



Special Events Permit Application

Completed applications must be submitted with the required fee to:

City Secretary | 101 N. College St., Killeen, TX 76541 | citysec@killeentexas.gov

An application is not considered accepted for processing until all required information is submitted and the applicable fee has been paid. Applications submitted electronically must have the required fee paid within five (5) business days of submission.

Permit Fees (Effective through September 30, 2026)

☐ Assembly **(\$55)**

☐ Parade **(\$65)**

☐ Amusement Activities **(\$150)**

Tier-based permit fees will take effect on October 1, 2026, upon adoption of a new fee schedule by City Council.

APPLICANT INFORMATION

Applicant Name: _____

Organization (if any): _____

Applicant or Organization Address: _____

Phone Number: _____ Email: _____

Primary On-Site Contact (Day of Event): _____

Contact Phone (day of): _____

EVENT DETAILS

Event Name: _____

Event Location Address: _____

Event Date(s): _____

Event Hours: _____

Setup Date/Time: _____

Teardown Date/Time: _____

Estimated Attendance: _____

EVENT ACTIVITIES

Check all that apply:

☐ Road / sidewalk / parking lot closure

☐ Amplified sound

☐ Alcohol service

☐ Food vendors

☐ Amusement rides / inflatables / attractions

☐ Parade / procession

☐ Walk / run / race

☐ Animal attractions

☐ Temporary structures (stages, tents, etc.)

REQUIRED ATTACHMENTS

☐ Site plan / route map

After review, the City will advise if additional items are required, such as:

☐ Insurance

☐ Parking plan

☐ Restroom plan

☐ Trash plan

☐ Safety plan

ACKNOWLEDGEMENTS

I understand:

☐ Fees are non-refundable

☐ A permit is not issued until all requirements are met

☐ Submission does not guarantee approval

☐ The City determines final event classification and requirements

☐ I am responsible for compliance with City ordinances and State law

Printed Name of Applicant

Signature of Applicant

Date Submitted

Office Use Only

Date Received: _____

Fee Paid: _____

Tier Classification: _____