



# EVENT PERMIT APPLICATION

## Applicant Information

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

Sponsoring Organization/Entity: \_\_\_\_\_

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

\_\_\_\_\_

Phone: Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## Event Information

Event name: \_\_\_\_\_

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

Date and Time of Event: \_\_\_\_\_

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

Location of Staging and/or Ending Area for Event: \_\_\_\_\_

Estimated Number of Participants/Attendees: \_\_\_\_\_

For a parade, number of floats: \_\_\_\_\_

## Repeat Event

Is this a repeat event (one event repeated on a regular basis throughout a calendar year)?

Check one:  Yes  No

List Dates of Repeat Event: \_\_\_\_\_

## Liquor Sales

Will alcohol be provided at this event? Check one:  Yes  No

If provided, general liability insurance of \$1,000,000 required; City to be named as additional insured.

TABC Permit No.: \_\_\_\_\_ Permit Holder: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Expiration: \_\_\_\_\_

Checklist

Please attach additional sheets providing the following information:

- For a parade, a map of the proposed route.
- Size and location of stages, booths, tents, other temporary structures or shelters.
- Description of traffic control.
- Plan for crowd safety.
- Plan for security.
- Plan for sanitation and other health facilities (if required).
- Plan for off-site parking and transfer of attendees/participants.
- Required licenses or permits (liquor).
- Letter of authorization from property owner for staging and ending area.
- Proof of general liability insurance naming City as additional insured.
- Request for street closure for City Council approval.
- Other information requested by City.

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Applicant Certification and Agreement

By my signature below, I certify that the information provided in this Event Application is true and correct to the best of my knowledge.

I certify that said event will be performed in accordance with the information contained herein, and in compliance with the regulations of the City of Johnson City and any other state law.

By submission of an application, I, or, on behalf of the organization or entity sponsoring the event (if applicable), agree to and shall assume full responsibility and liability for, and to indemnify, including the City's legal fees and costs, and hold the City harmless against all liability, claims for damages, and suits for injury to any person, including death, and damage or losses to any property in any way connected with the holding of the event, including the preparation, setup, teardown and cleanup.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

For Office Use Only

General

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

Applicant Name: \_\_\_\_\_

Date and Times of Event: \_\_\_\_\_

Application Information

Date Complete Application Received: \_\_\_\_\_

Application Fee Amount (nonrefundable): \_\_\_\_\_

Date Application Fee Received: \_\_\_\_\_

Insurance

General Liability Insurance Amount: \_\_\_\_\_

Costs

Costs Estimate Amount: \_\_\_\_\_

Date Costs Deposit Received: \_\_\_\_\_

Date Costs City Invoice Paid: \_\_\_\_\_

Permit

Permit Number: \_\_\_\_\_

Date Permit Approved: \_\_\_\_\_

Date Permit Denied: \_\_\_\_\_

Date Permit Revoked: \_\_\_\_\_

Date of Appeal: \_\_\_\_\_

Decision on Appeal and Date: \_\_\_\_\_

Review/Approval – City Designee

Date of Review: \_\_\_\_\_

Printed City Designee Name: \_\_\_\_\_

Signature City Designee: \_\_\_\_\_