



SPECIAL EVENT PERMIT APPLICATION

City of Leander
PO Box 319
Leander, TX 78641
512-528-2983
www.leandertx.gov

A special event is an organized activity which makes a significant contribution to the cultural, economic, or social welfare of the city which is to occur upon public property.

A special event permit is needed for block parties, moving events (marathons, parades, etc.), concerts, road closures, etc.

Applications will not be accepted without the following documents:

- Completed Application – Entire application needs to be filled out.
- Site Plan/Event Route or Map
- Proof of Liability Insurance

Additional information may be required:

- Signatures and Contact Information of Citizens and/or Businesses Affected by Event
- Parking Plan
- Safety Plan
- Approval from other Jurisdictions
- Traffic Control Plan
- Outreach to Neighborhoods affected by the Event
- Texas Alcoholic Beverage Commission (TABC) Application
- Food Vendors Need Permits from either Williamson County and Cities Health District or Austin/Travis County Health and Human Services Department

Additional Permits Required for the below:

- Signs (Banners, “A” Frame, etc.)
- Tents – Greater than 200 sq. ft.
- Pyrotechnics/Firework Display – Any
- Mass Gathering – Greater than 1,000 people
- Mobile Food Vendors (2015 Code Adoption)

Leander Parks and Recreation Permit:

If you are hosting an event at a City Facility (Mason House, City Park, etc.), please provide a copy of the permit received from the Leander Parks and Recreation Department.

The Building Official and Fire Marshall are hereby given the authority to make inspection of the event site at any time during the event and stop all activity not in conformity with this permit, the health and safety of the community or any laws of the State, Federal Government or City. No public street shall be permanently closed during such event. All emergency access must be maintained and separation shall be made with readily movable barricade devices. This permit shall become null and void on the last date and time specified on this permit. Future events shall require a new application and approval.

Special Event Application

Event Name: _____

Street Address of Event: _____

Event Type (ex. Block Party, Marathon, Street Closure, etc.): _____

Date(s) of Event: _____

Time of Event: _____

Set-Up Date(s): _____ Tear-Down Date(s): _____

Set-Up Time: _____ Tear-Down Time: _____

Applicant Name: _____

Organization: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Primary On-Site Contact Name: _____

Primary On-Site Cell Phone Number: _____

Estimated Attendance: _____

Parking Arrangements:

Onsite

Offsite

Both

Portable Restroom Facilities:

Yes

No

Location of Event: Check all that apply

Inside an existing structure. If so, what is the current use of the structure: _____

Vacant Lot

Parking Lot

Public Property

Private Property

In the Right-of-Way

Cross railroad tracks

Building/Equipment to be Used:

Tent or Temporary Structure(s) – **Additional permit required for tent over 200 sq. ft.** Tent size to be used:

Stage _____

Mobile Food Establishments/Food Booth/Vendor

Signs (Banners, “A” Frame, etc.)

Mass Gathering

Outdoor Amplified Sound and/or Music (please read the City’s Noise Ordinance) - **Additional permit required**

Pyrotechnics/Firework Display – **Additional permit required**

Flame Effects or Similar – **Additional permit required**

Open Fires – Any open-to-air fires proposed, used for other than cooking.

Please describe:

Other: _____

None

Any additional permits required will need to be applied for simultaneously with the Special Event application.

Animals Present?: (Temporary or Commercial Animal Permit required)

Yes

No

Food Booth/Vendor: Make sure vendors have their permits with the county they are working in.

Cooking Equipment: What type: _____

Generator

Open Flame

No Food Booth/Vendor

Street Event: A Traffic Control Plan will need to be provided.

Street Closure Start Time: _____

Street Closure End Time: _____

No Street Closure

Moving Event (Marathons, parades, etc.): A map will need to be provided showing start and finish lines.

On-Site Registration Time: _____

Assembly Time for Participants: _____

Start Time (First Wave): _____

End Time (Last Wave): _____

Will other jurisdictions be involved (Check one) Yes No

If yes, please check all that apply.

City of Cedar Park

City of Georgetown

Williamson County

Travis County

Other _____

Alcohol:

Will alcohol be sold or distributed?

Yes

No

If yes, please indicate which applies. Please provide a copy of the Texas Alcoholic Beverage Commission (TABC) application.

Sold

Distributed

Private Companies Contracted to Work Event: Please check all that apply and provide contact information.

Set-Up - Name: _____	Phone Number: _____
	Email: _____
Planner - Name: _____	Phone Number: _____
	Email: _____
Catering - Name: _____	Phone Number: _____
	Email: _____
Security - Name: _____	Phone Number: _____
	Email: _____
EMS - Name: _____	Phone Number: _____
	Email: _____

Request for City Services: City services are charged at a minimum rate dependent on the event.

If yes, please check all that apply.

Fire Department

Medical Standby

Fire Watch

Event Standby

Police Department

Public Works

If yes, please check all that apply.

Street Blockage

Cones

Barricades

Parks and Recreation

Location: _____

Staff

Applicant Signature

Date