

City of Crosby
Request for Special Event

Date of Application _____

Request is hereby made by _____
(name of organization)

Whose address is _____

To hold _____
(description of event)

Location of event _____

On the following date(s) _____

Time the event is to be held _____

Approximate number of people expected _____ Number of event staff _____

Public health plans _____
(supply of water to site, solid waste collection, toilet facilities)

Fire prevention/emergency service plans _____

_____ Will City services be utilized _____
(yes or no)

Security plans _____

_____ Will City services be utilized _____
(yes or no)

List any other City services that will be necessary _____

Street or alley to be closed _____

Name of person representing the organization _____

Phone of requestor _____
(daytime phone and nighttime phone)

Signature of Requestor _____

By signing this permit application, the applicant/sponsoring organization agrees to indemnify, defend and hold the City, its officials, employees and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.

PLEASE ATTACH A CERTIFICATE OF LIABILITY INSURANCE WITH A GENERAL LIABILITY MINIMUM OF \$1,000,000. IF ALCOHOL WILL BE SERVED PLEASE INCLUDE A LIQUOR LIABILITY ENDORSEMENT ON THE CERTIFICATE AS WELL. IF SERVING FOOD AT THE EVENT YOU WILL NEED TO INCLUDE A COPY OF THE CATERER'S LICENSE.

PAID STAMP

FOR INTERNAL USE

Received Date: _____

Police Dept Approval: _____

Council Approval Date: _____

Total due: \$25.00 per event

Code: 2:203 (100-32120) Payable in advance of approval