

APPROVED
 NOT APPROVED

BY: _____

City of Terrell Hills
Notice of Special Event Application
Police, Fire and Public Works Department
5100 N. New Braunfels Ave.
San Antonio, Texas 78209
Office (210) 824-7401 Fax (210) 822-2297

I understand that this notice shall be submitted at least 10 days prior to the actual event date.

Address or Block Where Event will be Held

Name of Person Hosting Event

Contact Person in Charge of Event

Contact Person's Street Address

City

State ZIP

Email: _____ Phone# _____ FAX # _____

Dates(s) of the Event: From _____ / _____ / _____ To _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

Set up times for events may not be any earlier than 6 a.m.: Time this Event will occur:

From _____ PM/AM To _____ PM/AM EACH DAY

Is this an Annual Event? Yes ___ No ___ How many years (including this year)? _____

COMPLETELY DESCRIBE THIS EVENT _____

TRAFFIC & SECURITY

Will any City Streets be blocked? YES ___ NO ___ if yes, number of barricades needed _____

Will amplified sound be used? YES ___ NO ___ Please describe: _____

Number of people estimated that are likely to attend: Guests _____

FOOD & ALCOHOL:

Will food be served on site? YES ___ NO ___

Will alcoholic beverages be consumed on site? YES ___ NO ___

Printed Name _____ Signature _____ Date ___/___/___

**NOTICE...ANY WALK/RUN EVENT MUST BE CORRGINATED WITH THE CHIEF OF POLICE BEFORE
WALK/RUN EVENT IS APPROVED.**

Special Event Liability Release Statement

Event Address or Location: _____

Proposed Event Date: _____

I, _____, as the Event Coordinator for the above referenced special event, hereby agree as a condition of permit application and/or issuance, to protect, defend, indemnify and hold harmless the City of Terrell Hills, its officers, agents and employees from all liability, loss and expenses, including attorney fees, that the City of Terrell Hills, its officers, agents and employees may incur by reason of the special event.

I acknowledge that the City of Terrell Hills will rely upon the execution of this indemnity as a condition precedent to the issuance of any event permit, and would not issue the permit but for the execution of this indemnity.

Signature of Event Coordinator

Contact Address

Phone

Date