



**CITY OF ANAHUAC
SPECIAL EVENT PERMIT**

Name of Company: _____ Phone: _____

Permanent Address of Company: _____

City, State, Zip: _____

Manager or other person(s) in charge: _____

Exhibition Name/Location: _____

Exhibition Description: _____

Date of set-up: ____/____/____ Date ready for inspection: ____/____/____

Dates of operation: From: ____/____/____ To: ____/____/____

Times of Operation: From: _____ To: _____

Will there be food booths at event? YES NO How Many? _____

Will there be merchant vendors at event? YES NO How Many? _____

Any type of road closure? YES NO If yes, identify on site plan.

Applicant Signature: _____ Date: _____

(THIS PERMIT IS ONLY VALID FOR THE APPROVED DATES OF OPERATION LISTED ABOVE)

Permit # _____

Permit Fee: _____

Date Issued: _____

Issued By: _____

Documents that must accompany the special event permit, (to include but not limited to Live Outdoor Performances, Exhibitions, Carnival or circus of Man, Machine or Animal, etc).

Application. Each person desiring to conduct or operate a live outdoor performance, exhibition, carnival or circus within the City shall make application for a permit to the City at least forty-five (45) business days prior to above event – unless different arrangements have been approved by City Council. The applicant must submit the following with their application:

_____ a completed application form;

_____ detail of the different component parts of the live outdoor performance, exhibition, circus including, but not limited to, all concessions, shows, amusements, businesses and proposed location of the live outdoor performance, exhibition, carnival or circus, the time it is to run and the number of persons regularly traveling therewith, if any, and the number of local persons connected therewith and shall give a full and complete plan of the proposed live outdoor performance, exhibition, carnival or circus;

_____ for each amusement ride, the applicant shall provide the following:

1. a photocopy of the current amusement ride safety inspection certificate issued by Texas Department of Insurance (“TDI”), and
2. A photocopy of the amusement ride owner/operator’s insurance policy evidencing the insurance coverage and limits required by TDI;

_____ commercial general liability insurance, including, but not limited to premises/operations, personal and advertising injury, products/completed operations, independent contractors and contractual liability, with minimum combined single limits of \$1,000,000 per occurrence, \$1,000,000 products/completed operations aggregate and \$1,000,000 general aggregate.

_____ an agreement with authorizes the applicant to use the property to conduct or operate a live outdoor performance, exhibition, carnival, or circus throughout the term of the permit.