



CITY OF PORT ARANSAS SPECIAL EVENT PERMIT APPLICATION

Applications are due 30 days prior to the event date. (Please Print)

Today's date:			Received by:		
PERMIT APPLICANT					
Last name:		First:		Middle: Email Address:	
Event Planner – Company Name:				Email Address:	
Contact Name:					
Daytime Phone:				Cell phone no.:	
Mailing Address /P.O. Box:		City:		State:	ZIP Code:
Event Type: <input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Birthday <input type="checkbox"/> Family Reunion <input type="checkbox"/> Sporting Event <input type="checkbox"/> Memorial <input type="checkbox"/> Fundraiser <input type="checkbox"/> Cook-Off <input type="checkbox"/> Trade Show <input type="checkbox"/> Concert <input type="checkbox"/> Demonstration <input type="checkbox"/> Parade <input type="checkbox"/> Bike Race <input type="checkbox"/> Other:					
Event Date:			Expected Attendance:		
Number of Staff _____			Number of Vendors _____		
EVENT INFORMATION					
Multi-day Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Event Date: _____ to: _____			
Set-up	Date:	Start:	Finish:	Catered event?	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event	Date:	Start:	Finish:	Caterers Name:	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
Clean-Up	Date:	Start:	Finish:	Caterers Telephone #	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
Will Alcohol be Served? <input type="checkbox"/> Yes <input type="checkbox"/> No How will alcohol be distributed? <input type="checkbox"/> Bartender <input type="checkbox"/> Self-Serve					
Will music be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: <input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> City PA/Speaker <input type="checkbox"/> Sound System					
Noise Ordinance - the playing of any radios, portable audio equipment, stereos, musical instrument, etc., whether with or without loudspeakers or amplifiers, on the beach, in a public park or public outdoor area - such volume cannot exceed the eighty-five (85) decibel level at any location more than one hundred (100) feet from the source. The allowed decibel level is eighty-five (85) decibels, between the hours of 12:00 noon and 10:00 p.m. The allowed decibel level is seventy (70) decibels at all other times.					

EVENT COMPONENTS

(Check all that apply)

Location of Event: ☐ Roberts Point Park ☐ McDonald Field ☐ Community Park/Pool ☐ Nature Preserve

Other:

City Park Amenities**Roberts Point Park:** ☐ Soccer field ☐ Amphitheater ☐ Small Pavilion**Community Park:** ☐ Concession Stand ☐ Basketball Court ☐ Baseball Field ☐ Little League Field ☐ T-Ball Field ☐ Practice Field ☐ Baseball Lights ☐ Disc Golf ☐ Dog Park ☐ Pickleball Courts ☐ Skate Park ☐ Pool Pavilion ☐ Pool (private parties are booked through the pool and dependent on lifeguard availability)

Other:

EQUIPMENT, ACTIVITIES & AMUSEMENTS**Event Components** (provided by Applicant)☐ Animals ☐ Pop Up Tents ☐ Large Event Tents ☐ Cookers ☐ Fireworks ☐ Car Show ☐ Fun Run/Race ☐ Food Truck ☐ Aircraft ☐ Bounce House ☐ Generators ☐ Other:

List Component Quantities and Sizes: _____

How will tents/canopies/bouncy houses be secured? _____ Water barrels _____ Weights _____ Sandbags

USE OF STAKES IS NOT ALLOWED UNLESS SPECIAL PERMISSION IS GIVENAre you requesting any street closures or blocking any city-owned property (2 months in advance)? ☐ Yes ☐ NoWill your event be requesting to mark any pavement? ☐ Yes ☐ No If yes, please describe:

When and how will markings be removed?

Use of electricity? ☐ Yes ☐ No Use of water? ☐ Yes ☐ No First aid ☐ Yes ☐ NoDumpsters? ☐ Yes ☐ No quantity: _____ Delivery date: _____ Pick up date: _____Portable restrooms? ☐ Yes ☐ No quantity: _____ Delivery date: _____ Pick up date: _____Hand washing station? ☐ Yes ☐ No quantity: _____ Delivery date: _____ Pick up date: _____**SECURITY**

Events with 100 attendees or more; or events that provide alcohol require the provision of licensed, bonded, and commissioned private security at the Applicant's expense. The number of guards and their hours of duty will be determined by the Port Aransas Police Department (PAPD), or the security company, based on the type of event and number of attendees.

What security/law enforcement agency have you hired? _____

Contact Name: _____ Phone Number: _____

Have you contacted the PAPD about your event yet? ☐ Yes ☐ No

If yes, who did you speak with? _____

CLEAN-UP/TRASH

Contact name responsible for event clean-up:

Phone Number:

NOTES ABOUT YOUR EVENT

The above information is complete and correct to the best of my knowledge. I understand that this permit is considered based on the information supplied in the application and that the permit may be denied or revoked if found to be incorrect and/or incomplete. I further understand that the event may be monitored by the City, and that failure to comply with any conditions placed on permit approval or the creation of a public nuisance as defined by applicable state and local law may result in the immediate abatement of the offending activity and/or revocation of the permit.

Applicant signature

Date

FEES

Athletic Fields/Courts rental soccer, baseball, basketball, volleyball, pickleball, disc golf, etc.

- \$100.00/weekdays (M-Th), plus \$200.00 refundable cleaning deposit
- \$225.00/weekends (F,S,Su), plus \$200.00 refundable cleaning deposit

Amphitheater, Dog Park, Shade Structure Events- Small event

- \$50.00/per day, plus \$200.00 refundable cleaning deposit

Skate Park

- \$100.00/2 hours (25 people max), plus \$200.00 refundable cleaning deposit

Small Pavillon – Roberts Point Park

- \$25.00/1-4 hours, plus \$25.00 refundable cleaning deposit
- \$50.00/ 5-24 hours, plus \$25.00 refundable cleaning deposit

Nature Preserve Pavilion

- \$50.00/ day, plus \$200 refundable cleaning deposit

Swimming Pool – Rental at the discretion of Parks & Recreation Director

- \$200.00/ 2-hour rental (50 people max), plus \$200.00 refundable cleaning deposit
- \$100.00/ 2-hour rental (50 people max), plus \$200.00 refundable cleaning deposit. Non-Profit ONLY.

INDEMNIFICATION

(Please read and initial all items)

- ☐ Ordinances, such as Chapter 18 - PUBLIC PLACES, PROPERTY AND SERVICES, regulations for noise, debris, Health Permits, city-adopted Fire Codes, and parking, must be observed. Events where the anticipated: (1) cost exceeds \$7,000 or (2) attendance exceeds 3,000/day or (3) attendance exceeds 10,000/duration of event and/or (4) duration exceeds three days are considered a large event and require Port Aransas City Council Approval.
- ☐ The city without liability to the lessee for any cost or expense incurred by the lessee or any damage sustained by the lessee may terminate a lease and cancel a reservation by providing not less than ninety (90) days' notice to the lessee. The lessee may terminate a lease and cancel a reservation by providing not less than ninety (90) days' written notice to the city manager. Reservations so canceled by the city shall entitle the lessee to a full refund of fees and deposits without interest. Reservations canceled by the lessee shall entitle the lessee to a full refund of all fees and deposits without interest. All cancellations of contracts within ninety days up to and including the beginning date of the activity shall subject the lessee to responsibility for full and complete payment of the contracted rental and other charges.

- ☐ Applicant shall defend, indemnify, and hold harmless the city, its officers, agents, and employees from all claims, demands, causes of action, costs, and liabilities in law or equity of every kind and nature whatsoever, directly, or indirectly resulting from or caused by the use and occupation of the leased facilities or which would not have occurred but for the existence of the lease agreement between the city and lessee. The lessee shall be responsible for damage to, or loss of public property caused during the term of the lease or during any period of holding over other than normal wear and tear. The lessee shall lease the premises in a reasonably clean condition and upon failure to do so shall be responsible to the city for the cost of placing the premises in such condition. Payment will be due and payable upon demand.
- ☐ Applicant is responsible for ensuring that no activity in violation of federal, state, or local laws is permitted in, on, or about the premises Applicant shall conduct its activity concerning public safety and will comply with applicable regulations and requests of governmental agencies reasonable for public safety and with the rules, regulations, and requirements adopted by the city council or the city manager. The city reserves the right to refuse reservations or leases to any group or individual who has a history of abusive use of any public facility. Any person presenting themselves as the Applicant for the purposes of contracting and confirming reservations shall be present at the time of and during the scheduled activity.
- ☐ Applicant is required to state whether their proposed use shall include the consumption, sale, or use of alcoholic beverages. The presence of alcoholic beverages without such statement shall constitute fraud on the part of the Applicant and may subject the rights of the Applicant to immediate termination by the city. No lessee shall have the right to sublease, exchange reservations, alter use-hours, or in any way modify, alter, or amend the provisions of the lease documents without advance written consent of the city.
- ☐ At the time of reservation, the Applicant shall be required to fully disclose the intended use of the facility. If the intended use requires special conditions, the Applicant may be required to sign additional special purpose agreements. These agreements can be, but are not limited to, alcohol use, catering.
- ☐ Permit approval does not grant Applicant sole use of the park or parking area, nor does it guarantee the condition of the park regarding weather, sand, trash, or other normal park occurrences. If appropriate, you may place chairs, tables, tents, etc. in your designated area before your event provided such placement does not constitute a continuous blockage or barrier. NO "roping off" of any portion of the park is allowed. Ordinances, such as regulations for noise, debris, Health Permits, city-adopted Fire Codes, and parking, must be observed.

If you have any questions regarding any part of this application, please ask in advance of the event.
ACKNOWLEDGED BY APPLICANT

Signature

For Official City Use Only

City Manager: _____

☐ **Approved** ☐ **Declined**

Date: _____

By: _____

Certificate No. Issued: _____

Receipt #: _____

☐ **Mailed** ☐ **Pick-Up** ☐ **Other:** _____