

CITY OF SAN ANTONIO - SPECIAL EVENT PERMIT APPLICATION

PART I **Terms & Conditions** *(Additional information in City Ordinance 07-2018)*

- (a) Applications for a Special Event Permit shall be filed with the City of San Antonio City Clerk not less than 90 calendar days and not more than 12 months before the proposed event date. Permits for recurring events may be applied for and approved annually.
- (b) The grant of a permit shall constitute the issuance of a limited license, and shall not create a property right, or entitle the applicant to violate any general park rules, or regulations applicable to the use of public property adopted by ordinance.
- (c) The applicant shall be responsible for the payment of fees, deposits, or reimbursement of costs where a request is made to use City services, equipment, or property for a special event. In addition, the applicant shall be responsible for all costs incurred should inspection services be required in order to ensure compliance with the provisions of this ordinance. Any costs of repairs to or restoration of public facilities caused by the event shall be charged to the applicant.
- (d) Due to the nature of your event, the City of San Antonio may require you, at your expense, to officially notify residents, businesses, places of worship, schools and other entities that may directly be impacted by your event.
- (e) The applicant shall provide the proof of insurance in the amount of \$1,000,000.00 (One Million Dollars) -or \$2,000,000.00 (Two Million Dollars) if the event will include the consumption of alcoholic beverages- naming the City of San Antonio as additional insured. The City of San Antonio must be named as additional insured in any, and all policies related to the event. Due to the nature of your event, additional insurance may be required.
- (f) The applicant shall be responsible to contact Pasco County Sheriff's Office upon the occurrence of any criminal activity or Pasco County Fire and Rescue upon the occurrence of any fire or medical incident. In addition, the applicant shall notify the City of San Antonio, in writing, of any, and all such incidents in a Post-Event-Report.
- (g) In the event that the event is anticipated to generate noise in excess of that allowed by County Code Chapter 66, Article IV, Division 2, it is the responsibility of the applicant to seek a County waiver.

PART II **Applicant and Host Organization Information**

The Host Organization is legally and financially responsible for the overall organization and management, and implementation of an event and its related activities.

Name of Host Organization: _____

Date incorporated: _____

Current corporate status (check only one): Active Inactive

Employer Identification Number (EIN): _____

Is your corporation qualified by the IRS as a 501 (c)(3) not-for-profit organization? Yes No
(Please attach a copy of your current IRS determination letter indicating tax-exempt status)

In the space below, please provide a brief description of the mission and or goals of your organization:

Primary contact person: _____

Mailing address: _____

Phone (including area code): _____

Alternate phone (including area code): _____

Fax (including area code): _____

Email: _____

Secondary contact person: _____

Secondary contact's phone: _____

Secondary contact's email: _____

PART III Event Information

Name of proposed event: _____

Dates: _____

Times: _____

Proposed location/boundaries/venue of event: _____

Have you held this event in San Antonio previously? Yes No
If yes, when: _____

Will the event require the closure of a state highway? Yes No
If yes, a separate request form for state road closure must be submitted with this application.

Will the event require the closure of any City streets/avenues? Yes No

Will the event have live or amplified music of any kind? Yes No
If yes, between what hours each day: _____

Estimated number of spectators / participants: _____

Estimated number of support staff / volunteers: _____

Estimated number of vendors: _____

Estimated number of food / beverage concessionaires: _____

Will alcohol be sold, served or consumed at this event? Yes No
If yes, an application for a permit for consumption of alcoholic beverages must also be submitted and approved.

In the event of hazardous weather, do you have an alternate date selected? Yes No
If yes, please list the alternate date(s) _____

Briefly describe the proposed event and the specific activities associated with it. Attach additional sheets if needed.

Please list all equipment [e.g. stage, tents, vehicles, etc.] that you propose to use in the event or bring onto City property, streets or park areas. All are subject to approval. *NOTE: tents larger than 10 x 10 will also require a fire rating certificate.*

What electrical services will be required/provided for this event (Please be as specific as possible):

What utilities will be required for this event [e.g. restroom, garbage cans and collection]:

Describe location and number of public facilities to be provided for this event [e.g. toilets, garbage cans, etc.]: *Also provide/attach a map indicating this information and documentation of the appropriate application for Pasco County Health Department permitting for public facilities.*

Do you have a traffic control / parking plan for this event? Yes No
If yes, please describe (including fees if any):

Will you hire a private security firm for this event? Yes No
Company name and contact:

Will this event require potable water? Yes No
If yes, for what purposes:

PART IV Event sponsorship

How will this event be marketed, promoted or advertised? _____

Are there co-sponsors for this event? Yes No
If yes, please list: _____

Will a fee be charged to attend this event? Yes No
Admission fee (in dollars): _____

Are you requesting services and/or monetary participation from the City? Yes No
If yes, please describe service(s) and/or amounts requested: _____

PART V Required insurance information

Does your corporation have liability insurance for this event? Yes No
If yes, who is your carrier: _____

Please attach proof of liability insurance in the amount of One Million Dollars [\$1,000,000.00], or Two Million Dollars [\$2,000,000.00] if the event will include the consumption of alcoholic beverages. All policies shall name **“City of San Antonio”** as an additional insured for the event. Failure to provide this information at least one week prior to the event shall void the permit.

PART VI General Permit Conditions (Additional specific conditions may be stated on the Permit)

Every Special Event Permit is conditioned upon the applicant's compliance with all applicable federal, state, and local laws, including provisions of the City Code and applicable county codes, as well as with the terms and conditions of the permit issued. Except where specifically provided, the issuance of a Special Event Permit does not relieve the applicant from having to obtain other permits required by City Code including without limitation, building permits; or other approvals required by law, including without limitation, liquor licensing.

In issuing a Special Event Permit the City may impose additional special conditions. Please refer to **City Ordinance 07-2018, Section Two, (h)** for details.

Issuance of a Special Event Permit does not obligate or require the City to provide city services, equipment, or personnel in support of the event, although the City may provide services, equipment, and personnel reasonably available provided the applicant pays the City for the cost thereof. The City may require that certain city services, equipment and personnel shall be required and paid for by the applicant, for any event if the city commission, Parks Commissioner or Streets Commissioner reasonably determines that it is necessary in the interest of the public safety, health and welfare.

PART VII Affidavit of Application & Hold-Harmless Acknowledgement

By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with City of San Antonio Code of Ordinances and all city rules, regulations and policies. Should the City grant approval and a Special Event Permit be issued, you also agree to comply with any other rules and requirements provided by law.

In consideration of the privileges that may be granted by issuance of a Special Event permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, representatives or any subcontractor or its employees. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its officials, agents, or employees. I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of San Antonio.

I _____ (print name), as representative of
_____ (print Host Organization's name) agree
to comply with all terms and conditions applicable to the conduct of special events, as set forth
in **City of San Antonio Ordinance 07-2018**, and further certify that the information contained in
this application is true and correct to the best of my knowledge.

Signature

Date

Title

Print or type name of person signing above

Thank you for completing your Special Event Application. Please submit your completed application along with a detailed site plan to the City of San Antonio. Incomplete, illegible, and/or unsigned applications will not be accepted. Submission of a Special Event Application constitutes a request to use city property for the purpose of an event and does not guarantee event approval.

PART VIII Approval/Rejection (For Office Use Only)

Submitted date: _____ Approved: ____ or Rejected: ____

Approved/Rejected by: _____ Date: _____

Title: _____

Comments/Requirements: