



SPECIAL EVENT PERMIT

Completed application(s) and permit fee are required 30 days prior to the scheduled event date. Application Submittal does not guarantee permit approval. Incomplete application(s) will not be accepted.

To submit your application please email events@ci.montgomery.tx.us

Event Information

Name of Event:

Proposed location of Event:

Event Start Date:

Event End Date:

Number of Days:

Event Start Time:

Event End Time:

Total Number of Hours:

Anticipated number of attendees per day:

Admission Fee

☐ No, the event is free admission.

☐ Yes, if so, what is the fee? _____

Type of Event

☐ Concert/Dance

☐ Festival/Carnival

☐ Parade

☐ Walk/Run

☐ Other: _____

Event Organizer Information

If an applicant is filling out the application in behalf of the event organizer, please submit a letter of consent.

Name:

Address:

Phone Number:

Email Address:

Additional Applicants

☐ Check the box If the event host, chairperson or point of contact is the same as stated above.

Name(s):

Address:

Phone Number:

Email Address:

Phone Number:

Email Address:

Property Owner Information

Applicant(s) shall submit a copy of the "property use agreement" from the property owner allowing use of the property for the event.

Name:

Address:

Phone Number (s):

Email Address:

Signs/Banners

Reminder: Signs on the right of way are not allowed.

Will Signs/Banners be utilized at the event?

☐ No

☐ Yes *Separate city permit or TXDOT approval may be required.

Location of the sign: _____

On Site Preparations/Clean-up

Date prep will start:

Time prep will start:

Date cleanup will be completed:

Time cleanup will be completed:

Please check all the applicable items below

If applicable to the items below, please show them on the site plan required.

☐ None of the below are applicable.

☐ Requesting street closure [Provide site map]

***For street closure on ALL state roads you will have to contact Texas Department of Transportation TxDOT, for approval.**

☐ Food, beverages and/or Merchandise Vendors [Details on page 3.]

☐ Portable Toilets/Portable Building. [Details on Page 3.]

☐ Loudspeakers, PA System, music, etc. [provide Outdoor Sound Amplification Application]

☐ Cooking with chafing fuel or a fryer.

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

☐ Animals part of the event [Details on page 3.]

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

Additional Event Set Up

Please check all the items that would be part of the event.

☐ None of the below are applicable.

☐ Stage, Band-shell, stage/trailer Grandstand or Bleachers.

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

☐ **Generator(s): Quantity and sizes:** _____

☐ **Tent(s) - Dimensions/size:** _____

Will the tent(s) have any closed 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 or tent weights. A **Certificate of Flame Resistance** for tents, canopies or other membrane structures totaling 200 SqFt. 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).

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.

Required: Certificate of Inspection and insurance are required for permit.

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

Animals and Livestock

☐ Please check the box if this does not apply to your event.

Will animals (other than pets on a leash) be part of the event?

- ☐ No
☐ Yes, what type and how many? _____

Requirements: Hand washing station must be provided and shown on the site plan. Additionally, if horses will be present at the event, each horse must have an Equine Infectious Anemia (EIA) testing form.

Sanitation Services

☐ Please check the box if this does not apply to your event.

Brief explanation on the following

Portable Restrooms

Provider: _____

Trash/Dumpster

Provider: _____

The City of Montgomery is subject to request verification for sanitation. Show on the site map where the above will be located.

Event Vendors

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

Event organizers must provide a list of planned vendors. In Montgomery, vendors operating solely during the event are not required to obtain permits. However, organizers are accountable for ensuring vendors comply with health and safety regulations.

- ☐ Will have food vendors during the event hours.
☐ Will have beverages/alcohol vendors during the event hour.
☐ Will have non-food vendors during the event hours.

Will any vendors be using propane? _____

Will alcohol be sold or allowed (BYOB) at this event? _____

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 this does not apply for your event.

- ☐ Parade
- ☐ Run/walk event.
- ☐ Other Traffic Control

Explain: _____

Parade:

Starting location: _____

Ending location: _____

Number of participants: _____ Number of Vehicles/Floats: _____

On-Site preparations start time: _____

Run/Walk:

Distance: (1k, 5k, 10k, etc.) _____ On-Site preparations start time: _____

Any On-site registration: _____

Starting location: _____

Ending location: _____

Insurance Requirements

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 volunteers.

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 the 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.

Application submittal 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 STREET FESTIVAL EVENT.

Signature of Applicant: _____ Date: _____

City of Montgomery Event Questions

What events qualify for a special event?

Special event means a sports event, pageant, celebration, historical reenactment, entertainment, exhibition, parade, fair, festival, or similar activity that is not a demonstration, engaged in by one or more persons, and could potentially impede traffic, impact city infrastructure or operations, and/or disrupt the general public's quiet enjoyment of their day.

Street means the entire width between the boundary lines of every way publicly maintained, where any part thereof is open to the use of the public for purposes of vehicular travel, including the ditches, drains, median, sidewalk and esplanade thereof, of any public alley, road, street, avenue, parkway or highway which is located within the city.

Street festival means any event, activity or entertainment sponsored by any organization, entity, or individual which may attract 25 or more persons and conducted in whole or in part within any street and for which admission may be charged or at which peddling, hawking, soliciting, transient dealing, or operation of a mobile food unit may occur. The term "street festival" shall not include a rally conducted in support of or opposition to a candidate for political office or a ballot proposition in any election called by a federal, state or local unit of government.

Do vendors need the City of Montgomery?

They will not need to apply for a permit while operating during the event hours as long as the event organizer submits an event vendor list with the permit application. If the vendor plans to operate regularly in Montgomery on other days and hours not regulated by an event organizer, they'll need a separate vendor permit.

https://library.municode.com/tx/montgomery/codes/code_of_ordinances?nodeId=COOR_CH64PESOVE

What are the basic requirements?

- Application must be completed.
- Site map will need to show location along with everything that will part of the event.
- Event insurance covers the event and the City of Montgomery.
- Other requirements will apply based on your event.

For Office Use Only

☐ City Event Special Events Coordinator: _____ Date: _____

Submittal Received: City Staff: _____ Date: _____

Application Reviewed:

- ☐ **Approved**
☐ **Rejected**

City Administrator: _____

City Secretary: _____

Chief of Police: _____