



**Pasadena Parks & Recreation**  
City of Pasadena  
3111 San Augustine Ave  
Pasadena, Texas 77503

# Special Event Application Packet

The following page outlines the process to apply for a Special Event Permit with the City of Pasadena, Texas. The attached **application** and **checklist** must be completed to host a Special Event at a City of Pasadena Park or Recreational Facility. Follow the instructions below and submit all corresponding documentation. Incomplete applications or missing documentation may lead to delays in processing and/or possible denial of event permit application.

Step 1 - Complete the Special Event Application.

Step 2 - Submit completed Special Event Application. Applications must be submitted at least 45 days in advance for events needing special accommodations. Applications will be accepted up to 12 months in advance. Special Event Application Packets can be submitted:

Via email: [parcs@pasadenatx.gov](mailto:parcs@pasadenatx.gov)

In-person: 3111 San Augustine Ave. Pasadena, TX 77503

Step 3 - Secure any supplemental permissions/permits from the appropriate City Departments and/or external organizations (if applicable).

Step 4 - Submit completed checklist and applicable required documentation at least 14 days prior to event date.

Following submission of the Special Event Application Packet, Parks and Recreation staff will review the application and communicate with event organizer if the event application is approved or denied. Please note that additional information may be requested or meetings may be scheduled to discuss event logistics before approval is given.

All deposits and fees are due at the time of application approval. Additional fees may apply. Reservations are on a first pay/first serve basis. Reservations will not be held without an approved application. Applications are not approved until applicant receives a signed approval from the Parks and Recreation Department. Parks and Recreation reserves the right to cancel any events/reservations due to incomplete applications or missing documentation.

**NOTE: Event Organizer shall be required to provide and maintain policies of insurance by companies authorized to do business in the State of Texas. The Event Coordinator must provide a Certificate of Insurance naming the City of Pasadena as additional insured under the policies in the following:**

1. Comprehensive general liability to the limit of not less than one million dollars (\$1,000,000.00) each occurrence for bodily injury and property damage and one million dollars (\$1,000,000.00) in the general aggregate (other than products/completed operations) and one million dollars (\$1,000,000.00) products/completed operations aggregate limit.
2. Worker's Compensation coverage as required by Texas statutes
3. Event Coordinator shall indemnify the City under the terms of the written agreement approved by Council



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# Special Event Application Checklist

**Special Event Permit Application Checklist:** Initial each item below to confirm you have included the following documents with the Special Event Application. This list is not all-encompassing, as each Special Event is unique and bring additional information that will need to be collected where appropriate. If not applicable, please indicate "N/A".

- \_\_\_ **Timeline** – In addition to Hours of Operation listed on Application, detailed schedule of the reservation from setup to teardown
  
- \_\_\_ **Event Site Plan** – Overall map of the reservation that indicates all location details (see application for all details needed)
  
- \_\_\_ **Security, Medical, Emergency Plans** – details surrounding security, emergency medical services, Fire, First Aid placement, and Emergency Operations
  
- \_\_\_ **List of Food Vendors** – Please ensure food vendors have necessary permits/licenses to operate in City of Pasadena
  
- \_\_\_ **Tent / Generator Permit** – check with Fire Marshal's office for requirements and application
  
- \_\_\_ **Proof of Non-Profit Status** (IRS Non-profit Determination Letter)
  
- \_\_\_ **Certificate of Insurance and Waivers**– Details surrounding Certificate of Insurance can be found on the Special Event Application; Reach out to staff for additional information
  
- \_\_\_ **Pasadena ISD Confirmation** – for events utilizing Pasadena ISD facilities as a venue, or for parking needs, please include a written confirmation from Pasadena ISD with your application.

**Race Routes:** In addition to the above information, please provide the following for any run, walk, bike tour.

- \_\_\_ **TXDoT Confirmation** – for events utilizing any routes requesting whole or partial closure of any TXDoT roadways, please include confirmation of application submittal to TXDoT.
  
- \_\_\_ **Route Map** – An outline of the entire route map including the names of all streets or areas that are part of the race route. Indicate the direction of travel and all street or lane closures along the route. Include barricade, cone, water stations, mile marker placements, officer assignments along the race route.

Checklist Due Date: \_\_\_\_\_



# City of Pasadena Parks and Recreation Department

3111 San Augustine Ave., Pasadena, TX 77503



## Special Event Application

### APPLICANT INFORMATION

|  |        |  |        |                |        |           |  |
|--|--------|--|--------|----------------|--------|-----------|--|
| Event Name:  |        |  |        |                |        |           |  |
| Event Location:  |        |  |        |                |        |           |  |
| Event Producer:  |        |  |        | Representing:  |        |           |  |
| Primary Contact:   |        |  |        |                |        |           |  |
| The Primary Contact is the person who is to be contacted regarding the application or event. |        |  |        |                |        |           |  |
| Address:   |        |  |        | Email Address: |        |           |  |
| City:  |        |  | State: |                |        | Zip Code: |  |
| Phone: Please list the Primary Contact's phone numbers.                                      | Day:   |  |        |                | Cell : |           |  |
|  | Night: |  |        |                | Fax:   |           |  |

### EVENT INFORMATION

|   |   |               |              |               |                       |  |
|---|---|---------------|--------------|---------------|-----------------------|--|
| Event Type:   | <input type="checkbox"/> Festival/Event <input type="checkbox"/> Entertainment <input type="checkbox"/> Parade <input type="checkbox"/> Rally/Demonstration<br><input type="checkbox"/> Walk/Run/Bike <input type="checkbox"/> Block Party <input type="checkbox"/> Games/Rides <input type="checkbox"/> Competition/Tournament<br><input type="checkbox"/> Other _____ |               |              |               |                       |  |
| Event Duration:<br>Dates the event will be in operation.  | Starting Date:  | Day of Week:  | Ending Date: | Day of Week:  |                       |  |
| Total Attendance: _____   | <b>Hours of Operation</b><br>If event lasts more than 3 days please submit additional hours of operation.   |               |              |               |                       |  |
| Peak Attendance: _____  |   | Start         |              | End           |                       |  |
|   | Day 1:  | _____ : _____ | _____ M      | _____ : _____ | _____ M               |  |
|   | Day 2:  | _____ : _____ | _____ M      | _____ : _____ | _____ M               |  |
|   | Day 3:  | _____ : _____ | _____ M      | _____ : _____ | _____ M               |  |
| <b>Site Preparation:</b> This is the time it will take to prepare the site. It is presumed that streets &/or sidewalks must be closed in order to prepare the site. If same time as event enter starting date and time of event.  |   | Starting Date | _____        | Time          | _____ : _____ _____ M |  |
| <b>Dismantling &amp; Cleanup:</b> This is the time it will take to dismantle & clean up the event site. It is presumed that streets &/or sidewalks must be closed in order to dismantle & clean up the site. If same time as event enter ending date and time of event. |   | Ending Date   | _____        | Time          | _____ : _____ _____ M |  |

**Event Description:** Give brief description of the event below:

**Event Features:** Check all the needs, services or features that will be part of the event.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Fireworks Display*        | <input type="checkbox"/> Carnival Rides*           | <input type="checkbox"/> Street Closing(s)*            |
| <input type="checkbox"/> Emergency Medical Service | <input type="checkbox"/> Cleaning                  | <input type="checkbox"/> Animal Attractions*           |
| <input type="checkbox"/> Security                  | <input type="checkbox"/> Tents/Shelters*           | <input type="checkbox"/> Vendors / Food Truck(s)*      |
| <input type="checkbox"/> Restroom Facilities       | <input type="checkbox"/> Amplified Sound, Band(s)* | <input type="checkbox"/> Temporary Electrical Service* |

Other: \_\_\_\_\_

\*May require additional permit / fee

**Will an admission/entry fee be charged:**  Yes  No If Yes, how much: \$ \_\_\_\_\_

**Is the Event:**  Charitable Proof of 501c3 non-profit status must be submitted with the Application.

**Is a release of liability or other paperwork required for participation:**

- Yes (If Yes, a copy of all paperwork is required to be submitted with this application)
- No

### EVENT LOCATION

City of Pasadena Park/Facility: \_\_\_\_\_  
(Park Name)

Other: \_\_\_\_\_

### SITE MAP REQUIREMENT

**All events require a site map of affected area-place;** indicate exact placement of the following features, if applicable.

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"><li>▪ Gates / official entrance(s)</li><li>▪ Restroom facilities and/or portable toilets</li><li>▪ Stage(s), attractions, performance areas</li><li>▪ Dumpsters &amp; trash containers</li><li>▪ Tent(s)</li></ul> | <ul style="list-style-type: none"><li>▪ Vendor booth(s) / area(s)</li><li>▪ Food truck(s) / Cooking area(s)</li><li>▪ Event production tent(s) / trailer(s)</li><li>▪ Command / Communication Center</li><li>▪ Event Headquarters</li></ul> | <ul style="list-style-type: none"><li>▪ Street barricades</li><li>▪ Security / emergency medical tent(s)</li><li>▪ Sign / Barrier placement</li><li>▪ Fencing</li><li>▪ Parking / ADA Parking</li><li>▪ Money Rooms</li></ul> |
|--|---|---|

## RAIN / CANCELLATION POLICY

Is there a rain policy for your event? If yes please give a brief description:

## SECURITY

Security may be required for certain events. It is the responsibility of an event producer to coordinate adequate security (ex: this may include Pasadena PD) for an event, and to ensure that an adequate number of security personnel are present to manage the different aspects of an event. Security must include proper crowd control and enforcement of all park rules. Security is required for events with over 250 peak attendance or if any road/parking lot closures are needed. Any security costs are the responsibility of the event organizer. Pasadena Parks and Recreation reserves the right to:

- Require security for any events they deem necessary
- Require Pasadena Police Officers for certain events
- Cancel any event that does not comply with security requirements

Number of security personnel being provided: \_\_\_\_\_

Organization providing private security: \_\_\_\_\_ Phone: \_\_\_\_\_

| Types of Security Being Provided           | Yes | Not Needed |
|--|-----|------------|
| Gate Security                              |     |            |
| Security for VIPs                          |     |            |
| Event Area Security                        |     |            |
| Money Handling Security                    |     |            |
| Stage Security                             |     |            |
| Parking Lot Security                       |     |            |
| Security Overnight for Outside Event Hours |     |            |

Briefly Describe your Security Plan:

## EMERGENCY MEDICAL ASSISTANCE

Depending on the size and nature of your event, it may be necessary to provide emergency medical services for the event patrons.

Will Emergency Medical Assistance be provided:  Yes  No If Yes, complete information below.

Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Briefly Describe your Emergency Medical Assistance Plan:

## Emergency Operations Plan

Due to the many issues that may arise during an event, planners must submit an Emergency Operations Plan that explains how issues such as inclement weather, shelter in place, or other possible threats may be addressed.

Emergency Operations Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## VENDORS

List Type of Vendor Booths (Food, clothing, crafts, etc.)

\*Note: Food vendors are required to obtain necessary permit from Health Department\*

## TENTS / TEMPORARY STRUCTURES

A site map showing the location of each tent/temporary structure is required.

Number of Tents/Temporary Structures: \_\_\_\_\_

Name of Supplying Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check with Fire Marshal's office for requirements for Tent Permit

## PICNIC TABLES

Complete this section if picnic tables will be needed at your event.

How will picnic tables be supplied:  Private Organization  Use picnic tables at the park

Name of Supplying Company (tables): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## ELECTRICAL SERVICE

Complete this section if electrical service will be needed at your event.

How will electrical service be supplied:  Generator  Public Utilities  Both

Name of Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

If using generator(s) you must get a permit from the Fire Marshal's Office.

## RESTROOM FACILITIES

Number of Permanent Facilities: \_\_\_\_\_ Number of Portable Facilities: \_\_\_\_\_

Name of Supplying Company (portables): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

# Staff Maintaining Restrooms: \_\_\_\_\_

NOTE: Restroom Facilities are to be shown on event map.

## CLEAN-UP PLANS & PROCEDURES

Any event producer holding an event on a City facility, street, residential right-of-way is responsible for clean-up and removal of all trash and debris from affected property.

Name of Clean-Up Coordinator: \_\_\_\_\_

Who will clean up: \_\_\_\_\_

Number of Dumpsters: \_\_\_\_\_ Number of Trash Cans: \_\_\_\_\_

Event is responsible for any rental of a roll off dumpster and removal of dumpster after the event. Event producer may lose deposit or be subject to additional fees if rented location is left unclean.

NOTE: Location of Dumpsters and Trash Cans must be shown on event map.

## ACKNOWLEDGEMENTS

- Initial \_\_\_\_\_ I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled rental prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.
- Initial \_\_\_\_\_ I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, ordinances, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.
- Initial \_\_\_\_\_ I agree that I: (1) am financially responsible for any damages to City property resulting from or related to the permitted event and the costs related thereto; (2) forfeit all fees and deposits if it is determined that false information was provided on this application; (3) am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application for reservation.
- Initial \_\_\_\_\_ I agree that I am responsible to see that all debris and trash is picked up from the rental site and placed in appropriate refuse containers immediately after the rental. Failure to do so will result in City doing so at my expense. Any trash removal expenses (for debris left at rental site not placed in appropriate refuse containers) incurred by the City because of this rental are my responsibility and will be deducted from the reservation deposit placed with the City. Should the deposit be insufficient to cover the expenses incurred, I understand and agree that City will invoice me for the remaining balance and said balance is due and payable in full within thirty (30) days of the invoice date.
- Initial \_\_\_\_\_ I understand that permission to hold this rental/activity may not grant exclusive use of any park, unless otherwise noted.
- Initial \_\_\_\_\_ I understand that I am responsible for obtaining the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department that may be necessary to hold this activity. Permission granted by the Parks and Recreation Department to hold this activity does not imply approval of items falling under the authority of other City departments or other agencies' jurisdictions.
- Initial \_\_\_\_\_ I understand that the possession and consumption of alcohol is **NOT** permitted on any City property

**I AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF PASADENA, ITS ELECTED OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS, CAUSES OF ACTION, COSTS, FINES OR FEES, AND SUITS OF ANY KIND INCLUDING INJURY TO PERSONS OR PROPERTY, WHETHER TO MYSELF OR MY OFFICERS, AGENTS, EMPLOYEES, CONTRACTORS, INVITEES OR PARTICIPANTS ARISING FROM OR RELATED TO ANY ACTION OR ACTIVITY ENGAGED IN PURSUANT TO THE ISSUANCE OF THIS SPECIAL EVENT PERMIT FROM THE CITY OF PASADENA PARKS AND RECREATION DEPARTMENT.**

I hereby attest that to the best of my knowledge, the information contained in this application is true and correct. I have received a copy of the Park Rules that govern park rentals for the City of Pasadena. I understand that failure to abide by the same could result in denial of any future rentals.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of the agent duly authorized by the event application to bind it

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Received By: \_\_\_\_\_

Date Approved \_\_\_\_\_ Approved By (PRINT) \_\_\_\_\_

Approved Signature \_\_\_\_\_

Has the Pasadena Police Department been notified?      Yes       N/A

Signature of PARD Director \_\_\_\_\_

Permit Number \_\_\_\_\_ Deposit \_\_\_\_\_ Fees Due \_\_\_\_\_

Deposit Amount Returned \_\_\_\_\_ Date Deposit Returned \_\_\_\_\_