



Date Received: _____ Paid? _____
Comments: _____
Received by: _____

Main Plaza Use Request for Community Gathering

Date, Time, and Duration of Gathering: _____ Expected Attendance: _____

Contact Name and Organization: _____

Street Address, City, State, Zip Code:

Phone: (primary) _____ (secondary) _____

Email address: _____

Reason for use:

Activities involved (ex. Signs, battery powered candles, etc):

_____ . _____

*Attendees may display a sign by holding or carrying it by hand or otherwise attaching it to their person. Signs, ribbons, etc. are not allowed to be attached to property/trees/placed in ground. Ribbons may be allowed with approved Ribbon Permit.

Signature: _____ Date: _____

Submit completed form to parks@newbraunfels.gov or drop off at 110 Golf Course Rd.

PLEASE BRING THIS FORM WITH YOU ON THE DAY OF YOUR GATHERING

Main Plaza Use Regulations

- Ribbons may only be placed on trees with an approved Ribbon/Memorial Placement Permit.
- The use of nails, tacks, staples or tape is not allowed on the Main Plaza Bandstand. Decorations may be tied and must be removed after the gathering. Decorations are not allowed in the trees and may not be staked into the ground.
- Main Plaza will remain open to the public during the gathering.
- Any gathering requesting a road closure must request approval from the City Secretary's Office.
- Any gathering requesting police presence or traffic control must contact the New Braunfels Police Department at 830-221-4100.
- **The following are prohibited:**
 - Decorations
 - Amplified Sound (ie: bullhorns, microphones, speakers, etc)
 - Open flames (battery powered candles permitted)
 - Confetti, rice, birdseed, balloons, paper lanterns, candles and sparklers/
 - fireworks Glass containers or decorations
 - Alcohol
 - Items staked into the ground