



**Farmersville**  
DISCOVER A TEXAS TREASURE

## Special Event Permit Request

Date of Submission: \_\_\_\_\_ Time of Submission: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Does this event involve or include a race, rally or parade? \_\_\_\_\_

Street Address of Event Location: \_\_\_\_\_

Owner of Event Location: \_\_\_\_\_

Number of Events at Event Location within Last 12 Months: \_\_\_\_\_

Name of Person, Organization or Company Requesting Permit (Applicant): \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City \_\_\_\_\_

Applicant Phone: Day: \_\_\_\_\_ Night: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City \_\_\_\_\_

Event Description: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Beginning and Ending time: \_\_\_\_\_

Route of Race, Rally or Parade (or draw map on reverse side) Beginning Point to Ending Point: \_\_\_\_\_

At this event will there be Alcoholic Beverage sold? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a copy of the alcoholic beverage permits for each vendor selling or providing alcoholic beverages. Please identify each vendor selling or providing alcoholic beverages in a list of Food Vendors to be attached hereto.

At this event will food and/or non-alcoholic beverages be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a copy of each food and/or drink vendor's permits for selling or providing food and/or non-alcoholic beverages. Please identify each vendor selling or providing food and/or non-alcoholic beverages in a list of Food Vendors to be attached hereto.

If all day event, will Sanitary Facilities be setup? Yes \_\_\_\_\_ No \_\_\_\_\_

Will materials, merchandise and/or services be sold to the Special Event's attendees?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be Amusements or Rides. If yes please list \_\_\_\_\_

\_\_\_\_\_

Area to be used for event: \_\_\_\_\_

Will lighting system be used? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, lighting instruments must be directed so as to avoid disturbing neighborhoods not participating in the event

Will Sound System be used? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, must keep the decibel at level not to disturb neighborhoods not participating in the event

Is any signage proposed for the Special Event? \_\_\_\_\_ Please describe Signage and Location: \_\_\_\_\_

\_\_\_\_\_

Estimated number of participants: \_\_\_\_\_ Estimated Number of vehicles: \_\_\_\_\_

Estimated number and types of animals: \_\_\_\_\_

Location of Animals: \_\_\_\_\_

\_\_\_\_\_

Plan for Removal of Animal Waste: \_\_\_\_\_

\_\_\_\_\_

Demonstration Area (list streets to be affected): \_\_\_\_\_

\_\_\_\_\_

Entrance and Exit Areas: \_\_\_\_\_

\_\_\_\_\_

Parking Areas: \_\_\_\_\_

\_\_\_\_\_

Staging Areas: \_\_\_\_\_

\_\_\_\_\_

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Signature of Applicant \_\_\_\_\_

Date of Application \_\_\_\_\_

Please attach:

- List of Vendors
- List of Food and Beverage Vendors
- A notarized letter or agreement from property owner will be required
- Copy of license(s) to sell Alcoholic Beverage
- Copy of Liability Insurance to cover event
- Legible diagram drawn to scale and/or with dimensional detail showing the location, size, number and configuration in detail of the different component parts of the Special Event

**For City Use Only**

Reviewed by City Manager \_\_\_\_\_

Reviewed by Police Chief \_\_\_\_\_

Permit Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Denied: \_\_\_\_\_ Reason for denial:

\_\_\_\_\_

\_\_\_\_\_