

Nancy S. Mikeska, Director



Chuck Purvis, Certified Building Official

CITY OF CONROE
COMMUNITY DEVELOPMENT

SPECIAL EVENT PERMIT APPLICATION

Permit Fee: \$25

This application is to permit Special Events that are open to the public and of limited duration.

Incomplete application and/or submittal will delay the review process.

(All Special Event Applications must be accompanied with all necessary back-up and applicable application fee at the time of submission.)

___ Nonprofit ___ Private Rental ___ Public Event

1. Rental Area: _____ Estimated Attendance: _____

2. Day and Date of Rental: _____ (End Date) _____

3. Time of Rental: (start time) _____ (end time) _____

4. Name of Event: _____

5. Name of Organization/Individual: _____

6. Applicant Name: _____

7. Phone Number: _____ Email address: _____

8. Address: _____

9. City: _____ State: _____ Zip: _____

10. Type of Activity (please check as many as applicable below):

- | | | | |
|------------------------------------|--------------------|-------------------|----------------------|
| ___ Assembly | ___ Ceremony | ___ Festival | ___ Reunion |
| ___ Birthday | ___ Church Picnic | ___ Family Picnic | ___ School Activity |
| ___ Celebration | ___ Company Picnic | ___ Reception | ___ Wedding |
| ___ Concert | ___ Walk/Run | ___ Parade | ___ Family Gathering |
| ___ Other (please describe below): | | | |

11. Will the majority of participants be under 20 years of age? Yes No
If yes, number of adults in attendance? _____
12. Inflatable Amusement Rides/Games? Yes No
If yes, Equipment Provider _____ Copy of Insurance Yes No
13. Music or Amplified Sound? Yes No
If yes, please describe? _____
14. Will you be using a caterer or catering grill? Yes No
15. Will an entry fee be charged? Yes No *If yes, how much? _____*
16. Will there be tents? Yes No *if yes, a permit from the City is required. Tents may not be staked into the ground.*
17. Will there be more than 200 people attending? Yes No *if yes, portable toilets will be required.*
18. Will there be more than 300 people attending? Yes No *if yes, solid waste containers will be required.*
19. Will there be vendors selling merchandise, food or beverages? (Applies to non-charitable groups only) Yes No *if yes, a fee of \$25 per vendor is required.*
20. Will there be food that is not pre-packaged? Yes No
If yes, and rental is open to the public, a Food Permit is required.

Please provide a site plan of your event with this application.