



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
Email: events@templetx.gov
Phone: 254-298-5461

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 Submitted _____

Organization/Applicant Name: _____

Address: _____

City: _____ State _____ Zip: _____ Phone: _____

Event Coordinator: _____

Title: _____ Phone: _____

Email Address: _____

Event Information

Event Name: _____

Purpose of Event: _____

Requested Location: _____

Requested dates and times of event (not including set-up and tear-down):

	<u>Date</u>	<u>Day</u>	<u>Begin</u>	<u>End</u>
Event Day 1:	_____	_____	_____ am/pm	_____ am/pm

Event Day 2:	_____	_____	_____ am/pm	_____ am/pm
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Event Day 3:	_____	_____	_____ am/pm	_____ am/pm
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Set-up for event will begin on (date) _____ at (time) _____

Break-down will be completed by (date) _____ at (time) _____

Will your event require road closings? Yes _____ No _____

Street Closures: 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 proposed parking, stages, other entertainment, activities, food & beverage booths, restrooms, ticket booths, dumpster, sponsor booths, fencing, etc.: _____

******* Site Plan for event location *must* be attached*******

Are you planning to charge an admission, donation, participant fee, etc? No _____ Yes _____
how much? _____

Are you planning on selling alcoholic beverages? Yes ____ No ____

Are you planning to use music (amplified or not)? Yes ____ No ____

Are you planning to have any type of amusement rides? Yes ____ No ____

If yes, name of company providing Equipment: _____

All security requirements will be determined by the City of Temple Police Department

Are you requesting services or assistance from the City of Temple? Yes ____ No ____

If yes, what services or assistance are you requesting? (Additional fees may apply).
