

This permit application is designed for events or festivals that will take place on public property, such as right of way, sidewalks, streets, parking lots, and parks.

The City recognizes that special events help define the City's image, build community, drive economic activity, and enhance the overall quality of life. The Special Events Resolution creates a permitting process including criteria for Special Events designed to protect, preserve, and promote the safety and welfare of the public by providing for public safety, medical, fire, traffic operations, sanitation and other elements associated with the event.

The Special Event Permit Application must be submitted **no less than 14 calendar days** before the first date of the proposed date of the Special Event. For the application to be considered, it must be signed and every section completed.

As the Event Producer, you are responsible for adhering to all stipulations as outlined by City Ordinances and the Special Events Application. If you do not have enough room, please attach additional information to be as thorough as possible.

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**APPLICATION / ORGANIZATION INFORMATION**Name of Organization / Entity: Organization Representative's Name:  Title: Cell Phone:  Email Address: Mailing Address:  City:  State:  Zip: Is the address above the applicant's personal or organization's office? *Personal*  *Office* **Secondary Point of Contact**Organization Representative's Name:  Title: Cell Phone:  Email Address: 

Social Media Handles for Organization:

*Facebook*  *Instagram* *Twitter*  *Other* *Website*

Organization Type: *(Check all that apply)*

- Non-Profit     
  Profit     
  Gov.     
  School

Event Name:

Event Date(s):

Event Location(s) Name:

Address(es) of Event Location(s):

SET UP:	DATE:	START TIME:	END TIME:	# OF PEOPLE:	NOTES:
Day 1					
Day 2					
<b>OPEN TO PUBLIC:</b>					
Day 1					
Day 2					
<b>TEAR DOWN:</b>					
Day 1					
Day 2					

Estimated Daily Attendance: *(including workers and spectators)*  ; at Peak Period(s)

Event Date(s):

Event Location(s) Name:

Organization Type: *(Check all that apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> Assembly/Rally      | <input type="checkbox"/> Religious Procession |
| <input type="checkbox"/> Multi-Block Party   | <input type="checkbox"/> Marathon             |
| <input type="checkbox"/> Ceremony            | <input type="checkbox"/> Parade               |
| <input type="checkbox"/> Circus              | <input type="checkbox"/> Race/Run/Walk        |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other:               |
| <input type="checkbox"/> Festival            |   |
| <input type="checkbox"/> Filming             |   |

Event Description:

(Provide a general description below. Provide an attachment on separate paper with proposed schedule and activities with this application.)

Is this event a public or private event?

Will your event be publicized? If so, how?

Admission Ages:  Admission Fees: *(by age group)*

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**EVENT BACKGROUND INFORMATION**

Is this an annual or reoccurring event?  YES  NO (If yes, please provide the info below)

Previous Event Name(s):

Previous Event Date(s):

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**EVENT QUESTIONNAIRE**

Will the event occupy and/or obstruct any part of the public right of way? (public streets or sidewalks)  YES  NO

Will any portion of the event be held in a parking lot?  YES  NO

Will the event have an impact to private property?  YES  NO

Will any portion of the event be held at a city park?  YES  NO

Will any portion of the event be held indoors?  YES  NO

Will the event layout include tents or temporary structures?  YES  NO

Will a stage be built/constructed?  YES  NO

Will the event have amplified sound?  YES  NO

Will there be fencing around an exterior space?  YES  NO

Will alcohol be served at the event?  YES  NO

Will food be served at the event?  YES  NO

Will there be any propane at the event?  YES  NO

Will there be a need for power and/or electricity?  YES  NO

Will the event have any open flames or cooking equipment?  YES  NO

Will the event have any fireworks?  YES  NO

Do you have a plan for adequate restroom facilities?  YES  NO

Do you have a plan for trash and recycling? YES  NO

Do you have a parking and traffic plan?  YES  NO

Has the event producer blocked hotel rooms for this event?  YES  NO

Will your event feature any animals?  
(If yes, please list the type of animal and how it will be featured.)  YES  NO

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Although the application is not considered complete at this point, please send the first (4) pages to the City of Brownwood. We will then schedule a meeting with city staff to help you determine your site map, traffic plan, safety plan, and support services. We will help you complete the following sections based specifically on your event.

**IN PERSON:** City Hall / 501 Center Ave / Brownwood, TX 76801  
**MAIL:** City of Brownwood / City Hall / P.O. Box 1389 / Brownwood TX 76804  
**ATTN:** Event Permit - Administrative Assistant for Planning and Development  
**EMAIL:** [eventpermits@brownwoodtexas.gov](mailto:eventpermits@brownwoodtexas.gov)  
**PHONE:** 325-646-5775

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Temporary street closing is defined as a street closure for duration of eight (8) hours or less. Each street intersection requires four (4) barricades. Should barricades or cones be damaged during the event or missing, the City may assess a fee. Barricades may not be moved from the location indicated on your traffic plan.

Please list the names and locations of all streets that are being requested to be closed for your event (additional information may be requested):

Requested street closure time:

Requested street re-open time:

Any other special requests or instructions:

Please note that as a condition of this permit, the event organizer is required to notify any businesses or residents located in your requested street closure area about the times and location of the street closures 10 days prior to your event. Failure to properly notify could disqualify you from future street closure requests.

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## **SIGNATURE**

By signature below, I certify the above information to be true and correct. Any misinterpretation made in this application, intentionally or otherwise, is valid grounds for permit denial both in the present and at all future times. If any required information is missing with the submittal, it could delay the processing of this application.

If the requested location is not an appropriate site to conduct your proposed event, the City will contact you and an alternate location will be suggested as available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. Do not publicize your event until conditional permit approval has been confirmed. The submission of this application is NOT automatic approval to hold an event on public property. The permit, if granted, is not transferable and may be revocable if there is an eminent public safety concern.



## TEMPORARY STREET CLOSURE APPLICATION

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Print Name:  Signature:

Print Name:

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### APPLICATION & PAYMENT SUBMISSION:

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### FOR CITY USE ONLY:

Date Application Received:

Date Permit Issued:

Notes:

*To be completed by Street Department:*

How many barricades are required:

How many cones are required:

Which intersections should be monitored with attendants:

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Permit request  Approved  Denied

Street Superintendent Signature:  Date:

Police Department Signature:  Date:

Fire Department Signature:  Date:

Economic Development & Tourism Signature:

Date:



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This permit authorizes the event organizer to use or operate any sound production or reproduction device, radio receiving set, musical instrument, drums, phonograph, television set, loudspeaker and amplifier, or other similar machine or device for the producing or reproducing of sound - only in the location and during the times authorized by this permit.

Please describe the type of noise producing equipment to be used: (additional information may be requested):

Please describe the specific location of sound producing equipment:

Please list specific times that sound producing equipment will be used:

Any other special requests or instructions:

If this event is being held on private property and the permit requestor is not the property owner, a written statement allowing permission for use of the property must be submitted by the property owner.

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**FOR CITY USE ONLY:**

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Date Permit Issued:

Notes:

Permit request  Approved  Denied

Police Department Signature:  Date:

Economic Development & Tourism Signature:

Date:

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This Alcohol Permit application is to request to sell, distribute, possess, or consume alcoholic beverages on property owned by the City of Brownwood for public events or private parties. Depending on the type of event and number of participants, the City of Brownwood may require security and/or insurance for the event. Furthermore, this alcohol permit does not release the applicant(s) or event attendees from other applicable City Ordinances, or from the Texas Alcoholic Beverage Code for possession, consumption, or distribution of alcoholic beverages. If approval of this permit includes a requirement for security and/or insurance, then the applicant must arrange for those services or costs.

*Please note that City Ordinance prohibits possession of alcoholic beverages in any park of the City except for private parties or events at Festival Park or Riverside Park by issuance of a permit.*

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**FOR CITY USE ONLY:**

Date Application Received:

Date Permit Issued:

Will the event require Brownwood Police activation?  YES  NO

How many officers are required:

Cost of PD Officers	1 Officer	2 Officers	3 Officers	4 Officers	5 Officers	6 Officers
Per Hour	\$45	\$90	\$135	\$180	\$225	\$270

Notes:

Permit request  Approved  Denied

Police Department Signature:  Date:

Economic Development & Tourism Signature:

Date:

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**EVENT OPERATING PLAN**

All applications must include an Event Operating Plan, which at minimum must contain a to-scale logistical event layout site map identifying the proposed parade route and placement of various elements like food service booths, portable restrooms, fencing, electrical equipment, landmark identification, water access, etc. . The city can provide you with a map for planning, if needed.

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Will amplified sound be used at the event?  YES  NO

(If yes, please describe type of noise producing equipment to be used.)

Will portable restrooms be utilized during your event?  YES  NO

If so, how many total:  How many are ADA Accessible?

Will indoor restrooms be available during your event?  YES  NO

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Which intersections should be monitored with attendants:

Permit request  Approved  Denied

Street Superintendent Signature:  Date:

Police Department Signature:  Date:

Fire Department Signature:  Date:

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