

**City of Burleson**  
**Public Events Permit Application**

At least 45 days before a public event is slated, the promoter of the public event shall file with the City of Burleson an application for a permit and shall contain the following information.

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**Public Event Name**

**Promoter:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Applicant:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Property Owner:**

**Name:**

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**Address:**

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**City/State/Zip:**

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**Phone:**

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***Submit certified copy of the agreement between the promoter and property owner.***

**Proposed location where Public Event will take place and description of the site:**

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**Submit a site plan showing the area where the public event is to be held, including the following:**

- 1. The location of parking areas available for patrons under the operator's control;**
- 2. Location of proposed additional parking;**
- 3. Location of entrance, exit, and interior roadways and walk;**
- 4. Location of all first aid stations and emergency medical resources;**
- 5. Location, type, and provider of restroom facilities;**
- 6. Location and description of water stations;**
- 7. Location and number of food stands, and the types of food to be served if known;**
- 8. Location, number, type, and provider of solid waste containers;**
- 9. Location of any tents;**
- 10. Location of operator's headquarters at the gathering;**
- 11. A plan to provide lighting adequate to ensure the comfort and safety of attendees and staff;**

**Date/Dates of event:**

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**Times and hours of event:**

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**Type and purpose of event:**

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**Will there be entertainment? If yes please provide details:**

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**Estimated approximate number of attendees:**

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**Will street closures be required? If yes provide details:**

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**Will alcohol be served? \_\_\_\_\_yes \_\_\_\_\_no**

**Will amusement rides be present? If yes please provide details to include name of company and address:**

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***Plans for solid waste:***

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***Plans for restroom facilities to include number of restrooms:***

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***Please provide details of plans to control access to event:***

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***Will there be food service? \_\_\_\_\_ yes \_\_\_\_\_ no***

***Please provide details for event security:***

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***Please provide details for event first aid/medical:***

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***Please provide details of parking plan:***

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***Name of Insurance Company:***

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**Address:**

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**City/State/Zip:**

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**Phone Number:**

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**Contact Person:**

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**Policy Number:**

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**Applicants Signature**

**Date**

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**For Office Use Only**

**Copy of Insurance Policy**

**Yes:** \_\_\_\_\_

**No:** \_\_\_\_\_

**Copy of Agreement Promoter/Property Owner:**

**Yes:** \_\_\_\_\_

**No:** \_\_\_\_\_

**Site-Plan Submitted:**

**Yes:** \_\_\_\_\_

**No:** \_\_\_\_\_

**TABC Permit Submitted:**

**Yes:** \_\_\_\_\_

**No:** \_\_\_\_\_

***Approval:***

**Police Department** – yes \_\_\_\_\_ no \_\_\_\_\_

**Additional comments:**

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**By:** \_\_\_\_\_

**Fire Department** – yes \_\_\_\_\_ no \_\_\_\_\_

**Additional comments:**

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**By:** \_\_\_\_\_

**Fire Marshal** – yes \_\_\_\_\_ no \_\_\_\_\_

**Additional comments:**

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**By:** \_\_\_\_\_

**Environmental Services:** yes \_\_\_\_\_ no \_\_\_\_\_

**Additional comments:**

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**By:** \_\_\_\_\_

**Public Works:** yes \_\_\_\_\_ no \_\_\_\_\_

**Additional comments:**

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**By:** \_\_\_\_\_

**Community Development:** yes \_\_\_\_\_ no \_\_\_\_\_

**Additional comments:**

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**By:** \_\_\_\_\_

**Parks:** yes \_\_\_\_\_ no \_\_\_\_\_

**Additional comments:**

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**By:** \_\_\_\_\_