

City of Temple Outdoor Event Application

This application will be reviewed by our administrative staff prior to being routed for approval. Approval will be based upon the following criteria:

- 1. Facility availability
- 2. Compliance with City codes and ordinances
- 3. Special permits required
- 4. Fees for additional City services
- 5. Security requirements
- 6. Event Conflicts

Upon approval of the attached application, the applicant may be required to furnish the City of Temple with a certificate of liability insurance in an amount satisfactory to the Temple Legal Department naming the City as additional insured.

A \$15.00 non-refundable application fee and site plan must accompany this application in order to be processed.

Please allow a minimum of 15 business days for application to be processed for events with attendance under 100 persons. Application for events with attendance of 100 persons or more will require a minimum of 30 working days to be processed.

An Outdoor Event Permit will be issued upon application approval.

Please return completed application, applicable fees, and site plan to:

City of Temple
Parks and Recreation Department
1701 N General Bruce Drive
Temple, Texas 76501

Phone: 254-298-5690 Fax: 254-298-5541

The following base fees are in addition to the application fee

Tents Inspections \$80.00 Carnivals*** \$100.00 Fireworks \$260.00

Additional City services may result in additional charges



Applicant Information		Date	Date Submitted					
Organization/Applicant Name	2 :							
Address:								
City:	State	Zip:	Phone	e:				
Event Coordinator:								
Title:		Phone:						
Email Address:								
Event Information								
Event Name:								
Dymass of Execute								
Requested Location:								
Requested dates and times of	event (not inc	luding set-up	and tear-down):					
Date	D	ay	Begin	End				
Event Day 1:			am/pr	n	am/pm			
Event Day 2:								
Event Day 3:			am/pr	n	am/pm			
Set-up for event will begin on	(date)		at (time	e)				
Break-down will be complete	d by (date)		at (time)				
Will your event require road of	closings?	Yes	No					

<u>Street Closures</u>: Street closures require formal notification by the event organizer to all businesses and/or residents that may be impacted by the closure. The notification must include: the date(s), time(s), purpose for the closure, and state that any concerns regarding a road closure should be reported by contacting the Parks and Recreation Department @ 254-298-5690. The event organizer must provide a written statement to the Parks and Recreation Department with the application with names of businesses and/or residents that have been notified. **Applications requiring road closures will not be processed without the street closure statement.**



Anticipated daily attendance:					
Has this event been held in the past?	Yes	No			
If yes, please list past event date:					
Event Information Detail					
Event Description – In Detail. Include propactivities, food & beverage booths, restroometc.:	s, ticket boo	oths, dum			
***** Site Plan for event	location	<i>must</i> be	attach	ed****	,
Are you planning to charge an admission, do how much?			e, etc?	No	_ Yes
Are you planning on selling alcoholic bevera	iges?	Yes	_ No		
Are you planning to use music (amplified or	not)?	Yes	_ No		
Are you planning to have any type of amuser	ment rides?	Yes	_ No		
If yes, name of company providing Equipme	ent:				
All security requirements will be determin	ned by the	City of T	emple P	olice Depa	artment
Are you requesting services or assistance fro	m the City	of Templ	e? Yes _	No	
If yes, what services or assistance are you red	questing? (A	Additiona	l fees ma	ay apply).	