



City of Todd Mission

21718 FM 1774
Todd Mission, TX 77363

(936) 894-3001
(936) 894-3002

www.ToddMissionTx.gov

CITY OF TODD MISSION SPECIAL EVENT APPLICATION

Special event application must be received by the City Secretary no later than **45** days prior to the actual date of your event and may be submitted no earlier than one year before the event. In general, any organized activity involving the use of roads, pathways, highways or parks in the Todd Mission city limits will require a special event application. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

Keep in mind that submitting your form should in no way be construed as final approval or confirmation of your request. Throughout the review process you may be notified if your event requires any additional information, traffic control plans, permits, licenses or certificates. Delays in providing these items often delay our ability to finish the review process and approval for the special event.

Special rules, regulations and restrictions unique to each site or facility may apply. Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. The City of Todd Mission may not approve a special event when other events are presently scheduled.

***Application fee for special events is \$150.00 and is non-refundable. Please enclose fee and application or application will not be accepted.**

Additional fees may apply and will be determined once permit has been processed and approved.

City of Todd Mission
Attn: City Manager / City Secretary
21718 FM 1774
Todd Mission, TX 77363
936-894-3001 office



Applicant Initials _____ **Date** _____

Applicant Information

Date of Application _____

Applicant Name _____

Applicant D.O.B _____ D.L. # _____

Address _____ City/State/Zip _____

Phone _____ Email Address _____

Name/Type of Organization* _____

Address of Organization (if different from above) _____

City/State/Zip _____ Email Address _____

Phone Number _____ Sales Tax ID # _____

Website Address _____

On-Site Coordinator (event contact person present at event)

Name _____

Address _____ City/State/Zip _____

Phone _____ Email Address _____

***If the applicant is a corporation, the applicant must provide copies of a current certificate of account status issued by the state comptroller's office and a current certificate of existence issued by the state secretary of state's office, or, if the corporation is not incorporated in or holding a certificate of authorization in the state, copies of similar current certificates from the state in which the corporation is incorporated.**

***Must provide contact information for the property owner of event location.**

***Must attach a signed agreement between property owner and organization/individual holding event.**

Property Owner Name _____

Property Owner Address _____ City/State/Zip _____

Property Owner Phone _____

Signed Agreement attached?



Applicant Initials _____ **Date** _____

Event Information

Event Name _____

Event Category Sports/Recreation Fair/Festival Race/Walk Parade/March

Other (explain) _____

Date(s) of Event _____

Event Start Time _____ AM or PM Event End Time _____ AM or PM

Assembly Date/Time _____ Assembly Location _____

***Falsifying anticipated attendance could result in deposit not being returned at event completion.**

Anticipated Attendance: *Participants* _____ *Spectators* _____

Explanation of plan used to limit attendance to anticipated number _____

Event Location/Route explanation (attach map of route)

***Route map must include proposed entrances and exits for event**

Has the event been held before? Yes No Previous Attendance: _____

Admission fee: _____

Estimated budget: _____

Event Sponsors: _____

Event Beneficiaries: _____



Sound Amplification use? Yes No

If yes, include depiction on route map of location and orientation of speakers.

Stage, dance floor, food and beverage service? Yes No

Sale or Distribution of alcohol? Yes No

Open flames, cooking? Yes No

Road Closures? Yes No

Tents or Canopies? Yes No

Temporary fencing? Yes No

Restrooms; sinks? Yes No

Dumpsters, trash containers; trash collection? Yes No

Electrical service? Yes No

Rentals? Yes No

Professional parking/valet? Yes No

Carnival or amusement rides or attractions? Yes No

Climate control? Yes No

Pyrotechnics? Yes No

Seating? Yes No

Animals? Yes No

Barricades? Yes No

Bicycles? Yes No

Decorations? Yes No

Golf carts? Yes No

Inflatables? Yes No

Security? Yes No



Transportation? Yes No

Signage? Yes No

Ticket sales? Yes No

Outdoor lighting use? Yes No

List any other special features planned for or in conjunction with the event _____

Explanation of event signage to be used, if any (list dates and times of use, sign measurements, provide photos)

Applicant Initials _____ **Date** _____

***If food and/or beverages will be served, a Temporary Food Permit should be obtained from the County's Permit Department and proof of such submitted with this application.**

Food/beverage service provided for event? Yes No

***If alcohol will be served, applicable Texas Alcoholic Beverage Commission license(s)/permit(s) should be submitted with this application.**

Alcohol served at event? Yes No

If yes, are appropriate Texas Alcoholic Beverage Commission license(s)/permit(s) attached?



Applicant Initials _____ **Date** _____

Required Documentation

I have enclosed the following items as part of my application:

_____ **1.** Insurance. The applicant shall, at its own expense, procure, pay for and maintain the following insurance written by companies approved by the state and acceptable to the city. The permittee shall furnish to the city certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions.

a. Commercial general liability insurance, with the City of Todd Mission, its officers and officials as additional insureds, including, but not limited to premises/operations, personal and advertising injury, products/completed operations, independent contractors and contractual liability, with minimum combined single limits of \$1,000,000 per occurrence, \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 general aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis.

b. Liquor liability insurance, either endorsed onto the above policy or written on a "stand alone" basis, if any of the following applies:

1. The applicant is in the business of manufacturing, selling, or distributing alcoholic beverages;
2. The applicant serves or furnishes alcoholic beverages for a charge, whether or not such activity requires a license or is for the purpose of financial gain or livelihood; or
3. The applicant serves or furnishes alcoholic beverages without a charge, if a license is required for such activity.

c. Business automobile liability insurance covering owned, hired and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000 per occurrence.

_____ **2.** If the applicant is acting on behalf of a corporation, association, firm, or other organization sponsoring the requested event, the application must be accompanied by a copy of an appropriate resolution or approval of the governing body of such corporation, firm, or other organization indicating its sponsorship of the event and authorizing the applicant to act in its behalf in securing a permit.



_____ 3. If the applicant is not the property owner of the location being used for requested event, applicant must attach an executed agreement between applicant and property owner giving applicant permission to use said property for requested event.

_____ 4. Copies of a current certificate of account status issued by the state comptroller's office and a current certificate of existence issued by the state secretary of state's office, or, if the corporation is not incorporated in or holding a certificate of authorization in the state, copies of similar current certificates from the state in which the corporation is incorporated.

_____ 5. References. List of three organizations and applicant has done business with in connection with the proposed event.

_____ 7. List of types of advertising and promotion, including radio, television, print ads, press releases, fliers, posters, direct mail, etc.

_____ 6. Application fee. A non-refundable application fee of \$150.00, plus any costs incurred by the city, must be submitted with the application and is required for each permit or renewal of a permit, which permit shall extend only to those dates requested in the application and which are approved by the Department

**The Department shall review the application and make its determination within fourteen (14) days after a complete application for a special event, including all required fees and licenses and/or permits, has been submitted to the department, unless the application is for a special event involving expressive activity.

If applicant falsifies anticipated attendance, to the extent that the City of Todd Mission believes falsification was intentional, applicant understands deposit may not be returned at event completion.

As applicant, I state that I am fully authorized to act and contract for any persons, corporations, firms, or other organizations on whose behalf this application is made. As applicant, I do contract and agree that the entity on whose behalf this application is made will jointly and severally indemnify and hold the City of Todd Mission, Texas, harmless against liability for any and all claims for damage to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the participants. As applicant, I understand that I may be liable as principal in place of the entity for the cost of cleaning or repairing City property which may have sustained damage as a result of this event.

If the permit is granted, I agree to adhere to all City ordinances regarding the event I have requested.

I have read and agreed to the above conditions.

Printed Name of Applicant

Signature of Applicant

Date



FOR OFFICE USE ONLY

Police Department

Requirement Cost Requirement Cost

Requirement Cost Requirement Cost

Department Approval/Denial _____ Total Departmental Cost: _____

Chief of Police (Signature) Date: _____

Fire Department

Requirement Cost Requirement Cost

Requirement Cost Requirement Cost

Department Approval/Denial _____ Total Departmental Cost: _____

Fire Chief (Signature) Date: _____

Fire Marshal (Signature) Date: _____

Public Works

Requirement Cost Requirement Cost

Requirement Cost Requirement Cost



Department Approval/Denial _____ Total Departmental Cost: _____

Date: _____

Director of Public Works (Signature)

Review by Director of Parks & Recreation Department (if a City park and/or facility is to be used):

Requirement Cost Requirement Cost

Requirement Cost Requirement Cost

Department Approval/Denial _____ Total Departmental Cost: _____

Date: _____

Director of Parks & Recreation (Signature)

FINAL DETERMINATION:

Application has been _____ APPROVED Date: _____

_____ NOT APPROVED Date: _____

TOTAL EVENT COST: _____

City Secretary (Signature)

The following conditions are placed upon this event: _____

Applicant met 45-Day Application Period: _____ Yes _____ No

Waiver Allowed by Mayor:



_____ Date: _____
(Mayor's Signature)