CITY OF NIXON, TEXAS

OFFICIAL USE
Permit No.: _____
Received: _____

SPECIAL EVENT PERMIT APPLICATION

Submit this application sufficiently in advance of the proposed event to allow City review and coordination. Issuance of a permit does not waive compliance with other applicable City, county, state, or federal requirements.

1. APPLICANT / RESPONSIBLE PARTY

Applicant / Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

City / State / ZIP: _____

Email: _____

Property Owner (if different): _____

Owner Phone: _____

2. EVENT INFORMATION

Event Name: _____

Type of Event: _____

Event Location / Address: _____

Estimated Attendance: _____

Event Date(s): _____

Public or Private: ☐ Public ☐ Private

Event Start Time: _____ End Time: _____

Setup: _____ Breakdown: _____

Brief description of event and activities:

_____

_____

3. SITE, SAFETY & OPERATIONS

☐ Site plan/layout attached

☐ Street, sidewalk, alley, or public property use requested

☐ Tents/canopies / temporary structures

☐ Stage, bleachers, inflatables, generators, or amusement devices

☐ Food or beverage vendors

☐ Alcoholic beverages proposed

☐ Live music / amplified sound

☐ Parade, run, walk, procession, or road closure

☐ Security/crowd control needed

☐ Fire / EMS / law-enforcement coordination needed

☐ Portable toilets/sanitation plan

☐ Trash/recycling and post-event cleanup plan

Traffic / parking / road closure details:

_____

Emergency access / safety plan:

_____

Restroom, waste, and cleanup plan:

_____

4. VENDORS, FOOD, ALCOHOL & INSURANCE

Number of food vendors: _____

Number of other vendors: _____

Alcohol provider / permit holder (if any): _____

Insurance carrier: _____

Policy No.: _____

Coverage amount: _____

Attach vendor list, applicable health/food permits, alcohol authorizations, certificate of insurance, and any other documents required by the City for the proposed event.

5. APPLICANT CERTIFICATION

I certify that the information in this application is true and complete. I agree to comply with all conditions of approval, applicable City ordinances, fire and life-safety requirements, traffic-control directions, health requirements, and applicable Texas law. I understand the applicant is responsible for event operations, cleanup, damage caused by the event, and obtaining all separate licenses or permits required by other agencies.

Applicant Signature: _____

Date: _____

Printed Name: _____

Title: _____

6. CITY REVIEW / APPROVAL

Code Compliance: ☐ Approved ☐ Denied ☐ N/A

Public Works: ☐ Approved ☐ Denied ☐ N/A

Fire / EMS: ☐ Approved ☐ Denied ☐ N/A

City Council: ☐ Approved ☐ Denied

Police: ☐ Approved ☐ Denied ☐ N/A

City Administrator ☐ Approved ☐ Denied ☐ N/A

Permit Fee: $_____ Receipt No.: _____

Insurance verified: ☐ Yes ☐ N/A

Special conditions attached: ☐ Yes ☐ No

Site / traffic plan approved: ☐ Yes ☐ N/A

Conditions / comments:

_____

_____

Authorized City Official: _____

Date: _____

Signature: _____

Permit: ☐ APPROVED ☐ DENIED