



**City of San Marcos  
Special Event Permit Application**

OFFICE USE ONLY  
  
PERMIT NUMBER:  
\_\_\_\_\_



Date Completed Application  
Submitted:

\_\_\_\_\_  
(At least 30 days prior to event date)

Thank you for considering San Marcos for your event. By providing the information below, you will help us to determine how to assist in making your event safe and pleasant for all involved. Your application will be approved with conditions or denied based on this information. Should certain parts of this application require additional information, you will be responsible for supplying that before the application can be approved.

**This Special Event Permit (SEP) application must be signed, notarized, include a site map, insurance, and submitted to the San Marcos Office of Emergency Management at least 30 days prior to the event.** They will forward it to the other City departments involved for approval. Applications received less than 30 days prior to event date are subject to being denied. Parades and Events with over 750 attendees are required to be received no less than 60 days prior to the event. An Event that has a City Sponsorship or Partnership, as defined by the City Support of Public Events Policy is required to be received at least 180 days prior to the event.

Event Title: \_\_\_\_\_

Race/Run/Walk  Parade  Fireworks Display  Concert  Other \_\_\_\_\_

Persons Expected:    Number of Participants: \_\_\_\_\_

Will you be charging participants and/or spectators a fee?  Yes  No

**If yes, list fee. Participants \$ \_\_\_\_\_ Spectators \$ \_\_\_\_\_**

Number of Event Staff/Volunteers: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ am / pm    Event End Time: \_\_\_\_\_ am / pm

Setup Date: \_\_\_\_\_ Setup Time: \_\_\_\_\_ am / pm    Tear Down Time: \_\_\_\_\_ am / pm

Event Location / Park / Street: \_\_\_\_\_

Organization Hosting Event: \_\_\_\_\_

Tax Exempt:  Yes  No | Tax ID # \_\_\_\_\_ (If yes, proof to be furnished)

Does this Event have a City Sponsorship or Partnership associate with it?  Yes  No

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner (if different from applicant): \_\_\_\_\_ Phone: \_\_\_\_\_

\*Please note an authorization letter from the property owner is required if the property owner is not the applicant.

In 100 words or less, please give us a short summary describing your event. **Include all activities** that will be conducted as part of this event \_\_\_\_\_

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Does your event require road/lane/sidewalk closures?  Yes  No

**If yes, please provide your approved route map with your completed SEP application.**

**If yes, a copy of your road closure permit must be included with this SEP application.**

Number of Lanes Requested for Closure: \_\_\_\_\_

Street(s): \_\_\_\_\_

Depending on size of the event and roads being interrupted a traffic engineer may be required and approval from TXDOT may be required. For specific road closure permit questions in regards to your route or traffic control plan requirements, please contact Richard Mizanin, with the Police Department, at 512.753.2103. For questions about how to apply for or the status of your Road closure permit, please call the Permit Center at 512.805.2630.

Person responsible for implementing traffic control plan is:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Number and size of vehicles to be parked related to event \_\_\_\_\_

Description of Vehicles and/or Comments: \_\_\_\_\_

**\*Depending on size of event, a parking plan may be requested with the application\***

Events anticipating over 250 attendees and less than 500 attendees require at least two uniformed peace officers. One additional officer for each 500 or portion of 500 attendees is also required. If any alcohol is sold or distributed at this event, a minimum of two uniformed peace officers will be required. If you have questions or need assistance with your security plan, please contact Richard Mizanin with the Police Department at 512.753.2103.

**A copy of your security agreement and approval of the security plan by the Police Department must be included with this SEP application**

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Will there be any food or beverages sold, served or available at the event?  Yes  No

**If yes, you must contact the San Marcos Environmental Health Department separately at 512.393.8440.**

**If yes, a copy of your health permit must be included with this SEP application.**

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**Will there be:**

Any tents larger than 20x20? Yes  No

Temporary structures? Yes  No

Stages? Yes  No

Fencing? Yes  No

Amusement rides? Yes  No

Animals or petting zoo? Yes  No

**If yes, contact Building Inspections/Permit Department at 512.805.2630 or apply online at [www.mypermitnow.org](http://www.mypermitnow.org) for individual permits required, ie. temporary structure permit. Please note that all amusement rides shall conform to the statutory rules and regulations set forth by the State of Texas and copies of the inspection reports will be required.**

**If yes, a copy of all related building permits must be included with this SEP application.**

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Will there be alcohol at the event?  Yes  No

**If yes, contact TABC at 512.393.7744.**

**If yes, a copy of the TABC license/permit for this event must be included with this SEP application.**

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Will there be any entertainment, such as bands, DJ's, outside speakers, microphone, etc.?  Yes  No

**The approval of this Special Event Permit is not an approval or variance to any City related noise ordinance.**

By initialing here, I understand the issuance of this SEP does not provide permission to violate COSM noise ordinances or any other local, state, or federal laws.

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Will inflatables/ bounce house(s) be used in this event?  Yes  No

**If yes, a Certificate of Liability Insurance listing the City of San Marcos as additionally insured must be provided from vendor providing the inflatable/bounce house.**

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Will portable restrooms be needed?  Yes  No

If yes, how many? \_\_\_\_\_

If yes, name of portable restroom provider \_\_\_\_\_

If yes, a copy of the agreement with the restroom provider, including drop-off and pick-up dates, must be included with this SEP application.

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Will trash receptacles be needed?  Yes  No

If yes, how many and size of containers? \_\_\_\_\_

If yes, name of waste provider \_\_\_\_\_

If yes, a copy of the agreement with the waste provider, including drop-off and pick-up dates, must be included with this SEP application.

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List event staff leaders and the role they play:

| <u>NAME</u> | <u>ROLE</u> | <u>PHONE</u> |
|-------------|-------------|--------------|
|             |             |              |
|             |             |              |
|             |             |              |

By initialing here I am indicating I have included a route and/or site map with my completed application.

**It is required** that a detailed aerial map of the route your event will follow and/or any planned use of public space, including tent/vendor placement, temporary restroom placement, participant parking and any other planned activity that will have a designated location on the property be provided with the SEP application.

By initialing here I am indicating I have included the required Certificate of Insurance with my completed application.

**Please furnish the City of San Marcos with a certificate of insurance as evidence that the policy providing the required coverage and limits of insurance are in full force and effect, with your completed SEP application.** The certificates of insurance shall name the City as an additional insured of the General Liability Policy as follows:

City of San Marcos  
630 E. Hopkins Street  
San Marcos, TX 78666

**Comprehensive General Liability** – This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect the permit holder and the additionally insured against all claims arising from bodily injury, sickness, disease or death of any person, as well as damage to property of the City of San Marcos or others arising out of the act of omission of the permit holder or their agents or

employees. The liability shall not be less than:

|  |             |
|--|-------------|
| Each Occurrence:                             | \$1,000,000 |
| General Aggregate:                           | \$2,000,000 |
| Products and Completed Operations Aggregate: | \$2,000,000 |

\*\*If alcohol is served a separate policy is required.

**Please answer the following questions that will provide the City a communication/emergency plan.**

- Where will the access routes be for ambulance pick up, first aid, and weather shelter/s?
- **Fire Protection** – *Required for structures, tents or processes.*

Identify all fire extinguisher locations?

Who is in charge of fire safety and protection?

- **Emergency Medical Services**

Who is coordinating any emergencies/communication plan?

Identify first aid station, if provided?

- **Evacuations**

Who oversees the evacuation and how is this information communicated to the event attendees?

How is the crowd managed?

- **Severe Weather**

Who monitors and tracks the weather, and how are severe weather notifications made?

Who determines what severe weather will close the event?

Are there shelters to go to during the event?

How are you communicating to attendees/participants?

- **Parking and Traffic Control Plan**

Where will the emergency vehicles get access to event?

How are issues communicated if there is a problem?

- **Communications Plan**

Who oversees the communications plans? \_\_\_\_\_

How is staff communicating normal business during the event?

How are emergencies reported?

*\*This is not a complete list of items for a plan but is a guide to aid you in development of your event emergency*

preparedness. If you need assistance, please contact the Fire Prevention Division of the San Marcos Fire Department at 512.805.2600.

**INDEMNITY**

The holder of this permit shall waive all claims, fully release, indemnify, defend and hold harmless the City and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action, including all expenses of litigation and / or settlement which may arise by injury to property or person occasioned by error, omission, intentional or negligent act of the permit holder, its officers, agents, consultants, representatives, and employees, arising out of or in connection with the activities authorized pursuant to this permit, and the permit holder will, at its own cost and expense, defend and protect the City and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all such claims and demands. This indemnity shall apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the intentional acts or negligence of the holder of this permit or any of its officers, officials, agents, consultants, representatives, and employees, whether said negligence is comparative negligence, concurrent negligence, gross negligence or any other form of negligence. Provided, however, that nothing herein shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law.

Applicant Signature (to be witnessed by a notary) \_\_\_\_\_

Printed \_\_\_\_\_ Date \_\_\_\_\_

Position You Hold in Organization Applying For Permit \_\_\_\_\_

**CORPORATE ACKNOWLEDGMENT:**

**The State of Texas**

**County of Hays**

Before me, the undersigned, on this day personally appeared \_\_\_\_\_ of \_\_\_\_\_, proved to me through the presentation of a valid Texas Driver's License to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. Mr. /Ms. furthermore attested that he/she is signing this permit application and indemnity agreement in his/her capacity as \_\_\_\_\_ of \_\_\_\_\_, and that such capacity makes his signature valid to bind the entity, \_\_\_\_\_.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

(Signature)

Notary Public in and for the State of Texas

The **completed Special Event Permit application** form and supplemental documents may be emailed to [RFitch@sanmarcostx.gov](mailto:RFitch@sanmarcostx.gov) OR mailed to:

Rob Fitch  
Attn: OEM - Special Event Permit  
630 Hopkins St  
San Marcos, Texas 78666

If you have additional questions or need assistance please contact Rob Fitch, Emergency Management Coordinator at 512.393.8482.

**FOR OFFICE USE ONLY:**

**RECIEVED IN OFFICE:**      **Date:** \_\_\_\_\_      **Time:** \_\_\_\_\_

**APPROVED:**      **Date:** \_\_\_\_\_      by \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

**PERMIT ISSUED:**      **Date:** \_\_\_\_\_      by \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**PERMIT #**  
\_\_\_\_\_