



SPECIAL EVENT PERMIT APPLICATION

City of Leander
PO Box 319
Leander, TX 78641
512-528-2983
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.

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:

Fire Marshal Signature

Date Reviewed

Police Department Comments

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

Police Dept. Notes:

Police Dept. Signature

Date Reviewed

Parks & Recreation Department Comments

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

PARD Notes:

PARD Signature

Date Reviewed

Public Works Department Comments

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

Public Works Dept. Notes:

Public Works Dept. Signature

Date Reviewed