



**PARK RENTAL – SPECIAL EVENT
APPLICATION**

If you are uncertain whether your event is considered a Special Event, please contact the Community Development office for further information and clarification by emailing ysantana@manortx.gov.

Date _____

Applicant Name _____

Address _____ Phone _____

Organization _____ Auth. Rep. _____

Please check one: Individual D/B/A Organization Partnership Corporation Profit Nonprofit

Address _____ Phone _____

Event title _____

Event location _____

Event Coordinator _____ Phone _____

On-Site Contact On Event Day _____ Phone _____

Event Start Date _____ Event End Date: _____

Event set-up time _____ Event teardown time _____

For each day of the week on which the event will be held, indicate the start and stop times below:

Event day

<input type="checkbox"/> Sunday	Start time _____	Stop time _____
<input type="checkbox"/> Monday	Start time _____	Stop time _____
<input type="checkbox"/> Tuesday	Start time _____	Stop time _____
<input type="checkbox"/> Wednesday	Start time _____	Stop time _____
<input type="checkbox"/> Thursday	Start time _____	Stop time _____
<input type="checkbox"/> Friday	Start time _____	Stop time _____
<input type="checkbox"/> Saturday	Start time _____	Stop time _____

Number of persons expected _____

Number of animals _____ Types of animal(s) _____

Number of motorized vehicle _____ Number of inflatable(s) _____



Tents or Other Temporary Structures (Must meet City's Fire and Building Codes):

If you are planning to erect tents, canopies, seating, awnings, booths, first aid stations, portable restrooms or other temporary structures, please describe:

Qty.	Sizes	Types	Fire Retardant Letter	
_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Food or Beverages

If you are planning on serving or selling food or beverages, please attach copies of any licenses or permits issued by the appropriate agencies for such vendors. Such vending shall be in compliance with all state and local laws.

Amplified Sound

If you are planning to utilize any loudspeakers or other form of amplified sound, please indicate on the attached sketch or map the location and orientation of those systems. Speakers should not be positioned so as to adversely affect any adjacent residential area between the hours of 7:00 a.m. and 10:00 p.m.

Signage

If you are planning to use or allow signs at such event, please provide details of any planned signage:

Disposal of Wastewater

Applicant shall submit a plan for disposal of any wastewater in connection with the Special Event and such plan must be approved by the Utilities Department.

Events Layout, Equipment & Parking Plan

Please attach a map or sketch of the Event indicating the following:

Events Layout, Equipment, Entrance(s), Exit(s), Plan of evacuation/proposed fire lanes, Amplified Sounds/Loudspeakers

Parking arrangements

Will parking spaces be utilized by this event? Yes ☐ No ☐

Number of parking spaces provided must accommodate projected attendees plus 10% surplus. Also, provide information concerning layout of parking, including aisle widths and size of proposed parking spaces.

Parking attendants? Yes ☐ No ☐ If yes, how many? _____

Will there be any offsite parking? Yes ☐ No ☐



If yes and parking is on private property, Applicant must submit a letter of permission from property owner.

How will attendees be transferred to the Special Event area and returned?

Place a check next to the items that will be utilized, and indicate location on map or sketch.

☐ Tent(s) Size _____

☐ Portable Restrooms # Regular _____ Handicap _____ # Others _____

☐ Dumpster(s) Size _____

☐ Barricades Quantity _____ Size _____

☐ Hot Air Balloon(s)

Qty.	Supplier	Types	Fire Retardant Letter
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

☐ Amusement Rides or similar equipment (insurance required)

Qty.	Type	Insurance provider	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

☐ Alcoholic Beverages Giveaway _____ Selling _____ Type _____
(e.g. beer, wine)

☐ First Aid Stations Quantity _____ Staffing _____

Other Permits & Fees

Please attach copies of any required insurance, surety bonds, permits or other documents as may be required per Manor Code of Ordinances.

Check all components that will be part of your event. Additional fees and other permits or reservations may be required.

Animals	Banners/Signs	Park property	Electricity	Police Security	Street Closures
Barricades/traffic cones	Alcohol	Beverages (non-alcohol)	Merchandise sales		
Portable restrooms	Special Parking	Food	Liquid propane	Bleachers/Seating	
Fencing	Water hydrant- Temp. Meter	Security, Crowd Control and Traffic Control			



The Applicant may be required to provide police officers for security, crowd control, and traffic control at the Special Event. The total number of police officers working at the Special Event is determined by the Manor Police Department, and in some cases may use planning variables, including:

- (1) the estimated number of participants and spectators;
- (2) the availability of alcoholic beverages;
- (3) topography and size of the event location;
- (4) weather conditions;
- (5) the time of day during which the Special Event is conducted;
- (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and,
- (7) the history of the particular Special Event.

Public Notification

If the City Manager requires it, the Applicant shall, at least thirty (30) days before the Special Event begins, deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the Special Event will be conducted. The notice must include the following information: (1) event date, time and location, and (2) statement that an Application for a Special Event Permit has been filed with the City of Manor

Insurance and Bonds

If a Special Event uses any portion of the City's rights-of-way, the Applicant shall provide a certificate of insurance to complies with the standards established by the City's risk manager.

INDEMNITY AGREEMENT

1) As a condition of a Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.

2) APPLICANT AGREES THAT THIS INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF THE STATE OF TEXAS, AND THAT IF ANY PORTION IS HELD INVALID, THEN IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.

3) This indemnity agreement contains the entire agreement of the undersigned and the City of Manor and may not be modified or altered without the express written consent of the City of Manor.

4) This indemnity agreement is interpreted by Texas law and is performable for all purposes in the County of Travis, State of Texas, and STATE of Texas.



I do solemnly swear (or affirm) that all the answers given and statements made on this Application are full, TRUE and correct to the best of my knowledge and beliefs. I have been given a copy of the ordinance and have read the provisions contained therein and agree to abide by them.

Applicant: _____

I hereby grant the Applicant and any affiliated organization permission to use my property in connection with the Special Event and as described herein.

Internal Use Only

Police _____ ☐ Approved ☐ Denied

Public Works _____ ☐ Approved ☐ Denied

Community Dev. _____ ☐ Approved ☐ Denied

City Park Permit Fees

Up to 4 hours	\$ 75.00
Maintenance Deposit	\$ 75.00
4 – 8 hours	\$100.00
Maintenance Deposit	\$100.00
Per Day	\$125.00
Maintenance Deposit	\$125.00
Barricades set up & take down	\$75.00
Police Car Fee	\$15.00 per hour (no minimum)
Police Officer Fee	\$45.00 to \$55.00 depending on contract 4 hr minimum

Additional Costs for Special Events

City Staff Maintenance	\$40.00 per hour (minimum 2 hours)
City Vehicle Use	\$30.00 per hour (minimum 2 hours)
Debris Removal	\$50.00