CITY OF CORPUS CHRISTI
SPECIAL EVENT APPLICATION

1581 N. Chaparral Street, Corpus Christi, TX 78401 • Ph:361-826-3417
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OFFICE USE ONLY

Received _____
Sent _____
Fees:
App. Fee $50
SE Permit $_____
Rental $_____
TE $_____
PD $_____

EVENT DATE: _____ **LOCATION:** _____

SET UP TIME _____ **EVENT START TIME** _____ **EVENT END TIME** _____ **TEAR DOWN END TIME** _____

SECTION 1: GENERAL INFORMATION

Applicant Name

E-mail address

Event Name

Organization Name

Organization Type: ☐ For Profit ☐ Non-Profit Tax ID#

Street address

City

State

Zip code

Primary Contact Name

Contact Phone

Contact Cell Phone

Contact E-mail Address

Event Day "On Site" Contact

Cell Phone

Event Day Secondary Contact

Cell Phone

SECTION 2: EVENT INFORMATION

EVENT TYPE (Please check all that apply)

- ☐ Parade/Procession
- ☐ Block Party
- ☐ Triathlon/Marathon
- ☐ Run/Walk
- ☐ Festival/Carnival
- ☐ Outdoor Movie
- ☐ Other
- ☐ Protest/Rally
- ☐ Concert/Performance
- ☐ Bicycle
- ☐ Water Event
- ☐ Movie/Film
- ☐ Music Festival

EVENT BACKGROUND

Has this event been produced before?

- ○ Yes
- ○ No

Is this an Annual Event?

- ○ Yes
- ○ No

How many years?

Will there be a charge for admission?

- ○ Yes
- ○ No

Are there any changes from previous year?

- ○ Yes
- ○ No

Describe Changes:

Is this event public?

- ○ Yes
- ○ No

If open to the public, please check all advertisement methods: (Note: You may not promote your event until you have received final approval.

- ☐ Print
- ☐ TV
- ☐ Radio
- ☐ Internet
- ☐ Billboards
- ☐ Posters
- ☐ Other

SECTION 3: PARADE/PROCESSION

Select one of following:

- ○ Revenue Generating: Any parade for which a participation fee is charged or for which cash is accepted or collected as sponsorship in support of the proposed parade.
- ○ Non-Revenue Generating: Any parade for which no participation fee is charged or for which no cash is accepted or collected as sponsorship in support of the proposed parade.

SECTION 4: EVENT SIZE

Number of participants	Number of Spectators	Number of Staff/ Volunteers	Total Attendance

Briefly describe the scope of your event (Attach detailed proposal).

SECTION 5: EVENT LOCATION

Please list the proposed event location and provide a map of the proposed logistical layout of your event.

Depending on the location or specifics of your event, other local agencies may be involved for coordination efforts. Please check all that apply.

- ☐ American Bank Center
- ☐ Art Museum of South Texas
- ☐ Corpus Christi Marina
- ☐ Texas Alcoholic Beverage Commission
- ☐ RTA
- ☐ Whataburger Field
- ☐ TXDOT
- ☐ Museum of Science & History
- ☐ Other

SECTION 6: PARADE

Parade Start Time

Staging Area

Please list the street(s) to be used for Parade Staging. (If you are using alternate areas for parade staging, written approval from the property owner must accompany this application

Disbanding

Please list the street(s) to be used for Parade Disbanding. (If you are using alternate areas for parade disbanding, written approval from the property owner must accompany this application.)

Estimated Number of Parade Participants

Estimated number, if any, of the following that will participate in the Parade

Animals	Exotic Animals	Motor Vehicles	Motorized Displays (Floats)	Marching Units or Organizations

SECTION 7: EVENT SETUP

Set-up Date(s)

Set-up Start Time

Set-up End Time

Tear-down Date(s)

Tear-down Start Time

Tear-down End Time

	Date	Start Time	End Time	Attendance
Day 1				
Day 2				
Day 3				

If more than three days are planned, please note below:

SECTION 8: EVENT PARKING

What Parking arrangements have been made for this event?
(If you are using alternate parking lots for event parking, a letter of approval from the property owner must accompany this application.)

Event Participants Using Parking (Production Trailers, Media Vehicles, Vendor Vehicles, Volunteers, etc.)

Event Attendees

Are you requesting the use of a parking lane for your event? (If you are requesting street parking for your event, Please also complete the "Street Function" portion of this application).

- Yes
- No

SECTION 9: EVENT LOGISTICS

Please check all structural elements that apply:
Please note: No stakes allowed in Parks. Tents must be secured with water barrels or cement weights.

- ☐ Tent(s)
- ☐ Booths
- ☐ Tables
- ☐ Chairs
- ☐ Stage(s)
- ☐ Fencing
- ☐ Generator
- ☐ Other

Please check all utility elements that apply:

- ☐ Electricity
- ☐ Water
- ☐ Propane
- ☐ Generator(s)

Please check all entertainment elements that apply:

- ☐ Sound/PA System
- ☐ Performer(s)
- ☐ Band(s)
- ☐ Children's Activities
- ☐ Other

Please indicate the number of portable toilets you will have at your event:

☐ Regular ☐ ADA

(At least 10% of the portable toilets must be ADA accessible)

SECTION 10: EVENT CLEAN-UP

Number of Trash Cans Needed
(Park locations only.)

Number of Dumpsters, if needed?
(Provided by organizer)

Please describe your trash and recycling plans for the event:

SECTION 11: EVENT FOOD/BEVERAGE

Please check all food/beverage elements that apply:

(Please Note: You will need a Health Permit for the distribution and/or sale of any food/beverages. You must obtain a TABC Permit for the distribution and/or sale of any alcoholic beverages, and you will need a TABC Authorization Letter from the Special Events office in order to get your Temporary TABC permit, if required.)

- ☐ Sale of Food/Beverages
- ☐ Distribution of Food/Beverages
- ☐ Sale of alcoholic beverages
- ☐ Distribution of alcoholic beverages

Please state your plans to keep others from bringing alcoholic beverages into your event and to keep patrons from taking alcoholic beverages out of the event.

SECTION 12: EVENT ROUTE

Event Route
Please list/describe the event route (Map Required)

SECTION 13: STREET FUNCTIONS

Please list the street closures requested for your event (Map required).
For partial street or lane closures, please indicate what lane(s) you are requesting.

Is a freeway ramp/state right-of-way closure requested?

- Yes
- No

If yes, please identify entrance/exit closure(s) and include the proper documentation (i.e. Freeway Ramp Closure Application, TXDOT form 1560, Insurance Certification; and a Traffic Control Plan).

What dates and times are you requesting street, parking lane and/or sidewalk closures?

Closure Start Date:

Closure End Date:

Closure Start Time:

Closure End Time:

Who will prepare a Traffic Control Plan (TCP) for this event? (Street closures require a Texas registered Professional Engineer's seal and must receive City approval)

- City of Corpus Christi
- Texas Registered Professional Engineer

SECTION 14: TRAFFIC CONTROL SERVICES

☐ By checking here, the applicant understands that he/she may be required to obtain a Traffic Control Plan if required by the City for your event. You will be required to contract with a third party contractor to provide traffic control barricading. The applicant will submit the name, address, and phone number of the third party contractor to the Special Event Office at least ten (10) business days prior to the event.

SECTION 15: EVENT SECURITY

The applicant agrees to pay the cost of providing uniformed certified peace officers by (Check One)

☐ Securing uniformed peace officers. If so, the applicant must submit a Security Control Plan to the Special Event Office to be approved by the CCPD Special Operations Division. Upon approval of your event, your Event Coordinator will provide you with a Security Control Plan.

☐ Reimbursing the Corpus Christi Police Department (CCPD) at overtime costs. All costs must be paid ten (10) business days prior to the event.

If using private security, please provide Agency Name

Contact Name

Contact Phone

SECTION 16: EVENT INSURANCE

By checking here, the applicant understands that he/she is required to furnish event insurance. Event insurance must be general liability coverage for a minimum of one million dollars ($1,000,000) showing the City of Corpus Christi, Texas as an additional insured and including a waiver of subrogation or waiver of right of recovery for all event dates including set-up and operation. Please include this information in all insurance documentation.

SECTION 17: EMERGENCY VEHICLE ACCESS

By checking here, the applicant agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles.

SECTION 18: EVENT NOTIFICATION

By checking here, the applicant understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the director. PLEASE NOTE: If your closure impedes access to any businesses or residences within your closure, you must submit written approval/notification letters the Special Event Office with this application.

Applicant certifies that the information contained in the application is true and correct to the best of his/her knowledge.

Applicant Printed Name

Applicant Signature

Date