

Event: _____ Date(s): _____ Date Submitted: _____

Kendall County Parks & Recreation Department
716 FM 289 • Comfort, TX 78013 • (830) 537-3470

Special Event Permit Application

Name of event: _____

Event date(s) and day(s): _____

Location(s) of event: _____

Times open to the public: _____

Reason for event: _____

Name of event organization: _____

Address of event organization: _____

Event Coordinator #1: _____ Phone No: _____

E-mail address: _____

Processing Fee: *Debit/Credit Cards Only*

- <500ppl: Non-profit \$25/For Profit \$50
- 500-1000ppl: Non-profit \$50/For Profit \$100
- 1000+: Non-profit \$100/ For Profit \$200

Insurance (*\$1 million comprehensive general liability policy naming county and affected entities as insured parties*)

- Certificate submitted with application
- Letter of intent to insure event from insurance carrier: N/A Submitted _____
- Renewal or new certificate: N/A Submitted _____
- On file from prior event(s)

Cancellations/Modifications: If the APPLICANT wishes to reschedule an event, written notification must be provided at least thirty (30) days in advance of the reservation date. Failure to comply with this deadline will result in the forfeiture of the rental fee. Cancellation are non-refundable. The Kendall County Parks Department reserves the right to cancel an event due to unsafe conditions. In such instances, full refunds will be given or the APPLICANT will have the option to reschedule their event.

Damages: The APPLICANT grants the county permission to charge the card on file if damages occur. The county will provide the APPLICANT with proof of damages and receipts of expenses associated with the damages.

Clean-Up Responsibilities: Clean-up is the APPLICANT's responsibility and must be completed no later than the closure of the park. APPLICANT is responsible for cleaning the grounds that are used for their event. Please leave the park in the same condition than you found it.

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Itinerary Submitted To be submitted _____

- Include dates, times, and hours for: Setting up, closing down, open to the public (*list and show on map*)
- Description and location of activities and vendors (*show on map*)

Please show locations and details of the following on the map and itinerary

Admission/Registration Fees No Yes (*location*) _____

Alcohol No Yes (*location, vendor*) _____

- *TABC license required if alcohol will be sold/consumed at event*
- *Request variance letter from Commissioner's Court for approval of sale/consumption of alcohol on county property: 830-249-9343*

Animals No Yes (*description, location, waste control*) _____

Attendance (*anticipated #*) _____

Electrical No Yes (*extension cords, location*) _____

Emergency Services (*notify ambulance service, 1st Aid Station, location*) _____

Fireworks Permit & Safety Plan No Yes (*County Fire Marshal 830-249-3721*) _____

Litter Control (*extra dumpster location, cleanup crew*) _____

Parking (*roads, lots, shuttle, on-site locations*) _____

Portable Restrooms No Yes (*handicap, hand-washing station(s), locations*) _____

Security No Yes (*Deputy Sheriff \$50/deputy/hour*) _____

Signage No Yes (*road closures, directional- remove within 24 hours after event*) _____

Temporary Structure/Vehicles/Equipment No Yes (*stages, tents, carnival rides, inflatables, dunking booth location*) _____

Vendors No Yes (*tax ID#, health permit 830-249-9343 Ext.214, merchandise, list of food, location*) _____

Volunteers No Yes (*t-shirts, badges*) _____

Water No Yes (*requirements*) _____

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I, the undersigned Applicant, hereby agree to indemnify and hold harmless Kendall County, its officers, employees, agents, and representatives against all claims of liability and cause of action resulting from injury or damage to persons or property arising out of the Special Event.

Applicant Signature

Date

 Parks & Recreation Department

Date

For County use only:

Item	Item	Item
Dated w/ coordinator's signature	Insurance certificate	Emergency service
Processing fee	Map(s)	Security
Security deposit	Fireworks permit & safety plan	
Itinerary	TABC permit	