and possible directing of traffic by officers.

**Trash Receptacles** Yes No

Provide suggested locations for trash receptacles and the number of trash receptacles needed.  
(Note location on site plan)

**Emergency Operations Plan** Yes No

You will be required to provide an Emergency Operations Plan. The Chief of Police and/or the Austin County Emergency Management Coordinator can assist you with the plan.

## Map or Sketch of Event

Place a check next to each item included in your event and map or sketch out their locations in the box provided below or attach a map showing the locations of the applicable items.

Identify all streets to be used or blocked

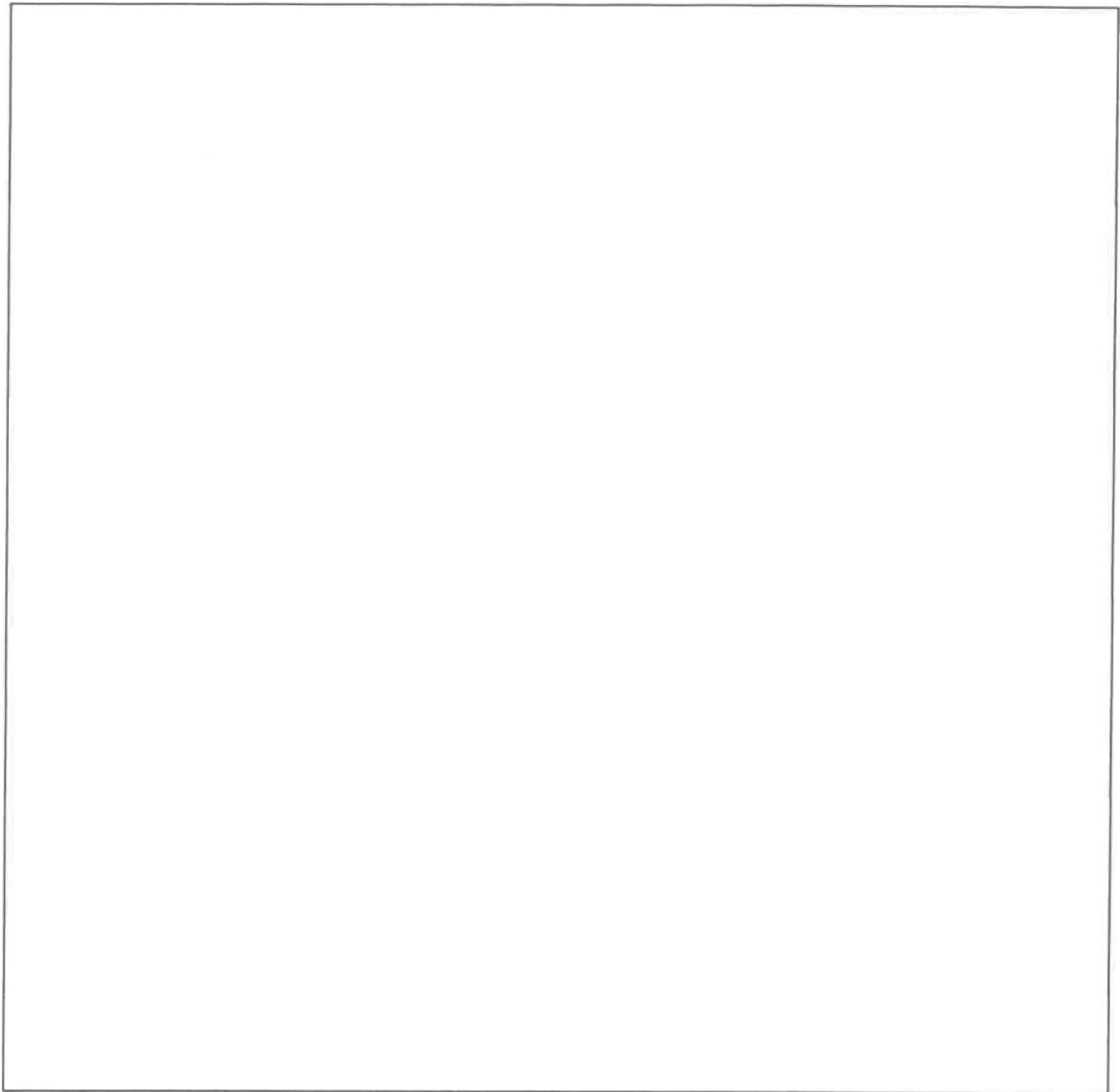
Assembly area

Plan of evacuation

Trash receptacles

Tents

Traffic control



**Cleanliness**

Applicant shall return public spaces to a clean and orderly condition and replace all City property to its original location. The 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.

**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 Bellville, its officers, agents and employees, from and against suit, actions, claims, losses, liability or damage of any character, and from and against cost 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 indemnify 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 Bellville and may not be modified or altered without the express written consent of the City of Bellville.
- 4) This indemnity agreement shall be construed in accordance with Texas law and is preferable for all purposes in the County of Austin, City of Bellville, State of Texas.

I do solemnly swear (or affirm) that all answers given, and statement made on this application are, true and correct to the best of my knowledge and beliefs.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

**Police Department**

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

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Public Works Department**

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

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City Administrator**

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

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_