



**City of Amarillo
Parks & Recreation
P.O. Box 1971
Amarillo, TX 79105
806/378-3036**

Special Event Application

Name of Event: _____

Date of Event: _____

Date Given to Event Planner: _____

Date Received by City of Amarillo: _____

This application is between the City of Amarillo, hereinafter referred to as **CITY**, and an event/event planner, hereinafter referred to as **EVENT**, for the cooperation of planning and operating a Special Event. **Completion of Event Application does not signify approval of event, as it is only a tool in gathering information to determine specific details of event.** Approval or Disapproval of event will be determined and communicated to coordinator once appropriate city personnel review application.

All Special Events on city property or public rights of way that operate wholly or partially within City Limits of Amarillo that is not solely in private hands must apply for approval of operating an event. Please answer all information pertaining to the event as accurately as possible. After completion of items listed under General Event Information, Description of Event, Operations and City Requirements, **return to Joie Taylor, Administrative Assistant, Parks & Recreation Dept., P.O. Box 1971, Amarillo, TX 79105** for processing. In approximately 14 days, all internal departments will review and respond. Upon completion, the city representative will set a date within 14 days to meet with the Event Coordinator(s) if request constitutes such meeting.

General Event Information

Official Name of Event _____

Date of Event _____ Beginning Time _____ Ending Time _____

Park _____ Area(s) within Park _____

Contact Person _____ Organization _____

Phone _____ Address _____ City _____ State _____

Zip _____ Email _____

Estimated # of Participants _____

Brief Description of Event _____

Does event require electricity? (Some areas do not provide electricity. In this case, reserving party will need to bring generators) Yes No

If yes, please describe _____

Does event require water? (Some areas do not provide water) Yes No

If yes, please describe _____

Will dumpsters be needed for event? Yes No

If available, dumpsters will only be provided for events involving 200 or more people. Additional fees will apply.

Will food be provided or sold at event? Yes No

Food vendor applications and concession information concerning Temporary Event Health Permits may be obtained from ENVIRONMENTAL HEALTH DEPARTMENT located at 808 S. Buchanan St.. For information please call 806-378-9472.

Will event require OVERNIGHT security in Park? Yes No
 (Overnight Permit required between 12 a.m. – 5 a.m.)

Reserving party responsible for obtaining security.
 City of Amarillo not responsible for any items left in park overnight.

Will tents be used during event? Yes No

A Building Safety permit must be obtained for tents 200 sq. ft. or larger.
 For information, please call 378-3041.

Will any public streets be closed or be used for event? Yes No

Street Closures/Parades: Events desiring public street closures and/or permission for a parade must also complete the appropriate permit through the TRAFFIC ENGINEERING DEPARTMENT. The contact for permitting and information is Bill Musick @ 806-378-6297.

City reserves the right to close down or cancel any Event that is in violation of any City Ordinance, Code or deviation from this Agreement. The City also reserves the right to close down or cancel the Event if public safety or affected department supervisors deem the event unsafe for public participation.

In some instances, the Event must carry property, bodily injury and municipal liability insurance of \$500,000.00 per occurrence. The City of Amarillo must be shown as an additional named insured on the insurance declaration. **One (1) Original Copy of Insurance must be submitted at least thirty (30) days prior to the Event. Waiver of insurance is subject to the event content and must be approved by the Director of Parks & Recreation.**