

**CITY OF PITTSBURG
SPECIAL EVENT PERMIT
Permit Application & Information Packet**

APPROVED APPLICATION MUST BE AVAILABILE ON SITE DURING EVENT

No vehicles are allowed to park or drive on a City Park property, including Fair Park, and Moore Park. No vehicles are allowed on grass. All vehicles on pavement only. Please inform your attendees and participants as citations will be issued to those vehicles that are in violation.

Date Application Submitted: _____

APPLICANT INFORMATION (Sponsoring Organization)

Organization: _____

Applicant Name: _____

Address: _____ City/State/Zip: _____

Phone Number: _____

EVENT INFORMATION

Name of Event: _____

Date of Event: _____ Expected Attendance: _____

Description of event: Please be detailed.

Requested set up and take down time and date of event: List the time you need to set up for the event prior to the start time of the event and the time where all items will be cleared.

Requested start and end time and date of event: List the time the event will be open for the public to attend and the time it is over.

Location of event:

Provide an explanation of the event, including a detailed description of the location of the event and a scaled drawing of the event location including but not limited to an aerial map of the location showing streets, the size of the event structure, and any other details that will help the consideration of this permit. Use other sheets of paper if necessary. PLEASE SEE ATTACHED ORDINANCE AND ADD EVERYTHING NEEDED: i.e aerial maps, ride safety certificate for rides, and location of cooked food.

INSURANCE

Please provide a copy of your liability or event insurance as part of this permit application. The level of insurance will be commensurate with the size of the event, to be determined by the City. The minimum amount of coverage is \$1 million.

SECURITY

Applicant will be required to submit a signed security contract providing for the required number of security personnel. The applicant will be required to make arrangements to pay for the security agreement in full immediately following the event or when invoices are submitted by the off duty security. Any special event that expects to have 500 attendees shall be required to provide two (2) license security and one (1) addition license security per thousand after one-thousand attendees. In the event that off duty law enforcement is not used for event security, the event security used must be a licensed firm and provide license personnel. Local law enforcement agencies (Pittsburg Police Department, Camp County Sheriff’s Department, and Pittsburg ISD Police Department)are available for off-duty security services if requested.

CERTIFICATE OF OCCUPANCY

Applicant is required to meet all occupation code requirements as set forth by city ordinance.

CLEANUP

Permit holders are responsible for cleanup of all debris connected with their activities including but not limited to; booths, tents, electrical cords, portable toilets, and trash. Failure to comply and properly cleanup will be documented and could result in immediate denial of future application request.

DAMAGE

Permit holders are personally and financially responsible for any damages connected with their activities on the requested public property including but not limited to; damage to utilities, structures such as gazebos, the grounds such as creating ruts or tracks, streets such as creating stains or physical damage. All damage assessed by City Hall will require the applicant to abate such damage. Failure to do so could result in immediate denial of future application request and fines. All booth spaces should only be marked by adhesive tape that is removal from city property. No paint, chalk paint, or other markings can be used. Failure to property mark booth spaces will result in future denial of applications or a fine.

END TIME

Permit holders are responsible for ensuring streets are clear and all event structures are removed from streets by the “End Time: that is approved in this permit application. Failure to comply and properly clear streets will be documented and could result in immediate denial of future application request.

By signing this document you agree that all of the information listed in this application is true and correct. You also agree that any deviation from the information listed on this application and the permit issued by the city manager will result in an immediate revocation of the permit.

By signing this document you agree to indemnify and hold harmless the city, its officers, employees, agents and representatives against all claims and liability in causes of action resulting from injury or damage to persons or property arising out of the special event.

_____ Application

_____ Date

The completed application must be submitted to City Hall no later than 30 days before the date of the event. Failure to submit the application in a timely manner will result in automatic denial of the application.

FOR CITY HALL USE ONLY

Permit Approved

Permit Denied

_____ Clint Hardeman, City Manager

_____ Date

Reason for denial _____