



# SPECIAL EVENT PERMIT APPLICATION

City of Leander  
PO Box 319  
Leander, TX 78641  
512-528-2983  
[www.leandertx.gov](http://www.leandertx.gov)

A special event is an organized activity which makes a significant contribution to the cultural, economic, or social welfare of the city which is to occur upon public property.

A special event permit is needed for block parties, moving events (marathons, parades, etc.), concerts, road closures, etc.

## **Applications will not be accepted without the following documents:**

- Completed Application – Entire application needs to be filled out.
- Site Plan/Event Route or Map
- Proof of Liability Insurance

## **Additional information may be required:**

- Signatures and Contact Information of Citizens and/or Businesses Affected by Event
- Parking Plan
- Safety Plan
- Approval from other Jurisdictions
- Traffic Control Plan
- Outreach to Neighborhoods affected by the Event
- Texas Alcoholic Beverage Commission (TABC) Application
- Food Vendors Need Permits from either Williamson County and Cities Health District or Austin/Travis County Health and Human Services Department

## **Additional Permits Required for the below:**

- Signs (Banners, “A” Frame, etc.)
- Tents – Greater than 200 sq. ft.
- Pyrotechnics/Firework Display – Any
- Mass Gathering – Greater than 1,000 people
- Mobile Food Vendors (2015 Code Adoption)

## **Leander Parks and Recreation Permit:**

If you are hosting an event at a City Facility (Mason House, City Park, etc.), please provide a copy of the permit received from the Leander Parks and Recreation Department.

*The Building Official and Fire Marshall are hereby given the authority to make inspection of the event site at any time during the event and stop all activity not in conformity with this permit, the health and safety of the community or any laws of the State, Federal Government or City. No public street shall be permanently closed during such event. All emergency access must be maintained and separation shall be made with readily movable barricade devices. This permit shall become null and void on the last date and time specified on this permit. Future events shall require a new application and approval.*

All special event applications need to be submitted online at [www.mypermitnow.org](http://www.mypermitnow.org) or click the below Customer Portal link.

The below application will need to be submitted with the online application under Upload Documents with any additional supporting documents.

Apply



# Special Event Application

Event Name: \_\_\_\_\_

Street Address of Event: \_\_\_\_\_

Event Type (ex. Block Party, Marathon, Street Closure, etc.): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Set-Up Date(s): \_\_\_\_\_ Tear-Down Date(s): \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Tear-Down Time: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Primary On-Site Contact Name: \_\_\_\_\_

Primary On-Site Cell Phone Number: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Location of Event: Check all that apply

- Inside an existing structure. If so, what is the current use of the structure: \_\_\_\_\_
- Vacant Lot
- Parking Lot
- Public Property
- Private Property
- In the Right-of-Way
- Cross railroad tracks

Building/Equipment to be Used:

- Tent or Temporary Structure(s) – **Additional permit required for tent over 200 sq. ft.**  
Tent size to be used: \_\_\_\_\_
- Stage
- Outdoor Amplified Sound and/or Music (please read the City's Noise Ordinance)
- Pyrotechnics/Firework Display – **Additional permit required**
- Aerial Firework Display
- Flame Effects or Similar – **Additional permit required**
- Open Fires – Any open-to-air fires proposed, used for other than cooking.  
Please describe: \_\_\_\_\_

- Other: \_\_\_\_\_
- None

**Any additional permits required will need to be applied for simultaneously with the Special Event application.**

**Food Booth/Vendor: Make sure vendors have their permits with the county they are working in.**

- Cooking Equipment: What type: \_\_\_\_\_
- Generator
- Open Flame
- No Food Booth/Vendor

**Street Event:** A Traffic Control Plan will need to be provided.

Street Closure Start Time: \_\_\_\_\_

Street Closure End Time: \_\_\_\_\_

- No street Closure

**Moving Event (Marathons, parades, etc.):** A map will need to be provided showing start and finish lines.

On-Site Registration Time: \_\_\_\_\_

Assembly Time for Participants: \_\_\_\_\_

Start Time (First Wave): \_\_\_\_\_

End Time (Last Wave): \_\_\_\_\_

Will other jurisdictions be involved? (Check one) Yes No

If yes, please check all that apply.

- City of Cedar Park
- City of Georgetown
- Williamson County
- Travis County
- Other \_\_\_\_\_

**Alcohol:**

Will alcohol be sold or distributed?

- Yes
- No

If yes, please indicate which applies. Please provide a copy of the Texas Alcoholic Beverage Commission (TABC) application.

- Sold
- Distributed

**Private Companies Contracted to Work Event:** Please check all that apply and provide contact information.

- **Set-Up** - Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

- **Planner** - Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_
- **Catering** - Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_
- **Security** - Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_
- **EMS** - Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Request for City Services:** City services are charged at a minimum rate dependent on the event.

- **Fire Department**

If yes, please check all that apply.

- Medical Standby
- Fire Watch
- Event Standby

- **Police Department**

- **Public Works**

If yes, please check all that apply.

- Street Blockage
- Cones
- Barricades

- **Parks and Recreation**

- Location: \_\_\_\_\_
- Staff

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Internal Use Only**

**Emergency Management Comments**

- Approved
- Denied
- No Review Need from this Dept.

Emergency Management Notes:

\_\_\_\_\_  
Emergency Management Signature

\_\_\_\_\_  
Date Reviewed

**Fire Marshal Comments**

- Approved
- Denied
- No Review Need from this Dept.

Fire Marshal Notes:

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\_\_\_\_\_  
Fire Marshal Signature

\_\_\_\_\_  
Date Reviewed

**Police Department Comments**

- Approved
- Denied
- No Review Need from this Dept.

Police Dept. Notes:

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\_\_\_\_\_  
Police Dept. Signature

\_\_\_\_\_  
Date Reviewed

**Parks & Recreation Department Comments**

- Approved
- Denied
- No Review Need from this Dept.

PARD Notes:

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\_\_\_\_\_  
PARD Signature

\_\_\_\_\_  
Date Reviewed

**Public Works Department Comments**

- Approved
- Denied
- No Review Need from this Dept.

Public Works Dept. Notes:

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\_\_\_\_\_  
Public Works Dept. Signature

\_\_\_\_\_  
Date Reviewed