



# Community Wide Event Notification

It is our goal to enhance the quality of life and economic prosperity of the City of Sealy through supporting special events while balancing the needs of our residents and businesses affected by these events. The Parks and Recreation Dept. is responsible for ensuring events are carried out safely, thoroughly, and properly.

The City of Sealy reserves the right to close or cancel an event in violation of any city ordinance or deviation from the permit application. The City of Sealy also reserves the right to close or cancel an event if public safety or an affected department deems the event unsafe for public participation.

## APPLICANT INFORMATION

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

Contact Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

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

## EVENT INFORMATION

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

Open to the Public:  Yes  No

Provide a Summary Description of this Event (you can also attach supporting maps, proposed advertisements, etc. to this form):

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### Dates and Locations of Event:

Date _____	Begin Time: _____	End Time: _____	Location: _____
Date _____	Begin Time: _____	End Time: _____	Location: _____
Date _____	Begin Time: _____	End Time: _____	Location: _____
Date _____	Begin Time: _____	End Time: _____	Location: _____
Date _____	Begin Time: _____	End Time: _____	Location: _____

City-Owned Facilities to be Used (A contract must also be signed):  Yes  No

- Liedertafel Hall     W. E. Hill Community Center
- Mark A. Chapman Park Pavilion     Abe & Irene Levine Park Pavilion

No contract is required for the following facilities:

- Joe Scranton, Jr. Park    Jacqueline A. Cryan Memorial Park    City streets

Number of Event/Public Participants anticipated (This needs to include the number of vendors, entertainment, audience, customers, etc.) \_\_\_\_\_

**ROAD CLOSURES OR STREET/PUBLIC SIDEWALK USE**

City Street Closures:  Yes  No and/or State Road or Highway Closures?  Yes  No

(If yes to state road closures, you must contact the Sealy Chief of Police to submit an application for street closure approval from TxDOT)

Time city streets or state roads need to be closed: Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

City street/state road closures also require:

- Map with all closures clearly marked
- List of all nearby affected businesses that have approved and not approved the closures

Street and/or Public Sidewalk Use:  Yes  No

(Examples would be using city streets for hayrides, parades, walking tours, etc. Please provide map of route.)

**PERMITS REQUIRED**

- TABC (A permit is required if alcohol is sold. A permit is also required if alcohol is served and an entry fee is to the event is charged. If only serving (without an entry fee) or allowing guests to bring their own, a TABC permit is not required. Please provide a map of the event and indicate the exact areas where alcohol is being sold. **A copy of this permit MUST be given to the City at least 5 days prior to your event.**)
- Health Inspection/Food Permit (If food is being prepared or using a food truck)
- Signage/Banner Permit (If the event is open to the public and a sign or banner is to be placed on a state highway.)
- Fireworks Permit (\$45. The Sealy Fire Marshal will inspect location and approve/disapprove the application.)
- City Event Permit (A permit is required if the event requires the use of city employees/facilities and is based on the number of participants, to include vendors, entertainment, audience, customers, etc.)
  - 50 or less participants (\$100/day/per facility)
  - 51+ participants (\$250/day per facility)
  - N/A (Not requiring the use of city employees or facilities)

**SECURITY/ALCOLHOL USE**

All events that sell or serve alcohol will need security provided by the Sealy Police Dept. if held on city-owned property (including streets). Events that are selling or serving alcohol and are on private property but are **open to the public and charge an entry fee** must also have security. This will include a minimum of two officers for a minimum of four hours, billed at an hourly rate, while alcohol is on premises. This rate will go up depending on the number of people attending and layout as determined by the Chief of Police. These rates are subject to change.

Are you serving alcohol?  Yes  No    Are you selling alcohol?  Yes  No

Is this a BYOB event?  Yes  No    Are you charging an entry fee to the event?  Yes  No

**INSURANCE**

Some public events using city employees and/or city-owned facilities may be required by the Sealy City Council to have insurance covering the event. If insurance is required, the City will need a copy of the Certificate of Insurance with the City listed as an "ADDITIONAL INSURED."

Will you have bounce houses or any carnival-type rides activities or rides the event?  Yes  No

If required, are you willing to purchase insurance for the event?  Yes  No

**SIGNAGE/BANNERS**

City of Sealy Requirements (for signage on private or public property within the City limits):

According to City Code 80-10, event signs may be placed only on private property and only with the consent of the owner of the property. If placed on the City’s property, including all city parks, you will need the consent of the City. Such signs may not exceed 50 sq. ft. and may be erected no more than 30 days prior to the event and must be removed within two days after the event. These signs are also subject to the requirement of City Code 80-20 – event signs must be approved by either the Building Official or City Council as a community service of interest to the general public.

Will you be placing any signs on public or private property within the city limits?  Yes  No

If so, please submit a photo or drawing of this sign for approval.

State of Texas Requirements (for signage on state highways):

Under the provisions of Texas Administrative Code, Title 43, Rule §22.15, you may receive authorization for the temporary placement and maintenance of a sign on a state highway for special events. Application for these signs should be made on Form 2057 "Application for Use of State of Texas Right of Way for Temporary Signs for Special Events." This is for placement of both surface mounted signs and banners. You may access this application online at [www.txdot.gov/business/right-of-way/right-of-way-forms.html](http://www.txdot.gov/business/right-of-way/right-of-way-forms.html).

**You must give the City a copy of this approval at least 5 days before placement of your signs/banners.**

Will you be placing any signs or banners on or across State of Texas highways?  Yes  No

**TERMS & CONDITIONS FOR EVENTS USING A CITY-OWNED FACILITY OR A CITY EMPLOYEE’S SERVICES ONLY**

Lessee’s Responsibilities:

- The Lessee agrees to sign a contract for each city-owned facility used and pay the rental and deposit fees.
- The Lessee agrees to abide by the general housekeeping rules as outlined in the facility contract.
- The Lessee is responsible for any damages to city property.
- The Lessee is responsible for acquiring any permits needed for the event.
- The Lessee is responsible for providing maps indicating city/state road closures and/or locations where alcohol is being served.
- The Lessee is responsible for providing insurance for the event if required by the Sealy City Council.
- For events with city street/state road closures, the Lessee is responsible for providing a list of nearby businesses approving of the closures.

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Signature

Date

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Print Name

**AUTHORIZATION/HOLD HARMLESS CLAUSE**

Applicant/organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, its officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the approved activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees. Furthermore, by signing this Application, applicant hereby agrees to waive any and all claims that applicant may have against the City, its officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

By signing below, I hold the City harmless, as stated above, and attest that all the information provided on this form is true and correct.

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Signature

Date

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Print Name

**OFFICE USE ONLY**

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This event requires:

- Yes  N/A Security (SPD contacted by Event Coordinator?  Yes  No)
- Yes  N/A Rental Contract(s) (Paid \$\_\_\_\_\_ on \_\_\_\_\_)
- Yes  N/A Health Inspection/Food Permit
- Yes  N/A TABC Permit (Date Copy Received: \_\_\_\_\_)
- Yes  N/A State Road Closures (Chief of Police Contacted by Event Coordinator?  Yes  No)
- Yes  N/A List of Nearby Business Approvals
- Yes  N/A Signage/Banner Permit from TxDOT (Date Copy Received: \_\_\_\_\_)
- Yes  N/A City Street Closures
- Yes  N/A City Event Permit (Paid \$\_\_\_\_\_ on \_\_\_\_\_)
- Yes  N/A Sealy City Council Approval (Date Approved: \_\_\_\_\_)

**FOR ROAD/STREET CLOSURES AND/OR ALCOHOL SALES ONLY**

\_\_\_\_\_  
Chief of Police Signature

\_\_\_\_\_  
Date

- City Street Closures:  Approved  Denied  N/A
- State Road Closures:  Approved  Denied  N/A
- TABC Permit (Alcohol Sales):  Approved  Denied  N/A