



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, street fairs, rallies, races, concerts, carnivals, or amusements held on city-owned or private property and sponsored by an applicant that is expected to draw over 100 attendees. If the Special Event is providing sale and/or consumption of alcohol, then a Special Event Permit is required regardless of attendance number.

Special Event permit applications should be submitted 21 days prior to the scheduled event.

The Special Events Guidebook can be found at www.bellmead.com/cd under the "Special Events" tab. Please submit your completed application to fmorris@Bellmeadtx.gov. (Holly Owens – 254-799-2436 Ext. 6120)

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? _____

Is this event open to the General Public? Yes No – Who can attend? _____

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: _____

Please describe in detail the activities planned for your event:

VENDORS:

Will this event have Vendors selling items? Yes No _____

Will this event have any Food Vendors or Food Trucks? Yes No

Will this event have any Bounce Houses or Large Tents (over 400 sq ft)? Yes No

PARKING:

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

Will you provide any Valet Service? Yes No

If Yes – Please provide Name of Service and Contact: _____

TRAFFIC:

Are you proposing any Street Closures? Yes No

If Yes – Please list: _____

Will you be requesting that Bellmead PD help direct any Traffic? Yes No

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

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 Parks.

SECURITY:

Will you be requesting Officers to work Security during your event? Yes No If Yes – How Many? _____

Number of Attendees	Minimum Number of Officers Required
100 - 250	2
250 – 500	5
500 - 750	7
750 - 1000	10

SECURITY FEE: \$50/Hour per Officer (Minimum of 2 hours)

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 Bellmead Police Department at 254-799-0251 for more information or to schedule Security.

SOUND:

Will you have Music at this event? Band DJ Other: _____

What time does the Music start? _____ What time does the Music end? _____

How will you provide Electricity for the Music? _____

RESTROOMS:

How many restrooms will be accessible at the event? _____

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

SITE PLAN

Please sketch a rough Site Plan 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 hydrants
- Location of fire lanes for use by emergency equipment with minimum width of 20 ft and minimum height clearance of 14 ft
- Location and size of parking area
- Location of sanitary facilities and trash containers
- Area designated for alcohol sales and/or consumption
- Any proposed Street Closures – additional approval may be required from TXDOT



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 ten thousand dollars (\$10,000.00), 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 Bellmead, 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 Bellmead, and may not be modified or altered without the express written consent of the City of Bellmead.

4) This indemnity agreement shall be construed in accordance with Texas law and is preferable for all purposes in the County of McLennan, 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 am aware of Ordinance 2021-27 and agree to comply with the requirements associated with it and with those described in this application.

Applicant Signature X _____ Date: _____

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. I am aware of Ordinance 2021-27 and agree to comply with the requirements associated with it.

Property Owner Signature X _____ Date: _____

Please return Completed Application and the \$100 Application Fee to the City of Bellmead Community Development Department. Allow up to five (5) business days for processing.

Fred Morris

Community Development Director

fmorris@Bellmeadtx.gov

254-799-2436 X 6120

FOR OFFICE USE ONLY

Comm Dev Approval: _____ Yes No Date: _____

PD Approval: _____ Yes No Date: _____

Fire Approval: _____ Yes No Date: _____

Public Works Approval: _____ Yes No Date: _____

City Manager Approval: _____ Yes No Date: _____