



**PARKS &  
RECREATION**

# **CITY OF SEGUIN SPECIAL EVENT PERMIT APPLICATION**

Return **COMPLETED** permit application to the Parks and Recreation Department **no less than 60 days prior to the first day of the event**. Applicable fees and deposits may be required to host your event on public property. The City cannot accept an incomplete special event permit application. If your special event permit application is submitted less than 60 days prior to the first day of the event, based on its content and nature the event may not be permitted to proceed on public property.

**Phone:** (830) 401-2486

**Fax :** (830) 401-2481

**E-mail:** [agomez@seguintexas.gov](mailto:agomez@seguintexas.gov)

**Mail to:** City of Seguin  
Attn: Parks & Recreation Department  
P.O. BOX 591  
Seguin, TX 78156

**Drop-off:** Seguin Events Complex  
950 S. Austin St.  
Seguin, TX 78155

The special event permit application will be reviewed by appropriate City of Seguin department heads/supervisors and you will be contacted about your event's approval status. A meeting with the applicant and/or event organizers may be required. **Approval of the special event permit request is not guaranteed.**

**Please do not advertise your event prior to receiving your permit approval.**

**You are required to obtain a signature from the indicated person in each department stating that you have met with that department and/or have taken the appropriate actions required by that department to approve your special event permit including the payment of applicable fees and deposits.**

*\*Some larger events may encompass multiple types of events. Permit information, fees, and deposits may be required for each individual component of the event. Please submit all required information, fee(s), and deposit(s) along with your completed special event permit application form for City consideration. City Council approval may be required for your event.*

Type of Event	Requirements	Approval Signature(s) Needed
Parade/Assembly	<p>*Completed Permit Application <b>60+ days</b> in advance</p> <ul style="list-style-type: none"> <li>*Liability Insurance</li> <li>*Staging Area and Parade Route Map</li> <li>*Streets to be Closed</li> <li>*Safety/Security Management Plan</li> <li>*Traffic Management Plan</li> <li>*Inclement Weather Plan</li> <li>*Event Cleanup Plan</li> <li>*Restroom Facilities/Portable Toilets Plan *Any</li> </ul> <p>Additional Supporting Documents</p> <p><b>If Applicable:</b></p> <ul style="list-style-type: none"> <li>*Facility Rental</li> <li>*Electrical Plan</li> <li>*Temporary Food Permit</li> </ul>	<p><b>Sections I, II, III, and VI</b></p> <p>City Council Approval needed for street closure</p> <p>City Council Approval needed for alcohol sales</p> <p>Additional Approval signature(s) needed as applicable</p>
Festival/Carnival/ Concert/Exhibition	<p>*Completed Permit Application <b>60+ days</b> in advance</p> <ul style="list-style-type: none"> <li>*Liability Insurance</li> <li>*Event Layout Map</li> <li>*Parking Plan/Map</li> <li>*Event Cleanup Plan</li> <li>*Safety/Security Management Plan</li> <li>*Traffic Management Plan</li> <li>*Inclement Weather Plan</li> <li>*Restroom Facilities/Portable Toilets Plan</li> <li>*Electrical Plan</li> <li>*Temporary Food Permit</li> <li>*Any Additional Supporting Documents</li> </ul> <p><b>If Applicable:</b></p> <ul style="list-style-type: none"> <li>*Facility Rental</li> <li>*TABC Permit</li> <li>*Streets to be Closed</li> </ul>	<p><b>Sections I, II, III, IV, V, and VI</b></p> <p>City Council Approval needed for street closure</p> <p>City Council Approval needed for alcohol sales</p> <p>Additional Approval signature(s) needed as applicable</p>
Foot Race/Bike Race/Walk	<p>*Completed Permit Application <b>60+ days</b> in advance</p> <ul style="list-style-type: none"> <li>*Liability Insurance</li> <li>*Staging Area and Race/Walk Route Map</li> <li>*Streets to be Closed</li> <li>*Safety/Security Management Plan</li> <li>*Traffic Management Plan</li> <li>*Inclement Weather Plan</li> <li>*Event Cleanup Plan</li> <li>*Restroom Facilities/Portable Toilets Plan *Any</li> </ul> <p>Additional Supporting Documents</p> <p><b>If Applicable:</b></p> <ul style="list-style-type: none"> <li>*Facility Rental</li> <li>*Electrical Plan</li> <li>*Temporary Health Permit</li> </ul>	<p><b>Sections I, II, III, and VI</b></p> <p>City Council Approval needed for street closure</p> <p>City Council Approval needed for alcohol sales</p> <p>Additional Approval signature(s) needed as applicable</p>

Max Starcke Park Pecan Bottom Area Rental including the Patricia K. IrvineKing Pavilion with Stage	*Completed Permit Application <b>60+ days</b> in advance *Liability Insurance *Event Layout Map *Parking Plan/Map *Event Cleanup Plan *Safety/Security Management Plan *Traffic Management Plan *Inclement Weather Plan *Restroom Facilities/Portable Toilets Plan *Electrical Plan *Temporary Health Permit *Any Additional Supporting Documents  <b>If Applicable:</b> *TABC Permit	<b>Sections I, II, III, IV, V, and VI</b> City Council Approval needed for street closure City Council Approval needed for alcohol sales  Additional Approval signature(s) needed as applicable
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**PART I – APPLICANT INFORMATION**

Organization Name: \_\_\_\_\_ Non-Profit: Yes No

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day of Event Onsite Contact Person (If different from above): \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**PART II – SPECIAL EVENT GENERAL INFORMATION**

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

Location(s) of Event: \_\_\_\_\_

\_\_\_\_\_

Set-Up Start (Date & Time): \_\_\_\_\_

Event Start (Date & Time): \_\_\_\_\_

Event End (Date & Time): \_\_\_\_\_

Cleanup (Date & Time): \_\_\_\_\_

(Please include a separate schedule if there are more complex details or sub-activities for your event.)

**Event Type (circle all that apply):**

Exhibition      Bicycle      Concert      Assembly      Parade      Walk      Run  
Festival      Dance      Theatrical      Carnival      Other: \_\_\_\_\_

**Facilities to be used (circle all that apply):**

Sidewalk      Private Property      Public Parking Lot

Park: \_\_\_\_\_ Street(s): \_\_\_\_\_  
Other: \_\_\_\_\_

Describe your event in detail. Be sure to include the purpose of the event and all planned activities:

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Has this event been produced/held previously? Yes No If yes, please list dates and locations:

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**Attendance Information:**

Estimated Total Attendance for Event: \_\_\_\_\_

Registered Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Volunteers: \_\_\_\_\_ Staff: \_\_\_\_\_

Participation Fee(s): Yes No If yes, for who and how much? \_\_\_\_\_

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How will you collect the fee(s) or admission? \_\_\_\_\_

**Vendor/Exhibitor Information (if applicable):**

Estimated Number of Vendors: \_\_\_\_\_ Vendor Fees: \_\_\_\_\_

Estimated Number of Exhibitors: \_\_\_\_\_ Exhibitor Fees: \_\_\_\_\_

Will Food be Served/Sold: \_\_\_\_\_ Food Vendor Information: \_\_\_\_\_

**Hotel Information (if applicable):**

Number of Block Rooms Reserved: \_\_\_\_\_ Number of Rooms Booked: \_\_\_\_\_ Number of Nights Booked: \_\_\_\_\_

**Any additional information that should be considered for the event:**

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**PART III – APPLICABLE FEES**

<b>FEES FOR THIS EVENT (as applicable)</b>		
<b>Special Event Permit Fee</b>	Use of public streets/rights-of-way <b>(\$50/event)</b>	
<b>Patricia K. Irvine-King Pavilion</b>	Large Group Pavilion with Stage <b>(\$250 – 5 hour rental; \$50 per additional hour)</b>	
<b>Pecan Bottom Area</b>	Includes the Patricia K. Irvine-King Pavilion with Stage <b>(\$350, \$250, \$200)*excludes overnight camping</b>	
<b>Park West Multi Use Fields</b>	Grounds rental <b>(\$100/field or \$350 for all fields/day/event)</b>	
<b>Sebastopol House</b>	Grounds rental <b>(\$275/day)</b>	
<b>After-Hours Sebastopol Staff</b>	<b>(\$25/hour)</b>	
<b>Deposit (refundable)</b>	Pecan Bottom area and Sebastopol House <b>(\$500)</b>	
<b>Wave Pool Parking Area</b>	<b>(\$50/day)</b>	
<b>Electrical</b>	Roll-offs/Panel <b>(\$75 for the first one and \$35 for each additional)</b>	
<b>After-Hours Electrical</b>	<b>(\$140/hour)</b>	
<b>Alcoholic Beverage Permit</b>	Alcoholic beverage consumption <b>(\$20)</b>	
<b>Amusement Permit</b>	Bounce house, petting zoo, climbing wall, trackless train rides, etc. <b>(\$20)</b>	
<b>Sale of Good/Services Permit</b>	<b>(\$30/day/event)</b>	
<b>Picnic Table</b>	Up to 10 aluminum/portable picnic tables are available <b>(\$10/each/event)</b>	
<b>Street Closure</b>	Includes barricades and cones 1-10= <b>\$50</b> ; 11-20= <b>\$100</b> ; 21-30= <b>\$150</b> ;31-45= <b>\$200</b> ;46-60= <b>\$250</b> ;61+ = <b>\$300</b>	
<b>Barricades and Cones</b>	<b>(\$50/day/event)</b>	
<b>Police Officer(s)</b>	<b>(\$35/officer/hour with a 4 hour minimum)</b>	
<b>Tent Inspection</b>	For tents over 200 square feet <b>(\$50)</b>	
<b>Trashcans</b>	1-5; 6-10; 11-15;16-20 portable trashcans <b>(\$25, \$50, \$75, \$100)(deposit \$50)</b>	
	<b>Total Fees Due for this Event</b>	<b>\$</b>

**CHECKS CAN BE MADE PAYABLE TO:            THE CITY OF SEGUIN**

**PART IV – WAIVER OF LIABILITY**

I assume all risks associated with the use of the property identified in the permit. I do hereby, on behalf of myself, the Organization, any heirs, executors, administrators, successors and assigns, in consideration of being allowed to use the property identified herein, agree to indemnify the City of Seguin, its employees, elected officials, appointed officials, and agents from any and all damages, liabilities, actions, causes of actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including, without limitation, death, personal injuries or loss of consortium, damage to or loss of use of property, which may be incurred as a result of the such use. I agree to abide by all City of Seguin rules and regulations formulated by the City Council for the use of buildings, property, and facilities and to adhere to all specifications and limits listed. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

**Applicant Signature**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

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

Event Coordinator Name (Print): \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Checklist	
Date Submitted	
	<b>Special Event Permit Application</b> – Permit application completely and properly filled-out.
	<b>Applicable Event Fees and Deposits</b> – Refer to the previous page for all applicable event fees and deposits. Other fees may be applicable depending on the nature of the event, damages, etc.
	<b>Event Layout Map(s)</b> – Include information about: Restroom Facilities/Portable Toilets, Parking Plan, Race and Parade Routes, Electrical Plan, Fencing and Barriers, Street Closures, Vendor/Exhibitor Booths, Stages, Tents, Trashcans/Dumpsters, Event Staging and Transition Areas, and other activities related to the event.
	<b>Event Liability Insurance</b> – Comprehensive General (Public) Liability or its equivalent, with minimum combined single limits of \$500,000 per person, \$1,000,000 per occurrence, \$1,000,000 products/completed operations aggregate, and \$1,000,000 general aggregate per occurrence. The City of Seguin shall be an additional insured. They will need the City of Seguin's mailing address: P.O. Box 591 Seguin, TX 78155.
	<b>Safety/Security Management Plan</b> – This includes crowd control, event ingress and egress, command post, Police or security guard presence, Emergency Medical Services (EMS), lost and found children, etc.
	<b>Traffic Management Plan</b> – Include information about ingress and egress outside of the event, etc.
	<b>Inclement Weather Plan</b> – Include information on severe weather procedures and rainouts.
	<b>Cleanup Plan</b> – Include information on how public property will be cleaned up during and after the event.
	<b>Restroom Facilities/Portable Toilets Plan</b> – An adequate number of toilets with hand sanitizers must be provided depending upon the number of participants expected and if alcoholic beverages are being offered.
	<b>Alcohol Permit</b> – If you will be selling alcohol at your event, you will need a permit from the Texas Alcoholic Beverage Commission (TABC). Submit your TABC Permit with this application.
	<b>List of Vendors/Exhibitors</b> – Include what they will be selling at your event.
	<b>Any Additional Supporting Information</b> – Anything else needed for City consideration of your event.

<b>For Official Use Only:</b>		Staff Initial: _____	
FEES PAID PRE-EVENT: Total \$	_____	Check No.	_____ Cash \$ _____ Credit Card _____
FEES PAID POST-EVENT: Total \$	_____	Check No.	_____ Cash \$ _____ Credit Card _____
REFUND AMOUNT (IF ANY): \$	_____	_____	DATE CHECK REQ. ISSUED: _____
REASON FOR REFUND:	_____	_____	APPROVED BY: _____

**Section I:**

**Police Department Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Josh Kennington, Administrative Sergeant  
[jkennington@sequintexas.gov](mailto:jkennington@sequintexas.gov)  
(830) 401-2330  
*Street Closures, Parade on City Streets, Foot/Bike Race on City Streets, Sale of Alcohol, Block Parties, Events Requiring Security, Ingress and Egress*

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II:**

**Fire Department Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Greg Dreiss, Fire Marshall  
[gdreiss@sequintexas.gov](mailto:gdreiss@sequintexas.gov)  
(830) 401-2312  
*Fireworks, Open Flames, Tents, Foot/Bike Race on City Streets, Block Parties, Events Requiring Emergency Medical Services (EMS), Ingress and Egress*

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section III:**

**Public Works Department Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

John Donnelly, Public Works Manager  
[jdonnaely@sequintexas.gov](mailto:jdonnaely@sequintexas.gov)  
(830) 386-2516  
*Street Closures, Parade on City Streets, Foot/Bike Race on City Streets, Block Parties*

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section IV:**

**Utility Department Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Freddy King, Utilities Superintendent  
[fkking@sequintexas.gov](mailto:fkking@sequintexas.gov) (830) 401-2439  
*Events Requiring Electricity*

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section V:**

**Environmental Health Department Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Tommy Schriewer, Health Inspector  
[tschriewer@sequintexas.gov](mailto:tschriewer@sequintexas.gov)  
(830) 401-2432  
*Events Serving Food/Beverages*

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section VI:**

**Parks & Recreation Department Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Jack Jones, Director of Parks & Recreation  
[jjones@sequintexas.gov](mailto:jjones@sequintexas.gov)  
(830) 401-2482

Staff Notes: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_