City of Balcones Heights
APPLICATION
FOR SPECIAL EVENT PERMIT
3300 Hillcrest Drive, Balcones Heights, Texas 78201
PH: 210-957-3000 Fax: 210-957-3159

Application # _____

PLEASE NOTE: The application for a special event permit shall be filed with the City not less than 10 days before the date on which it is proposed to conduct the special event and shall set forth the following information.

The following **must be included (if applicable): Event Layout Map, Event Brochure/Flyer, and Property Owner/Management Lease Authorization.** Incomplete applications will not be processed.

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____
City State Zip Code

Contact Number: ( ) _____ Email Address: _____

Event Coordinator: _____ Cell Phone: ( ) _____

Organization Information

Name: _____

Address: _____
Street Address Apartment/Unit #

_____
City State Zip Code

Point of Contact: ( ) _____ Email Address: _____

Phone: (_____)_____ Contact Cell #_____

Event Information

Event Address: _____
Street Address

Date(s) of Event: _____ Assembly Time: _____ Start Time: _____End Time: _____

Estimated Attendees: _____

**Attach map showing, location of booths/set up, food/concession areas (separate permit required for food) and stages.*

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Application #_____

Food & Alcohol (if applicable)

NOTE: Temporary food licenses, noise permits, other permits or licenses will be required.

Will food be served or prepared on site? Yes ☐ No ☐ **If yes, separate permit required**

Will alcoholic beverages be sold for consumption on the site? Yes ☐ No ☐

Will amplified sound be used? Yes ☐ No ☐

If yes, please describe:

_____

Traffic & Security **(if applicable)**

Will event occupy all or a portion of the width of the streets proposed to be traversed? Yes ☐ No ☐ N/A ☐

Please provide a brief statement._____

_____

_____

Will you have staging areas or multiple sites for the event? Yes ☐ No ☐ N/A ☐

If Yes, provide the addresses and site plan for the event venues:_____

_____

Will security be used for your special event? Yes ☐ No ☐

If so, which agency will be utilized? _____

_____ The event hosts are responsible for ALL trash and debris clean up during and after the event.
Initial

Print Name:_____ Signature:_____

Date: _____/_____/_____

FOR OFFICIAL USE ONLY

☐ **APPROVED** ☐ **DISAPPROVED** **FEE** $50 ☐ **FEE WAIVED** ☐

PERMIT ISSUED:_____ **PERMIT PICKED UP** ☐ **EMAILED** ☐ **MAILED** ☐
(DATE)

DATE PAYMENT RECEIVED: _____ **FEE AMOUNT:**_____ **CASH/CC/CHECK NO.**_____

SIGNATURE:_____ **DATE:** _____
(CITY ADMINISTRATOR/DESIGNEE)

FIRE CHIEF SIGNATURE:_____ **DATE:** _____

POLICE CHIEF SIGNATURE:_____ **DATE:** _____

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