



Village of Salado

Special Event Permit Application

Applicant Information

1. **Business/Organization:** _____
2. **Federal Tax ID / EIN or Social Security:** _____
Social Security Number (only if no EIN #)
3. **Occupation:** _____
4. **Business Address:** _____
Phone: _____ **Cell Phone:** _____
5. **Business Address:** _____
Business Phone: _____
6. **Name of Representative for the Event:** _____
7. **Contact Address and Cell Phone:** _____

Identification

6. **Driver's License Number:** _____
Expiration Date: _____ **State Issued:** _____
☐ Copy of valid state driver's license attached
☐ Non-driver: Government-issued ID attached
7. **Date of Birth:** _____

Event Details

8. **Event Name/Description:** _____
Date: _____ **Expected Attendance:** _____
9. **Event Address/Location:** _____
10. **Property Owner Information**
 - Name: _____
 - Address: _____
 - Phone: _____
 - ☐ Written consent from property owner/agent attached

Compliance Statements

11. Felony Conviction (last 5 years):

☐ No ☐ Yes (explain): _____

12. Parking Plan (attach documentation):

13. Restroom Facilities Plan (attach documentation):

14. Additional Information (if required):

Certification

I hereby certify that the information provided in this application is true and correct. I agree to comply with all Village of Salado ordinances and regulations regarding the holding of special events.

Applicant Signature: _____

Date: _____

Privacy Notice Regarding Social Security Number

1. Purpose / Authority

The Village of Salado may request your Social Security number (SSN) for the limited purpose of verifying your identity and processing your special event permit application. Disclosure of your SSN is **voluntary** unless otherwise required by state or federal law. (Federal Privacy Act of 1974 (5 U.S.C. § 552a), Texas Government Code § 559.003)

2. Use of SSN

Your SSN will only be used internally for permit processing. It will **not** be published, used for commercial purposes, or disclosed to the public.

3. Access and Disclosure

Access to your SSN is limited to Village employees or authorized agents whose duties require the use of that information. Your SSN will be treated as confidential and will not be distributed broadly or used for unrelated purposes.

4. Security and Retention

We will maintain reasonable physical, electronic, and procedural safeguards to protect

your SSN from unauthorized access or disclosure. Once the SSN is no longer needed for permit processing or legal retention requirements, it will be securely destroyed or redacted.

5. Consequences of Refusal / Right to Redact

If you refuse to provide your SSN (when legally voluntary), your permit application may be denied or delayed.

Under Texas law (e.g. Tex. Gov't Code § 552.147), you may request that your SSN be redacted (so that only the last four digits are displayed) in certain public records. *Note: Some records are exempt from redaction obligation by law.*

6. Review and Correction Rights

You have the right, under Texas Government Code §§ 552.021 & 552.023, to request to review and obtain copies of information the Village holds about you (subject to redactions allowed by law).

You may request correction of inaccurate information held by the Village.

Signature (or check box for consent):

☐ I acknowledge that I have read and understood this Privacy Notice, and I consent to the use of my SSN for the stated purposes, if provided.

Date: _____

Office Use Only

- Date Received: _____
- Reviewed By: _____
- Permit Fee Paid: \$100.00 ☐ Cash ☐ Check ☐ Card
- Permit #: _____
- Approval: ☐ Approved ☐ Denied
- Signature: _____