

CITY OF MOUNT PLEASANT

**APPLICATION
SPECIAL EVENT PERMIT**

All requested permits will follow the guidelines established by the city ordinance for special events. Copies must be obtained from city hall or the police department. Fees will be assessed according to the city ordinance specifications: Incomplete applications can not be processed.

Application Date (must be at least 30 days prior to event) ____/____/____

TYPE OF EVENT

Fee Must Be Included, Unless Exempt

____ Parade

____ \$ 250 Fee is enclosed

____ Circus

____ Organization is exempt by ordinance

____ Carnival

____ Special Event

NAME OF EVENT (if any)

Location _____

Date ____/____/____ Time : From _____ To _____

NAME OF SPONSORING ORGANIZATION

Address _____ Phone Number(s) _____

NAME OF APPLICANT

Address _____ Phone Number (s) _____

NAME OF EVENT CHAIRMAN

Address _____ Phone Number (s) _____

Brief Description of the Event and its Purpose

PARADE

____ A drawing or map of the route is included.

List portions of the streets that will be traversed or occupied by the event:

Assembling Area _____ Time _____

Disbanding Area _____ Time _____

CIRCUS & CARNIVALS

Must Provide the following documentation.

____ Copy of valid "Ride Safety Certification Inspection Report" is attached for each ride.

____ Original Certificate of Public Liability Insurance by a company licensed in the State of Texas with minimum limits of liability is attached:

- (a) \$ 250,000 per person,
- (b) \$ 500,000 per occurrence for bodily injury or death, and
- (c) \$ 100,000 per occurrence for property damage.

____ Proof of Sanitary facilities provided of location is attached.

____ Proof that owners of abutting property to the event has been notified in writing is attached.

Signature of Event Chairperson _____

Chief of Police _____ Approved _____ Denied

Reason for Denial:

Copies to be sent to the following individuals upon approval by the Chief of Police:

___ City Manager ___ Public Works Director ___ Fire Chief ___ Code Enforcement Director