

Special Events Application



710 W Ave A, Port Aransas, TX 78373



CITY OF PORT ARANSAS SPECIAL EVENTS APPLICATION

Complete the application at least 30 days in advance of the event and return to Receptionist, at specialevent@cityofportaransas.org

(PLEASE PRINT)

PERMIT APPLICANT INFORMATION			
Last name:	First:	Email Address:	
Daytime Phone:		Cell Phone:	
Mailing Address /P.O. Box:	City:	State:	ZIP Code:
EVENT PLANNER INFORMATION			
Event Planner – Company Name:		Email Address:	
Contact Name:			
Daytime Phone:		Cell phone no.:	
Mailing Address /P.O. Box:	City:	State:	ZIP Code:
EVENT INFORMATION			
Event Name:			
Multi-day Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Event Date: _____ to _____	
Organization/Business type: <input type="checkbox"/> Nonprofit <input type="checkbox"/> Individual			
Event Type: <input type="checkbox"/> Wedding <input type="checkbox"/> Fun Run/Race <input type="checkbox"/> Reception <input type="checkbox"/> Birthday Party <input type="checkbox"/> Family Reunion <input type="checkbox"/> Festival <input type="checkbox"/> Other:			
Description of Event:			
Expected attendance:			
Set-up Date:	Start time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Finish: <input type="checkbox"/> AM <input type="checkbox"/> PM

Event Date:	Start time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Finish time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Clean-Up Date:	Start time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Finish time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Contact name responsible for event clean-up:			Phone Number:	
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	<input type="checkbox"/> Band	<input type="checkbox"/> DJ	<input type="checkbox"/> Radio/Speaker	
Catered Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Caterers Name:	Caterers Telephone:		

Between Beach Markers: # - # Marker 1 – 62
BEACH PARKING PERMITS REQUIRED FOR EACH VEHICLE PARKING AT THE BEACH

EQUIPMENT, ACTIVITIES & AMUSEMENTS

_____ Generators; list quantity: _____ size(s): _____ times in operation: _____ - _____

_____ 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 _____ Stakes

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? _____

The above information is complete and correct to the best of my knowledge. I understand that this permit is considered on the basis of 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

There is a \$200.00 refundable deposit required upon submission of the application.

There is a \$50.00 non-refundable permit fee (per 24 hours) required upon approval of the application.



Special Event Permit Application

BEACH PARKING PERMITS

The City requires a Beach Parking Permit (Cost = \$12.00) to park along the beaches from Beach Marker 0 - 62 except in the 'Free Parking Area'. Free Parking Areas include the Beach areas between the Jetties and Horace Caldwell Pier and between Beach Markers 52-58.

Permits are available at: City Hall (710 W. Avenue A), Port Aransas Chamber of Commerce (403 W. Cotter Avenue) www.portaransas.org, local grocery/convenience stores, businesses, and with the City's Authorized Beach Vendor.

Indemnification - PLEASE READ AND INITIAL ALL BOXES

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 the ninety-day period 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.

The 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.

The applicant is responsible for ensuring that no activity in violation of federal, state, or local laws is permitted in, on, or about the premises. The applicant shall conduct its activity with regard to 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.

The applicant is required to state whether or not their proposed use shall include the consumption, sale, or use of alcoholic beverages. The use, etc., 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 beach or beach parking area, nor does it guarantee the condition of the Beach in regard to seaweed, sand, trash, or other normal beach occurrences. If appropriate, you may place chairs, tables, tents, etc. in your designated area prior to your event provided such placement does not constitute a continuous blockage or barrier. NO "roping off" of any portion of the beach is allowed by the Texas State Open Beach Act and Local Law.
- Beach Parking Permits are required for all attendees. Other ordinances, such as regulations for noise, debris, Health Permits, city-adopted Fire Codes, and parking, must be observed.

IMPORTANT INFORMATION

- Noise Ordinance - the playing of any radios, phonographs, 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.
- Bonfire(s) - Small fires no larger than 3 ft. x 3 ft. are permitted on the beach. Larger bonfires require Police Department approval.
- There is a \$200.00 refundable deposit required upon submission of the application. **(CHECK OR MONEY ORDER ONLY)**
- There is a \$50.00 non-refundable permit fee (per 24 hours) required upon approval of application.
- 72-hour max per event.
- In order to receive a refund of your security deposit, the facility must be left in the same or better condition than it was found in.
- All litter must be put in trash receptacles located on the beach.
- Any damages to the City Beach are agreed to be paid for by the Responsible party, even if in excess of the deposit.
- All requests for waiver of fees or any other exceptions must be approved by the City

Council.

- No vandalizing, damaging, removing, or defacing of property or structures, including grass, plants, trees, and nature features.
- No indecent or abusive language, or any activity, which creates a public nuisance.
- No grey/wastewater or grease shall be dumped, dispersed, or spilled on City Beach. Grease needs to be removed and properly disposed of off-site immediately following the event.

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

ACKNOWLEDGED BY APPLICANT

Signature: _____

Print Name: _____ **Date:** _____

City Manager: _____

Approved

Declined

Date: _____

Certificate No. Issued: _____

By: _____

Receipt #:

Mailed

Pick-up

Other _____