



CITY OF SAN MARCOS PARKS AND RECREATION SPECIAL EVENTS APPLICATION FORM

NAME OF EVENT: _____ PROPOSED DATE: _____

LOCATION: _____

TIME OF EVENT: _____ ESTIMATED ATTENDANCE: _____

PROFIT: _____ / NON PROFIT: _____ 501(C) (3) STATUS ONLY / CHARITY: _____

(CHECK ONE OF THE ABOVE)

SUMMARY OF EVENT:

NAME OF ORGANIZATION SPONSORING EVENT:

CONTACT NAME: _____ PHONE #: _____ WK#: _____

FAX#: _____ DL#: _____ STATE: _____

ADDRESS: _____ CITY: _____

ZIP: _____ EMAIL: _____ CELL PHONE #: _____

2ND CONTACT NAME: _____ PHONE #: _____ WK #: _____

FAX #: _____ DL #: _____ STATE: _____

ADDRESS: _____ CITY: _____

Please return this application as soon as possible to the COSM Parks and Recreation Dept. at 401 East Hopkins Street, San Marcos, Texas 78666. The application can be mailed to 630 East Hopkins Street, San Marcos, Texas 78666 or faxed to 855-271-7633. If you wish to schedule an appointment to come in or have any questions, please call 512.393.8401.

Any event requiring the assistance of the Parks and Recreation Department to help with the setup of your event on the day of will be charged at a rate of \$50.00 per hour (minimum two hours) to the person/ persons hosting the event. The City of San Marcos DOES NOT provide tables and chairs to the event.