

Community Wide Event Event Notification

For all events requiring use of City Staff

CITY OF SEALY

415 Main Street
979.885.3511
ci.sealy.tx.us



Organization

Contact Name

Event Name

Contact Cell Phone

Contact Address

Contact Work Phone

Event Information

Date of Event : Begin Time : End Time :

Type of Event : Open to the Public: YES No

How many participants do you anticipate? :

Will you need security for the event? : YES No

Will you require any streets to be blocked? : YES No

Times Street(s) need to be closed :

Will you be using any state roads or highways? : YES No

If yes, you must attach approval, from the state, TXDOT must approve all state road closures.

Event Details

- All events that serve alcohol will need security. This will include a minimum of 2 officers for a minimum of 4 hours, billed at an hourly rate, while alcohol is on premises. This rate will go up depending on the number of people attending and layout as determined by the chief of police. These rates are subject to change.
- You must obtain all permits needed for this event. To hold this event which permits are needed:
TABC : Health Inspection : Other :
- Some events may require insurance upon approval: I have : Do Not Have: Will get if necessary :
Event Permit:
- Event is less than 50 people : (\$100) per 24 hours
Event is over 50 people (\$250) : per 24 hours
- Will you be requesting use of City property to Alcohol? No Liquor Beer Wine

Term & Conditions

1. Lessee's Responsibilities: After use of the facility / grounds, Lessee agrees to abide by the general housekeeping rules as explained in the facility contract.
2. The organization and / or the person to put on the event may be fined for any damages to city property.
3. Attach a site map showing the layout of your event. Clearly state the beginning and ending of all road closures. Show exact locations where you may be requesting alcohol to be sold including exact addresses.
4. All payments must be made 2 weeks prior to your event. Payments will not be processed until your event is approved.

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5. For all events with road closures- The Police Chief must approve road closures. Then your event will be brought to City Council. City Council must then approve use of public property.
6. For events with street closures it is recommended to get signatures of approval from all businesses that may be effected.
7. You will be contacted by a Police Sergeant about 2 weeks prior to the event for all details.

Authorization

I hereby authorize the above information to be true to the best of my knowledge and will adhere to all terms and conditions as described in this policy. By signing, I take responsibility to follow out all duties as described above.

Signature

Print

Date

Office Use Only

Received by:

Sign

Date

This Event Requires :

Security

TABC Permit

Road Closures

City Council Approval

Date

Paid Park Event Permits

Information forwarded to the City Manager, Police Chief, Superintendent of Streets, Police Sergeant, Police Captain, Public Works Director & EDC Director

Complete

Date

Chief of Police Received:

Sign

Date

Road Closures

Approved

Denied

**send signed form to Parks Admin*