



SPECIAL EVENT PERMIT APPLICATION

APPLICATION MUST BE FILED THIRTY DAYS PRIOR TO EVENT. A \$50.00 FEE REQUIRED FOR PROFIT EVENT. APPLICATIONS ARE TO BE SUBMITTED TO THE CITY SECRETARY, P.O. BOX 26569, BENBROOK, TX 76126 OR email to citysecretary@benbrook-tx.gov

1. Name of Organization _____
2. Person Responsible _____
3. Address _____
4. Telephone Number _____
5. E-Mail _____
6. Profit or Non-profit? _____
7. Estimated Gross Revenue _____
8. If non-profit, list agency benefited and amount of donation

9. If non-profit, list contact person and telephone number for agency benefited

10. Date and Hours of Event _____
11. Purpose of the Event _____
12. Location of Activity _____ (attach map or drawing)
13. Temporary Signage: On the site plan, provide the location of all proposed temporary signage designed to attract the motoring public. In addition, provide a graphic depiction or image of the proposed sign(s) with area dimensions (width x height) display method, and total height of sign from ground to the top of the sign when installed.
14. Names and address of owner of property where event is to be held and a statement describing the terms and conditions of the agreement (attach to application)
15. Distance to nearest residential area _____
16. Distance to nearest commercial area _____
17. Distance to nearest Rest Home, Retirement Center, Hospital _____
18. Estimated number of participates _____
19. Participant Fee(s) for Event _____

20. Names and addresses of all employees of the promoter assisting in the event (attach to application)
21. Insurance policy indemnifying the City from liability (attach to application)
22. Facilities to be provided by organizer:
 - a. Restrooms (1 for every 50 persons) _____
 - b. Electrical hook-up (may require permit) _____
 - c. Water _____
 - d. Refrigeration _____
 - e. Number of vendor spaces and size _____
 - f. Emergency Medical Aid _____ (attach description of preparations made to provide adequate medical care)
 - g. Security (number of security personnel and company providing) _____
 - h. Health permit from Tarrant County Health Department (attach)
 - i. Music, if so what type (live or recorded) _____
 - j. Is amplification to be used? _____ If yes, decibels _____
23. Traffic control plan to assure conducted in orderly manner and that physical safety of persons will be protected. Attach plan if necessary.

It is agreed that all City zoning ordinances, as well as any other city ordinances and regulations are to be fully complied with.

Signature of Person Responsible

Date

Address

Telephone Contact Numbers

Email address