

**CITY OF JERSEY VILLAGE
SPECIAL EVENT APPLICATION**

Special event application must be received by the Permit Department no later than 90 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 Jersey Village 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 Jersey Village may not approve a special event when other events are presently scheduled.

***Application fee for special events is \$50.00 and is non-refundable. Deposit must also be submitted with application. Requirements for deposit are outlined on page 4. Please enclose fee and applicable deposit amount with application or application will not be accepted.**

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

ATTN: Permit Department
City of Jersey Village
16327 Lakeview Drive
Jersey Village, TX 77040
713.466.2110 office

Applicant Initials _____ **Date** _____

**CITY OF JERSEY VILLAGE
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Applicant Information

Date of Application _____

Applicant Name _____

Address _____ City/State/Zip _____

Phone _____ Email Address _____

Name of Organization _____

Address of Organization (if different from above) _____

City/State/Zip _____ Email Address _____

Phone Number _____

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

Name _____

Address _____ City/State/Zip _____

Phone _____ Email Address _____

***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** _____

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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**

Loudspeaker use? Yes No

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

Outdoor lighting use? Yes No

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

Additionally, identify location and number of existing public facilities and the quantity and location of proposed portable facilities both below and on the map of route:

Public Lavatories _____ Portable lavatories _____ Portable facilities _____ No. of which are accessible _____

Public Restroom Water Closets: Women's _____ No. of which are accessible _____

Men's _____ No. of which are accessible _____ Men's Urinals _____

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

Applicant Initials _____ **Date** _____

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***If food and/or beverages will be served, the proper permits should be obtained from the Harris County Health Department and proof of such submitted with this application.**

Food/beverage service provided for event? Yes No

If yes, are appropriate Harris County Health Department permits attached?

***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** _____

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Required Documentation

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

- _____ **1.** Certificate of insurance naming the City of Jersey Village as an additionally insured. The insurance shall provide protection of not less than \$300,000 against liability for damages to property and protection of not less than \$300,000 for protection of injury to the death of one or more persons in a single accident or 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.** Conditionally refundable deposit.
Up to and including 200 participants - \$200.00
201 – 500 participants - \$300.00
500+ participants - \$500.00

If applicant falsifies anticipated attendance, to the extent that the City of Jersey Village 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 Jersey Village, 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

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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: _____

Director of Public Works (Signature) Date: _____

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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: _____

Director of Parks & Recreation (Signature) Date: _____

FINAL DETERMINATION:

Application has been _____ APPROVED Date: _____

_____ NOT APPROVED Date: _____

TOTAL EVENT COST: _____

Building Official (Signature)

The following conditions are placed upon this event: _____

Applicant met 90-Day Application Period: _____ Yes _____ No

Waiver Allowed by City Manager:

(City Manager's Signature) Date: _____