



**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. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested set up and take down time and date of event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Requested start and end time and date of event:

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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.

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### **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. 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 Sherif'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.

**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 under penalty of perjury 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 and the chief of police 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.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
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.

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**FOR CITY HALL USE ONLY**

Permit Approved

Permit Denied

\_\_\_\_\_  
Clint Hardeman, City Manager

\_\_\_\_\_  
Date

Reason for denial \_\_\_\_\_