



# 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

P.O. Box 1270



Leonard, Texas 75452



(903) 587-3334



utilitybilling@cityofleonard.net

---

**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: \_\_\_\_\_



111 W. COLLIN ST.  
LEONARD, TX 75452  
903.587.3334

## PROPOSED AGENDA ITEM

Requester: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Proposed Council Meeting Date: \_\_\_\_\_

Brief Description of Proposed Agenda Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note the following:**

- *Proposed agenda items should include supporting information to be included in the Council Packet, if possible.*
- *Attach supporting information to this form.*
- *This form must be received by the City Secretary at least one week in advance of the scheduled Council Meeting.*
- *Presentations are limited to 15 minutes or less.*
- *Questions regarding the agenda item will be limited to 10 minutes or less and will be facilitated by the Mayor.*
- *Requestors will be notified by the Thursday before the proposed Council Meeting as to whether the proposed item will be on the Council Agenda.*