

**City of Westworth Village
Special Event / Parade Permit
Code of Ordinances Article 1.09**

PLEASE READ BEFORE FILLING OUT APPLICATION:

- 1. PERMIT HOLDER – We must have the name, address and telephone number (home and business) of the person who will be responsible for the Special Event / Parade.**
- 2. The applicant must sign an application for a special event or parade before an officer authorized to administer oaths.**
- 3. Valid ID of all participants is required at time of application submittal.**
- 4. Applicant must include check or money order made out to the City of Westworth Village, Texas. This is a non-refundable application fee of \$25.00.**
- 5. Proof of all licenses and permits required by city or state ordinance or law (e.g. building electrical, food service, alcoholic beverage, etc.)**
- 6. Proof of adequate Liability Insurance.**
- 7. PARADES ONLY: Written Indemnification Agreement.**

SPECIAL EVENTS: The application must be filed no less than 21 days before the first special event is to begin.

PARADES: The application must be filed not less than 5 days prior to the date and time the parade is to begin.

REV: 03/05/08

**APPLICATION
SPECIAL EVENT / PARADE PERMIT**

**Please complete ALL of the following blanks. If any of the information is not applicable, please indicate as such by stating "N/A" or "Not Applicable."*

NAME _____ DATE _____

ADDRESS _____ DAYTIME PHONE _____

NAME OF GROUP / ORGANIZATION _____

NAME, ADDRESS, AND PHONE NUMBER OF ANY OTHER RESPONSIBLE PERSON(S) OR ORGANIZATION(S)

CIRCLE WHETHER APPLICATION IS FOR A: SPECIAL EVENT or PARADE

REQUESTED DATE _____ TIME OF COMMENCEMENT _____

TIME OF CONCLUSION _____

DESCRIPTION OF SPECIAL EVENT / PARADE _____

REQUESTED LOCATION / ROUTE (Please include a sketch of the location or route, including the starting and termination points for parades, and the location of proposed structures, stages, tents, fences, barricades, signs, banners, restroom facilities, and loudspeakers and amplifiers)

ESTIMATED NUMBER OF PERSONS PARTICIPATING _____

ESTIMATED NUMBER OF VEHICLES PARTICIPATING _____

PARKING PROVISIONS (including where "no parking" signs will be used)

SECURITY PROVISIONS _____

TIME AND LOCATION OF STREET CLOSINGS _____

DESCRIPTIONS & NUMBER OF ANIMALS

INVOLVED _____

PROVISIONS FOR CLEANUP, IF ON PUBLIC PROPERTY _____

CHECK WHICH OF THE FOLLOWING WILL BE USED:

- | | |
|--|--|
| <input type="checkbox"/> City Streets or Property | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Trailers | <input type="checkbox"/> Amusement rides |
| <input type="checkbox"/> Tents or Temporary Structures | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Sanitary Facilities | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Water Usage | <input type="checkbox"/> Solid Waste Dumpsters |
| <input type="checkbox"/> Loudspeakers or Amplifiers | |

ATTACH:

- \$ PROOF OF ALL LICENSES AND PERMITS REQUIRED BY CITY OR STATE ORDINANCE OR LAW (e.g., building, electrical, food service, alcoholic beverage, etc.)
- \$ WRITTEN INDEMNIFICATION AGREEMENT
- \$ PROOF OF ADEQUATE LIABILITY INSURANCE
- \$ PROOF OF PAYMENT OF NON-REFUNDABLE APPLICATION FEE OF \$25.00

FOR COMPLETION BY THE CITY
COMMENTS / SPECIAL CONDITIONS: _____ _____
AUTHORIZED _____ DENIED _____
DATE _____
_____ , Chief of Police
_____ , Fire Dep't _____
_____ , Building Services _____
_____ , Admin. Services _____