CITY OF PORT ARANSAS
SPECIAL EVENT PERMIT APPLICATION – HARBOR
(PLEASE PRINT)

Today's date:				Received:
PERMIT APPLICANT				
Name of Organization/Business:				
Last Name:	First:	Middle:		Email Address:
Event Planner – Company Name:				Email Address:
Contact Name:				Phone #
Mailing Address /P.O. Box:	City:		State:	ZIP Code:
Event Type: Check one		Event Date:		Expected Attendance:
❑ Wedding ❑ Reception ❑ Birthday Party ❑ Family Reunion ❑Other:				
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:_____ to _____				
Set-up	Date:	Start:	Finish:	Catered event?
		❑ AM ❑ PM	❑ AM ❑ PM	❑ Yes ❑ No
Event	Date:	Start:	Finish:	Caterers Name:
		❑ AM ❑ PM	❑ AM ❑ PM	
Clean-Up	Date:	Start:	Finish:	Caterers Telephone #
		❑ AM ❑ PM	❑ AM ❑ PM	
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				

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? _____

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

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

Main Pavilion

- Basic Daily Fee @ $200.00/ day
- Non-Profit Dailey Fee @ $125.00
- Sound System @ $35.00/ day
- Clean-up/cancellation deposit @ $400.00/ event
- Captain's Lounge $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.**

David Parsons City Manager : _____ Date : _____