



APPLICANT PUBLIC EVENT CHECKLIST

- ___ 1. Permit fee \$25.00
- ___ 2. Refundable deposit \$100.00 (for clean-up)
- ___ 3. Completed Permit Application (this must be received not less than 60 days prior to date of event nor more than 120 days)
- ___ 4. Comprehensive general liability insurance policy with property damage limits of a minimum of \$1,000,000 each occurrence, bodily injury or death \$1,000,000 each person /each occurrence.
- ___ 5. The City shall be named as an additional insured on the policy
- ___ 6. Parade route map
- ___ 7. San Jacinto County Special Event Emergency Management Plan file with the SJC Office of Emergency Management (936-653-3395- Michelle Haylock)
- ___ 8. Confirmation from San Jacinto County Sheriff's Office of planned traffic enforcement (936-653-4367- Lieutenant Deweese)

CITY OF COLDSPRING

*City Hall: 14211 Highway 150 West - Coldspring, Texas 77331 • Mailing: P.O. Box 247 - Coldspring, Texas 77331
Phone: 936-653-3289 • Fax: 936-653-5278 • Email: coldspringcity@gmail.com
www.cityofcoldspring.com*