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

- ☐ <500 ppl: Non-profit $25/For Profit $50
  - ☐ 500-1000 ppl: 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.
## Itinerary
- 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)*
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:

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