



SPECIAL EVENT PERMIT (SEP) APPLICATION – PUBLIC

This application is in conjunction with the City of San Marcos Special Event Policy. Submission of this form is not considered a guarantee of permit issuance. Once this form is received, a city representative will contact you.

APPLICANT INFORMATION:

Name (First, Last): _____ **Submittal Date:** _____

Business/Organization Name: _____ Profit Non-Profit

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

EVENT INFORMATION:

Event Type (Ex: Walk-A-Thon, 5K, Business Promotion, 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): _____

Will your event have vendors? Yes No **If yes, how many?** _____

If yes, what types of vendors (food, crafts, promotional, etc): _____

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

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

EVENT SPECIFICS (Check all that apply):

- Alcohol Food Truck(s) Amplified Sound
- Use of Sports Field Signage (outside of event venue) Temporary Restrooms (Port-A-Potties)
- Traffic Control / Road Closures Tent (>400 SQFT) / Canopy (>700 SQFT) Public Safety Services Required
- Carnival Rides Generator (see policy for details) 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. A walk-through of the event site with City staff maybe required depending on event.

FEES:

Below is a list of the fees associated with Special Events. ALL fees are due to the City prior to the event date and can be paid in person at the City Hall cashier desk or via phone by calling 760-744-1050 x3272. Please check all fees that are being included with this application submission: **All applications must include a \$100 Non-Refundable Application Fee with submission. Full fee schedule can be found in the [Special Event Permit Policy](#).**



APPLICATION SUBMISSION:

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

- Signed SEP Application**
- Non-Refundable Application Fee** (\$100)
- Event Plan** (per requirements stated above)
- Insurance documentation** (per requirements stated on signature page)

APPLICANT ACKNOWLEDGEMENTS (Initials):

- _____ Applicant will provide insurance documentation per the requirements of the special event policy and applicant understands that additional insurance may be required at the City’s discretion and request.
- _____ Applicant has read and agrees to adhere to all applicable conditions of approval as per special event policy.
- _____ All laws and adopted use policies, Federal, State, County, and City, are to be obeyed by all applicants and their guests while on the City premises, including the parking lot.
- _____ Applicant must be a responsible person at least twenty-one years old. Driver’s license is required for identification.

TERMS AND SPECIFICATIONS:

Review of Policy: Applicant has received, reviewed and fully understands the Special Event Permit Policy and all other polices mentioned therein and will abide by all policies and regulations listed.

Rules and Regulations: Applicant and members of applicant’s group or organization (collectively, “applicant”), individually and collectively, agree to comply with all rules and regulations of the City with respect to any use of any City facilities, services and equipment, and/or participation in the activity.

Inspection: Applicant(s), individually and collectively, have inspected the City property or premises proposed for use and have determined that they are in a safe and appropriate condition for the activities planned. Applicant(s) warrant and represent that said property or premises will be kept and operated in a safe and appropriate condition.

Waiver and Liability Release: Applicant(s), individually and collectively, unconditionally waive, release and discharge any and all rights that participant and/or participant’s heirs, assigns, agents or other representatives may have or which hereafter may accrue to participant, to file any claim, lawsuit and/or any other cause of action against the City of San Marcos and/or its elected and appointed officers, boards, directors, agents, employees, and designees (collectively, “City Parties”), as a result of participant’s use of the City facilities, services and equipment and/or participation in the activity.

Indemnification: Applicant(s), individually and collectively, hereby agree that they shall indemnify, defend and hold the City Parties harmless from and against all claims, damages, losses and expenses including, but not limited to, court costs, attorneys’ fees, and witness fees, arising out of the performance of the activities described herein, caused in whole or in part by any negligent act or omission of the City Parties, except where caused by the sole negligence or willful misconduct of the City Parties.

Binding: Applicant is expressly authorized to bind each and all of the members of applicant’s group or organization.

Photograph Release: Applicant(s), individually and collectively, hereby give the City of San Marcos the absolute right and permission to use their photograph(s) in its promotional materials and publicity efforts. Applicant(s), individually and collectively, understand that the photograph(s) may be used in a publication, print ad, direct-mail piece, and electronic media including the City website or other form of promotion. Applicant(s), individually and collectively, release the City Parties and the photographer, its officers, employees, agents, and designees, from liability for any violation of any personal or proprietary right applicant(s) may have in connection with such use.

False Information: Applicant(s) each understand and agree that the City will not be responsible for any consequences arising from providing incorrect, inaccurate, and/or false information to the City.

Failure to comply with all City of San Marcos’ policies, procedures, ordinances, laws, etc. may result in cancellation of permit.

Print Name **Signature** **Date**

*****THIS SECTION FOR CITY USE ONLY*****

I hereby affix my signature to this document indicating approval of the Special Event Permit as outlined in the information submitted by the applicant. Said approval includes compliance with all conditions as outlined on the attached.

City Manager / Director of Parks & Recreation **Date**