# CITY OF PORT ARANSAS
## SPECIAL EVENT PERMIT APPLICATION – HARBOR

(PLEASE PRINT)

<table>
<thead>
<tr>
<th>Today's date:</th>
<th>Received:</th>
</tr>
</thead>
</table>

## PERMIT APPLICANT

- **Name of Organization/Business:**
- **Last Name:**
- **First:**
- **Middle:**
- **Email Address:**

- **Event Planner – Company Name:**
- **Contact Name:**
- **Phone #**

<table>
<thead>
<tr>
<th>Mailing Address /P.O. Box:</th>
<th>City:</th>
<th>State:</th>
<th>ZIP Code:</th>
</tr>
</thead>
</table>

## EVENT INFORMATION AND LOCATION

- **Official Event Name:**
- **Description of Event:**
- **Event History: Is this a first-time event?**
  - [ ] Yes
  - [ ] No
- **Is the event open to the general public?**
  - [ ] Yes
  - [ ] No

- **Multi-day Event?**
  - [ ] Yes
  - [ ] No
  - **Event Date:**

<table>
<thead>
<tr>
<th>Set-up</th>
<th>Date:</th>
<th>Start: AM PM</th>
<th>Finish: AM PM</th>
<th>Catered event?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>AM PM</td>
<td>AM PM</td>
<td>[ ] Yes [ ] No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Date:</th>
<th>Start: AM PM</th>
<th>Finish: AM PM</th>
<th>Caterers Name:</th>
</tr>
</thead>
<tbody>
<tr>
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<thead>
<tr>
<th>Clean-Up</th>
<th>Date:</th>
<th>Start: AM PM</th>
<th>Finish: AM PM</th>
<th>Caterers Telephone #</th>
</tr>
</thead>
<tbody>
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</table>

- **Will Alcohol be Served?**
  - [ ] Yes
  - [ ] No
  - **How will alcohol be distributed?**
  - [ ] Bartender
  - [ ] Self-Serve

- **Will music be provided?**
  - [ ] Yes
  - [ ] No
  - **Band**
  - **DJ**
  - **City Sound System**

- **Location of Event?**
  - [ ] Captain Lounge
  - [ ] Chili Field
  - [ ] Soccer Field
  - [ ] Amphitheater
  - [ ] Large Pavilion

Updated 2/25/2024 CS
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 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 Port Aransas Police Department about your event yet?  ☐ Yes  ☐ No

If yes, who did you speak with?  __________________________________________________________

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**EQUIPMENT, ACTIVITIES & AMUSEMENTS**

___ Generators; list quantity: ____ and size(s): ____

___ Canopies/Tents larger than 200 Sq Ft; quantity: ____ and size(s): ____

___ Bouncy House

How will tents/canopies/bouncy houses be secured?  ____Water barrels ____Weights ____Sandbags

**NO USE OF STAKES ARE ALLOWED UNLESS SPECIAL PERMISSION IS GIVEN**

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**CLEAN-UP/TRASH**

Contact name responsible for event clean-up:  ____________________________________  Phone Number:  ____________________________________

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**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: ____________________________

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**FEES**

**Main Pavilion**

- Basic Daily Fee @ $200.00/ day
- Non-Profit Daily Fee @ $125.00
- Sound System @ $35.00/ day
- Clean-up/cancellation deposit @ $400.00/ event
- Captain’s Quarters $350.00/ day
- Special Event Permit Fee $50.00/ event

*CLEAN UP/DAMAGE DEPOSITS ARE ACCEPTED AS CHECK AND MONEY ORDER ONLY. NO CASH OR CREDIT CARDS ACCEPTED FOR DEPOSITS.*