



SPECIAL EVENT APPLICATION COVER LETTER

City of Jefferson
305 E. Austin, Street
Office 903-665-3922
Fax 903-665-1002
info@cityhallofjefferson.com

Thank you for your interest in growing tourism in Jefferson. This letter is to give you an overview of the Special Event Application process.

Purpose of the Special Event Application: The City of Jefferson encourages special events and programs that will bring more visitors to Historic Jefferson and encourages overnight stays.

Application Guidelines: A Special Event Application must be submitted for any event that closes city streets or uses public parking lots or other City of Jefferson Property.

Submitting the Event Application: Promoters/organizations (hereinafter referred to as "Promoter") are required to submit Special Event Applications by the given deadline (refer to the Timetable below). Applicants will be asked to present their application in person to the Jefferson City Council. The applications should be delivered, emailed or mailed to City Hall. The original and ten copies of the complete application package are required.

Timetable: Projects must meet the guidelines and criteria outlined in this letter and the Special Event Application. Completed applications should be submitted to City of Jefferson not later than:

Events scheduled for January 1 st – March 31 st	September 1 st
Events scheduled for April 1 st – June 30 th	December 1 st
Events scheduled for July 1 st – September 30 th	March 1 st
Events scheduled for October 1 st – December 31 st	June 1 st

Applications will usually be presented at a City Council Meeting held within 30 days from date application is received. City Council meetings are generally held on the third Tuesday of each month. Applications may be mailed, emailed or hand delivered to Jefferson City Hall, address as noted above.

Mandatory Attachments:

- Special Event Application
- Copies of advertising, brochures, if available
- Certificate of Liability Insurance naming the City of Jefferson as Additional Insured with Waiver of Subrogation (not later than ten days prior to event)
- Site plan and/or race/parade route map, if applicable

Roles and Responsibilities:

- Promoter is responsible for
 - Submitting a complete application and copies by due dates in the Timetable

- Periodically review the City of Jefferson website to determine when your agenda item will be discussed. If you don't see your event on a City Council meeting agenda within the month that you submitted this application, please contact the City of Jefferson as noted below.
- Appearing at a scheduled City Council meeting to review application
- Coordinating security with Jefferson City Police
- Coordinating delivery of street barriers with Jefferson Street Department
- Setting up and taking down street barriers as set forth in application
- Coordinating delivery and placement of additional trash barrels with City Street Department
- Coordinating additional trash/debris pick up services with City Hall Street Department
- Renting and servicing of port-a-potties
- Obtaining appropriate TABC permits, if applicable
- If event will include vendors, Promoter is responsible to see that vendors obtain applicable permits through City Police and that permits are visibly posted throughout the event.
- Coordinate advertising promotion with Jefferson Tourism Board
- Coordinate press releases and calendar listing with Tourism Department and Marion County Chamber of Commerce
- Present a post-event report to the City Council within 60 days of completion of the event to include the approximate number of lodging rooms used during the event.
- All golfcarts/ATV's used for the event must comply with City Ordinances.
- City of Jefferson will
 - Provide reasonable security as agreed to by City Chief of Police
 - Deliver street barriers to main intersections, pursuant to road closures in application
 - Provide reasonable trash/debris pick up services
 - Distribute press releases and place event on Tourism calendar listing

Disclaimer: The City of Jefferson reserves the right to accept or reject any or all applications, or to waive any informalities in the application process.

Contacts: If you have any questions, please contact - City of Jefferson, City Hall, 305 E Austin Street, Jefferson, TX 75657, 903-665-3922, email: info@cityhallofjefferson.com

Additional contact:

Marion County Chamber of Commerce, 120 E Austin Street, Jefferson, TX 75657, 903-665-2672, info@marioncountychamber.org, <https://marioncountychamber.org/>

Jefferson Police Department: 106 N. Alley Street, Jefferson, TX 75657, 903-665-2432



For City of Jefferson Use Only
Received Date:
For City of Jefferson Use Only
Received By:

For City of Jefferson Use Only
Agenda Date:
For City of Jefferson Use Only
City Council Approval Date:

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED NO LATER THAN THE DEADLINE ON THE COVER SHEET
 City of Jefferson * Mailing Address: 305 E. Austin St. * Jefferson, TX 75657 * Ph: 903-665-3922 / Fax: 903-665-1002 * Website: www.jeffersontexas.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

GENERAL EVENT INFORMATION

Name of Event			
Exact Address of Event			
Type of Event (Check all applicable)			
☐ Festival	☐ Run/Walk	☐ Parade(s)	☐ Car Show
☐ Craft Fair	☐ Fireworks	☐ Other	
Date(s) of Event		Hours of Event	
From:	To:	From:	To:
Date (s) needed (Set-up - Tear down):			
From:		To:	
Estimated number of volunteers/workers		Phone number for publication	
Website for publication			
Estimated Attendance per Day	Total Estimated Attendants	Last Years Actual Attendance	Number of Years for Event
Detailed description of Event (attach advertising, brochure, etc., if any) Describe the event's community and/or cultural benefit:			

SPONSORING ORGANIZATION INFORMATION

☐ Not For Profit (501 C-3)		☐ Profit
Name of Sponsoring Organization		Contact person from Sponsoring Organization
Sponsoring Organization Address		City
		Zip
Phone Number	E-Mail	Website

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator		E-mail
Organizer/Coordinator Address		City
		Zip
Phone Number	Cell Phone Number	Fax Number

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact		E-mail
Emergency Contact Address		City
		Zip
Phone Number (24hours)	Cell Phone Number	Fax Number



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EVENT OVERVIEW

Is this your first event?	☐ Yes	☐ No	If no, how many years?	
Will the event include food vendors?	☐ Yes	☐ No	If yes, how many vendors?	
(If yes, each vendor must submit a Temporary Food Event Permit Application prior to the event. Visit: www.jeffersontexas.us/ Transparency, Documents & Forms (Merchant Permit)				
Will the event include alcoholic beverage sales? (TABC laws apply)	☐ Yes	☐ No	If yes, how many vendors?	
Location of designated area(s)?				
Will the event include arts & crafts/retail vendors?	☐ Yes	☐ No	If yes, how many vendors?	
(If yes, each vendor must submit a Temporary Merchant Event Permit Application prior to the event Visit: www.jeffersontexas.us/ Transparency, Documents & Forms (Merchant Permit)				
Will the event include rides or devices?	☐ Yes	☐ No	If yes, how many vendors?	
(If yes, each vendor must submit a Temporary Amusement Ride Event Permit Application prior to the event Visit: www.jeffersontexas.us/ Transparency, Documents & Forms (Amusement Ride Permit)				
Are you erecting tents or structures on City of Jefferson property for the event?	☐ Yes	☐ No	If yes, how many?	
Locations:				
Will the event include a Race/Walk or Parade Event?	☐ Yes	☐ No	If yes, you must complete, Page 3, Section 1 and Section 2.	
Will you occupy any public parking lots/streets or other City of Jefferson Property for your event?	☐ Yes	☐ No	If yes, you must complete, Page 3, Section 2.	
Are you providing porta-potties? (not provided by the city)	☐ Yes	☐ No	If yes, how many?	
Locations:				
Will the event require use of city trash cans?	☐ Yes	☐ No	If yes, how many?	Please contact Public Works 30 days prior to event to schedule 903-601-1276
Will the event require use of city barricades?	☐ Yes	☐ No	If yes, how many?	Please contact Public Works 30 days prior to event to schedule 903-601-1276
Will extra security be needed?	☐ Yes	☐ No	If yes, how many?	Please contact the City of Jefferson Chief of Police 30 days prior to event (phone: 903-665-2432)

Application must include the following documentation, if applicable:

- ☐ Special Event Application (Page 1, 2, 3, 4)
- ☐ Certificate of Insurance (see Section 3)
- ☐ Site Plan and/or Race/Parade Route Map

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.



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NAME OF EVENT

SECTION 1: RACE/WALK, PARADE(S) INFORMATION	Not Applicable
Starting Location	Ending Location
Approximate Number of Attendees (runners/marchers)	Approximate Number of Vehicles (cars/floats)
Location of Assemble (Registration)	Location of Personal Vehicle Parking
Police Officers / Law Enforcement needed for Parade(s)	Other / Additional Information

Please attach a course map, with location of the staging area, start/finish lines, and water/first aid stations

SECTION 2: STREET CLOSURES /PARKING LOT/PROPERTY USAGE INFORMATION	Not Applicable
Street Closures /Public Parking Lot / Property Intended for "Event"	

Lot Number or Location	Date of Closure	Time of Closure	Date to Reopen	Time of Reopen

1. No Staking in the Street or Public Parking Lot is permitted
2. Only chalk or other City of Jefferson approved marking is permitted (No spray paint)

ADDITIONAL INFORMATION:

SECTION 3: INSURANCE	Does this event have insurance?	☐ YES	☐ NO
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INSURANCE REQUIREMENTS

Sponsoring Organization will provide an original Certificate of Insurance evidencing the following insurance minimums:

Commercial General Liability - minimum \$1,000,000 per occurrence

Certificate of Insurance should be provided by applicant 10 days prior to Event contingent on applicant naming the City of Jefferson as additional insured. With Waiver of Subrogation.

INSURANCE AGENT / CONTACT INFORMATION:



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SECTION 4: APPLICANT AGREEMENT

Name of Sponsoring Organization

Name of Event

Date(s) of Event

ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

SIGNATURE

DATE

PRINT NAME

TITLE/POSITION

SECTION 5: APPROVAL / NON APPROVAL - JEFFERSON CITY COUNCIL USE ONLY

APPROVED:

☐ YES

☐ NO

DATE

APPROVED BY:

SIGNATURE / PRINT NAME

TITLE/POSITION

IF NOT APPROVED, REASON FOR NON-APPROVAL:

City of Jefferson has the right to waive any or all requirements of this application,
or add additional requirements.