



CITY OF TYLER SPECIAL EVENT APPLICATION/PERMIT

**STATE OF TEXAS
COUNTY OF SMITH**

THE UNDERSIGNED, in accordance with Tyler City Code, Chapter 8, Article III, Section 8-42, hereby makes application for a permit to conduct a special event in a public park or recreation area:

1. Name, address, and phone number of person and/or organization conducting special event:

2. Is your organization "non-profit"? Yes No

3. Location: _____

Date: _____ Time: From _____ To _____

4. Describe purpose and type of event: _____.

5. Explain disposition of proceeds and method in which proceeds are to be raised (if any) (ticket sales, donations, food service, etc.): _____.

6. Type of concessions to accompany event: _____.

NOTE: Concessions may be required to have liability insurance. All concessions must comply with applicable City laws and Northeast Texas Public Health District (NETPHD) Rules and Regulations; food service concessions must comply with all state and local health district regulations for permitting, food handling, etc. Regardless of event, you must fill out a permit with (NETPHD).

7. Northeast Texas Public Health District (NETPHD) approval of concessions to accompany event: Health District official must sign and date this application if approved.

Signature: _____ Date: _____.

8. Sound amplification equipment to be used (if any): _____.

9. PERMITTEE agrees to clean up following event? Yes No

Questions 10-11 relate to insurance, which may be required depending on type of event, activity, etc. If insurance is required, PERMITTEE shall provide a certificate evidencing that public liability insurance coverage has been secured for the event, and the City is named as an additional insured as related to the special event.

10. Has PERMITTEE secured public liability insurance if applicable to proposed event: Yes No

a) Bodily Injury: Yes No Amount: _____

b) Per occurrence aggregate: Yes No Amount: _____

c) Property damage: Yes No Amount: _____

11. Has certificate of insurance been provided to the Parks and Recreation Department if required (concession/event) evidencing coverage with City of Tyler named as additional insured on said certificate: Yes No

12. If security guards are necessary for event, state number of guards to be provided: _____

13. The following fees must accompany this application:

Special Event Fee	\$35.00	
Pavilion Rental Fee	\$50.00	(per day)
Amphitheatre Rental Fee	\$100.00	(per day)
Damage Deposit	\$150.00	

PERMITTEE agrees to defend, indemnify, and hold City harmless of and from any claim or loss to its employees or third persons arising, directly or indirectly, from conduct of the special event by PERMITTEE or acts incidental thereto, except for any claim or loss arising out of or resulting from the negligent or intentional acts or conduct of CITY, its employees, servants, agents or representatives. PERMITTEE acknowledges that PERMITTEE is not an agent of City and is not acting on behalf of City.

I, _____(printed name), hereby certify that all information contained in this application is true and correct. I further acknowledge, by my signature below, that I have received a copy of the Rules and Regulations of the Tyler Parks and Recreation Department for special events in public parks and recreation areas which are fully incorporated herein for all purposes, and agree to abide by the same in all respects. I further agree and acknowledge that all activities connected with the special event shall be conducted in accordance with the terms and conditions set out in the Special Event Permit, Rules and Regulations, and applicable federal, state, and local laws.

Signed this _____ day of _____, 20__.

PERMITTEE'S Signature

NOTE: This application remains subject to review and approval by the Director of the Tyler Parks and Recreation Department. Applications not conforming to current ordinances and policies governing conduct of special events in City parks will be rejected. Applications will be handled on a first-come, first-serve basis. Approval of the special event permit shall also be subject to the availability of the requested facilities for conduct of the special event at the date and time specified above. All questions regarding special events should be directed to the Tyler Parks and Recreation Department (903) 531-1370. Should the Parks and Recreation Department need to be contacted regarding a special event during non business hours contact the Tyler Police Department (non emergency) (903) 531-1000. In the event complaints are received the Tyler Police Department reserves the right to shut down ANY event. No refund will be issued if event is shut down. Denial or suspension of this special event permit may be appealed pursuant to Tyler City Code Section 8-43 and Chapter I, Article IV.

.....
APPROVAL

1. If applicable, has PERMITTEE been given approval by the Northeast Texas Public Health District?
_____Yes _____No
2. Will insurance be required for special event? _____Yes _____No
3. \$35.00_____ - Special Event Fee, \$50.00/\$100.00 (per day)_____ - Rental Fee, and a \$150.00 _____
Damage Deposit were received on _____. CK# _____ MO# _____

APPROVED:

Director, Parks and Recreation Date

Parks Staff Member Date

*SOUND LEVEL NOT TO EXCEED 80 DECIBALS FROM PROPERTY LINE
**MUSIC/SOUND CAN NOT BE PLAYED FOR LONGER THAN 3 CONSECUTIVE HOURS.