



Event Permit Application

Permit # _____

Non-Profit For Profit

Application Received by: _____

Proof of liability insurance must be provided for events taking place on city owned property.

Applicant Information

Event Date(s): _____ Event Title: _____

Applicant Name: _____ Organization: _____

Email: _____ Phone number: _____

Event Location: _____

Responsible Parties

Event Coordinator: _____ Phone number: _____

Email address: _____

Mailing address: _____

Alternate Contact: _____ Phone number: _____

Email address: _____

Event Type

Annual Event Special Event Sporting Event Family Function

Non-Profit Event (must provide 501 (c)(3) and itemized list of where proceeds will be donated.

Other _____

Facility Requested

City Square City Park Pavilion

Baseball Field Kiwanis Park Open Space: _____

RV Spots-Number of spaces and date(s): _____

Other: _____

City Support Requested

Fire / Police Department

Road Closures

Date(s): _____ Time(s): _____

Location(s): _____ Length of time: _____

Security (Required if alcohol is being served)

Fire Team / Blast Zone Monitoring

Public Works

Preparation/Set up(decorations/lights/etc.): _____

Day of event: _____

After event: _____

Equipment: _____

Grounds: _____

Utilities (electricity/water/amount): _____

Trash services

How trash will be handled: _____

Additional trash cans – Number requested: _____

Dumpster(s) - Number and size requested: _____

Will vendors dispose of their trash? _____

Restrooms

How restrooms will be provided: _____

Porta Potties Requested

Number: _____ Location(s): _____

Facility-provided: _____

Additional Requests: _____

Parking plan

Location & by whom: _____

Alcohol sales: _____

Food sales: _____

Free items: _____

Vendor Booths

Number (1-10; 11-20, 21-30, 31-50): _____

Fee paid: _____

Insurance: _____

Games: _____

Rides: _____

Insurance: _____

Additional Event Details: _____

Applicant Signature _____ Date _____

NOTICE: Event Permit requires approval from City Council 60 days before the start of the event. Applicant is responsible for submitting the application to be added to the council's agenda and briefing their event at that time. Permit fees will be assessed by the city council at that time. Failure to obtain approval will result in the permit not being issued.

Revised January 2022

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Do Not Write Below This Line – Office Use Only

Agenda request form submitted for City Council meeting 60 days before event: _____

Date agenda request submitted: _____

City Council decision on event permit: _____

Permit Fee \$

City Council Comments: _____

Date Permit Fee received: _____