



Circus/Carnival Permit Checklist and Application

(City of Lubbock Code of Ordinances, Article 8.03.001-.035)

Checklist for Circus/Carnival Permit Application

This page is a checklist for applicants, it **does not** need to be submitted with the application

Fees

☐ **Application** (payment must be included with application)

- \$750 non-refundable fee
- \$100 Late fee
 - Applies if application is submitted less than 14 days prior to the start date.
- Late permit applications will not be accepted within 5 business days prior to the start date.
- **Fee for application does not include other costs for City Services and inspections.**

Checklist

- ☐ Application will not be accepted **any earlier than 60 days prior to the event start date.**
- ☐ Application will not be accepted **any later than 5 business days prior to the event start date.**
- ☐ Include with application:
 - ☐ Booth Owners' Information
 - ☐ *Attach List of Names of Owners of all booths, stores, game concessions, etc. **(if different from Promoter)**
 - ☐ Site Plan
 - ☐ **Include description of Buildings/Tents, electrical wiring, equipment, and mechanical rides.**
 - ☐ Copy of Liability Insurance Policy that includes:
 - ☐ **Not less than \$500,000 for Bodily Injuries/Accidental Death per Occurrence**
 - ☐ **Not less than \$100,000 for Property Damages**
 - ☐ Bond/Cash of \$5,000
 - ☐ **To insure reimbursement to the City for expenditures of services. The City shall refund the amount posted if expenditures less than amount posted.**
 - ☐ Copy of Certificate of Fire Resistance
 - ☐ **Tents/tarpaulins current with requirements from National Fire Protection Association "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films NFPA No. 701".**
 - ☐ Compliance of City of Lubbock Electrical Code
 - ☐ **Name of Bonded and Licensed Master Electrician who performed the wiring for the site.**
 - ☐ **Note: The contractor shall request inspection of all electrical work performed.**

If you have any questions about the application please contact the City Secretary's Office at
Phone: (806) 775-2025 or Email: ocs@mylubbock.us



Circus/ Carnival Permit Application

(City of Lubbock Code of Ordinances, Article 8.03.001-.035)

For Office Use Only

Permit #

Receipt #

CC Approval/Check #

Total Paid

Application Fee: \$750

Late Fee: \$100

Promoter Information:

NAME _____

PHYSICAL ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER: CELL _____ BUSINESS _____

EMAIL ADDRESS _____

Sponsor Information:

ORGANIZATION NAME _____

PHYSICAL ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER: CELL _____ BUSINESS _____

EMAIL ADDRESS _____

Event Information:

DATE(S) OF EVENT _____

TIME PERIOD OF EVENT EACH DAY _____

ESTIMATE NUMBER OF ATTENDANCE PER DAY _____

LOCATION OF PROPOSED SITE _____

ZONING OF PROPOSED SITE _____

PROPOSED PARKING AREA (1 PARKING SPACE TO 100 SQ FT OF GROUND AREA) _____

PROPOSED SECURITY PLAN ATTACHED (YES/NO) | LETTER FROM PRIVATE SECURITY ATTACHED (YES/NO)

TOILET FACILITIES # _____ DESCRIPTION _____

FOOD STAND TYPES (ENCLOSED, SELF-CONTAINED, TENTS, ETC) _____

MENU OF ALL FOODS SERVED _____

TYPES OF ANIMAL(S) TO BE EXHIBITED _____

Initial
Here

Additional Requirements:

_____ Site Plan of Proposed Location:

- Description of all buildings and/or tents, electrical wiring, equipment and mechanical rides.

_____ Copy of Liability Insurance Policy:

- Note: Amount not less than \$500,000 for bodily injuries (including Accidental death per occurrence); and not less than \$100,000 for property damage .

_____ Bond/Cash of \$5,000 Posted:

- Note: To insure reimbursement to the City for expenditures of services. The City shall refund the amount posted if expenditures less than amount posted.

_____ Copy of Certificate of Fire Resistance:

- Note: Tents/tarpaulins current with requirements from National Fire Protection Association "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films NFPA No. 701".

_____ City of Lubbock Electrical Code:

- Required: Name of Bonded and Licensed Master Electrician who preformed the site's wiring.
- Note: The contractor shall request inspection of all electrical work performed.

Name of Master Electrician: _____

_____ List of All Booths Information(If Applicable):

- Note: Must be listed if different than Promoter.
- Must include the following information name, date of birth, Social Security of all booths, stores, game concessions, etc.

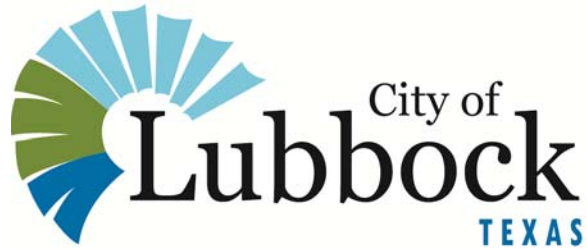
I, _____, the Promoter or sponsor certifies that all information in this application, and all information furnished in support of this application is true and complete to the best of the promoter's or sponsor's knowledge and belief.

Applicant Signature

Title (Promoter/Sponsor)

Subscribed and sworn to before me, a Notary Public, on this ____ day of _____, 20____.

Notary Public, State of Texas



I, _____, authorize the Office of the
City Secretary to charge my _____ Credit Debit (check one) _____ card for
\$ _____, via the card information listed below:

CREDIT CARD NUMBER	
CREDIT CARD TYPE (Visa or Master Card)	
AUTHORIZATION CODE (3-digit number on back of card)	
EXPIRATION DATE (MM/YY)	
CARDHOLDER ADDRESS (Street, City, State and Zip)	
CARDHOLDER SIGNATURE	

City of Lubbock
Office of the City Secretary
PO Box 2000
Lubbock, TX 79457

(806) 775-2061

*** NOTICE *** The City of Lubbock charges a \$1 service fee on all credit card transactions at or under \$40. All credit card transactions over \$40 will be charged a 2.49% service fee.

This form is immediately destroyed via shredding once charge transaction is complete.