STREET FESTIVAL PERMIT

Completed application(s) and Permit Fee must be submitted 30 calendar days prior to the scheduled event date and completed 10 days prior to a scheduled event. Any incomplete application(s) will not be accepted.

Application Submittal does not guarantee permit approval.
To submit your application please email events@ci.montgomery.tx.us

Applicant Information

If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.

Name:	
Address:	
Phone Number:	Email Address:

Organization Hosting

☐ *If the organization hosting the event is the same as the applicant please check the box.*

Name:	
Address:	
Phone Number:	Email Address:

Event Chairperson/ Point of Contact

☐ *If the event chairperson or point of contact is the same as the applicant please check the box.*

Name:	
Address:	
Phone Number:	Email Address:

Private Property Owner Information

Applicant(s) shall submit a copy of a letter from the property owner giving written permission for event use of the private property. Or may submit the 'Public Use of City Property Affidavit' form for City property..

☐ *If this does not apply to your event, please check the box.*

Name:	
Address:	
Phone Number:	Email Address:

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Event Information

Name of Event:

Address of Event:

Event Start Date:	Event End Date:
Event Start Time:	Event End Time:

Approximate Number of People Attending Event Per Day:

Is there a fee(s) for participation at this event?
☐ Yes
☐ No

Type of Activity (please check as many as applicable below:

☐ Concert/Dance
☐ Festival
☐ Parade
☐ Walk/Run
☐ Other (Please describe):_____

_____

Preparations/Clean-up

On-Site Preparation Will Begin:

Date:	Time:

Clean-Up Will be Completed:

Date:	Time:

If privately owned Applicant must submit written permission for use of parking from the property owner. Parking location(s) must be indicated on the site plan.

Signs/Banners

Will Signs/Banners be utilized at the event?
☐ No
☐ Yes *Separate City Permit Required.

101 Old Plantersville Rd. Montgomery, TX 77316
(936)597-6434

Please check all the applicable items below:
If applicable to the items below, please show location on the site plan provided.

☐ Closing any public street(s). [Downtown map provided on page 8.]
For street closure on major state roads you will have to contact Texas Department of Transportation TxDOT, for approval.

☐ * Sale of Merchandise. [non*food vendors will need to fill out non-food vendor application]

☐ Portable Toilets/Portable Building.

☐ *Loudspeakers, PA System, music, etc. [If checked, you will need to fill out the Amplification form]

☐ Cooking with chafing fuel or a fryer.

☐ Trailer(s) to be used as living quarters.

☐ *Re-enactments [Require a separate City permit]

☐ None of the above.

(*) means, you will need additional applications.

Fireworks are prohibited by the City Code 38-19 & 38-20.

Event Set Up
Please check all the items that would be utilized at the event

☐ Stage, Band-shell, stage/trailer Grandstand or Bleachers. As well as for existing or required set-up stages.

☐ Fencing
For Fencing: *Proposed location(s) and/or the positioning must be indicated on the event site plan*****

☐ Generator(s)

**For Generators: Quantity and sizes:_____

☐ Tent(s)
   1. What are the dimensions/size:
   2. Will the tent(s)have sides? _____
      ☐ No
      ☐ Yes, How many sides will be closed? _____

The size(s) and proposed location(s) of tents, canopies or other membrane structures must be indicated on the event site plan.

All tents must be a minimum of 20 feet from existing buildings and vehicular traffic - parked or moving. Staking tents on City property is not permitted. To avoid damage to underground lines, tents must be secured with water barrels. A **Certificate of Flame Resistance** for tents, canopies or other membrane structures totaling 200 sq. ft. and larger must be provided no later than 10 business days before the event for permit approval. All electrical equipment and installations shall comply with the currently adopted version of the National Electric Code (City Code 18-27).

☐ None of the above

Amusement Rides/Inflatables/Bounce House(s)

Will amusement rides/inflatables/bounce house(s) be used in conjunction with the event?
☐ No
☐ Yes, the proposed location(s) must be indicated on the event site plan.

Certificate of Inspection and insurance are required no less than 10 business days before the event for permit approval.

Rides and/or attractions associated at special events shall conform with the statutory rules and regulations set forth in Chapter 21. Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. Certificates of Inspection and insurance will be required.

The City of Montgomery holds the right to refuse and or shut down any ride or attraction it deems to be a public safety hazard.

Animals and Livestock
If applicable, the proposed location(s) must be indicated on the event site plan.

Will animals (other than pets on a leash) be used in conjunction with the event?
☐ No
☐ Yes, what and how many?

_____
_____

A hand washing station must be provided and indicated on the site plan for permit approval.

If horses will be at the event, please make sure to provide the Equine Infectious Anemia (EIA) testing form.

Sanitation Services
☐ *Please check the box if this does not apply for your event.*

Explain how will sanitation be handled by this event:

_____
_____

If service is contracted, provide the contractor name and contact number:
Name:_____
Contact number: _____
Portable Restrooms: _____
Disposal of trash/dumpsters: _____

A copy of a written contract or invoice between the Event and the vendor providing the sanitation services is required.

Food and Beverage

Events which are advertised by any means and open to the general public must have a City of Montgomery Temporary Food Event permit, regardless of whether a fee is charged for the food/beverage. The Temporary Food Event permit is in addition to this Special Event Permit.

☐ *Please check the box if you will not be having any food.*
☐ *Please check the box if you will not be having any beverages.*

Please list the non-food vendors and food vendors for this event:

Name: _____Contact Number: _____
Address:_____

Name: _____Contact Number: _____
Address:_____

Name: _____Contact Number: _____
Address:_____

Name: _____Contact Number: _____
Address:_____

Name: _____Contact Number: _____
Address:_____

Name: _____Contact Number: _____
Address:_____

You may provide a separate sheet with more non-food vendors or food vendors if needed.

All vendors must have County and City Permits and shall display the city issued vendor permit clearly visible to the public.

*Will any vendors be using propane?
☐ No
☐ Yes

Will alcohol be sold or allowed (BYOB) at this event?
☐ No
☐ Yes

If alcohol is present, the event applicant/host must provide a copy of TABC Permit and proof of Host Liquor Liability insurance.

Parades, Running/Walking Events and Traffic Control

☐ *Please check the box, if you will not be having any of the mentioned below.*

A. To assist traffic safety planning, provide start time for each distance proposed:

1 mile _____

5K_____

10K _____

B. On-site registration begins at: _____

C. On-site preparation and set-up begins at: _____

D. Assembly location (street location):
_____

E. Name of company providing registration/marketing/run timing:
_____

F. Attach Map of Proposed Route - Run/Parade Route, including starting point and disbanding area.

G. Estimated number of participants/people in the run/parade:_____

H. Number of vehicles/floats:
_____

I. Other types of participants (example: animals, etc.):
_____

J. Name of rental company setting out barricades, event day contact name and phone number:
_____

Insurance

The City will accept Certificates of Insurance (Ord. 2020-08) or Binders as proof of insurance naming City of Montgomery as additional insured. Insurance coverage must be provided with the Application. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or

Commercial General Liability: $1,000,000 limit per occurrence for bodily injury, personal injury and property damage; $2,000,000 Aggregate Per Event. The following shall be listed in the Description of Operation; *"The City of Montgomery, its' officers, officials, employees, boards and commissions, agents, and volunteers are to be covered as "additional insured", as required by contract in respect to liability arising out of premises owned, occupied or used by the Festival/Event."*

The sales tax rate of 8.25% applies within the City of Montgomery.
All vendors operating in the City of Montgomery should properly report sales tax from
this event as occurring in the City of Montgomery

Additional items, agreements and/or permits may be required depending on the event.

*If the event is not a city function and the presence of City staff is necessary or requested for special
events, the applicant shall be responsible for the cost for each assigned person.*

_____

Application submission does not guarantee permit approval.

* *

I, the undersigned, hereby confirm that the information stated above is true and correct to the best
of my knowledge and will abide by the requirements provided in the City of Montgomery Street
Festival Application handout.

Signature of Applicant: _____ Date: _____

I, THE ABOVE SIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF
MONTGOMERY, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF
LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY
ARISING OUT OF THE SPECIAL EVENT.

Signature of Applicant: _____ Date: _____

For Office Use Only	
Date Received By:	**Approved or Rejected By:**
City Secretary:_____	City Administrator:_____
	Chief of Police:_____
Comments:	
_____ _____	

Downtown Area Map

Please use the map below for any events occurring in the Downtown Montgomery area.
By highlighting the streets that are being proposed to be closed down.
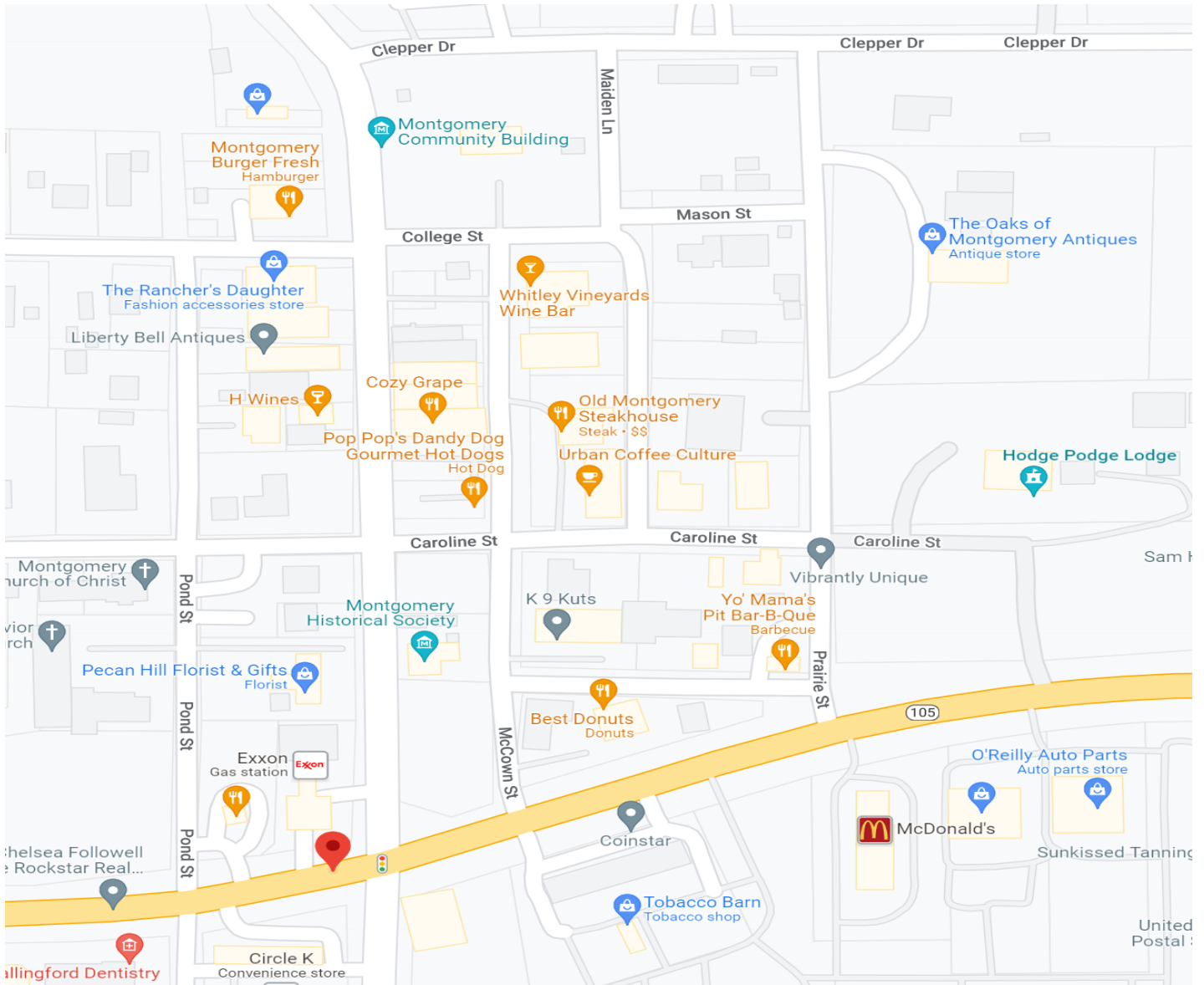
If the location of the event is not shown on the provided map, the applicant will have to provide a site plan that does. The proposed location(s) must be indicated on the event site plan.