



SPECIAL EVENT PERMIT (SEP) APPLICATION – CITY EVENT

This application is in conjunction with the City of San Marcos Special Event Policy. City staff are responsible to fully inform and coordinate with all necessary departments as they relate to event involvement.

APPLICANT INFORMATION:

City Employee Responsible (Event Manager): _____ **Submittal Date:** _____

Department: _____ **Phone:** _____ **E-mail:** _____

EVENT INFORMATION:

Event Type (Ex: Holiday Village, Open House, Trails Day, etc.): _____

If event is a fundraiser, what organization is the benefactor: _____

Event Location (please be specific w/ address and/or cross streets):

Field(s) or Park Shelter(s) needed (please specify): _____

Event Date(s): _____ **Estimated Attendance:** _____ Open to Public?

Setup Begins: _____ **Event Begins:** _____ **Event Ends:** _____ **Departure:** _____

EVENT SPECIFICS (Check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Food Truck(s) | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Use of Sports Field | <input type="checkbox"/> Signage (outside of event venue) | <input type="checkbox"/> Temporary Restrooms (Port-A-Potties) |
| <input type="checkbox"/> Traffic Control / Road Closures | <input type="checkbox"/> Tent (>400 SQFT) / Canopy (>700 SQFT) | <input type="checkbox"/> Public Safety Services Required |
| <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Generator (see policy for details) | <input type="checkbox"/> Other _____ |

EVENT PLAN:

Attach a diagram of the proposed event depicting layout of booths, parking, food trucks, restroom facilities, special event areas, location of dumpsters for trash, road closed signage, promotional signage, etc. Include any areas to be roped or cordoned off. If this is a Walk-A-Thon, Bike-A-Thon or 5K-10K Run, please provide the specific route your group intends to use. Include starting point, time of departure, termination point and time.

FEES:

There are no internal fees associated with a City-managed event.

APPLICATION SUBMISSION:

Below is a checklist of all SEP Application requirements. Please include the following:

- Signed SEP Application**
- Event Plan** (per requirements stated above)

