

**CITY OF ROCKDALE**  
**SPECIAL EVENT APPLICATION / PERMIT**

THE UNDERSIGNED, hereby makes application for a permit to conduct a special event on public property:

1. Organization conducting special event \_\_\_\_\_
  - a. Contact person (first & last name) \_\_\_\_\_
  - b. Address (city, state, zip) \_\_\_\_\_
  - c. Phone number \_\_\_\_\_ or \_\_\_\_\_
2. Event information
  - a. Location \_\_\_\_\_
  - b. Date \_\_\_\_\_
  - c. Time \_\_\_\_\_
  - d. Set up time \_\_\_\_\_ / Departure time \_\_\_\_\_
3. Describe purpose and type of event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Explain disposition of proceeds and method in which proceeds are to be raised (if any) – (example: ticket sales, donations, food service, etc.) \_\_\_\_\_
5. Type of concessions to accompany event \_\_\_\_\_
  - a. NOTE: Concessions are required to have liability insurance. All concessions must comply with applicable City rules and regulations; food service concessions must comply with all state and local health district regulations for permitting.
6. PERMITTEE agrees to clean occupied space and place all litter, as a result of event, in trash receptacles:  
☐ Yes      ☐ No
7. Has PERMITTEE secured public liability insurance, if applicable:    ☐ Yes      ☐ No      ☐ NA
8. Has certificate of insurance been provided to the City of Rockdale, if required, verifying coverage to include the City of Rockdale named as additional insured, general commercial liability coverage with correct limitations, automobile coverage with correct limitations, and workers compensation with correct limitations on said certificate:    ☐ Yes      ☐ No      ☐ NA
9. Will special event require permission for STREET CLOSURE(S):    ☐ Yes    ☐ No
  - a. If yes, please list details (i.e. street(s) to be closed, duration of closure, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Security is required for all events having 500 or more attendees.** Number of security officials to be on duty during event is to be determined by the PERMITTEE and security personnel.

- a. Security contact's name attending event \_\_\_\_\_
- b. Security contact's cell number attending event \_\_\_\_\_

PERMITTEE agrees to defend, indemnify, and hold City harmless of and from any claim or loss to its employees or third persons arising, directly or indirectly, from conduct of the special event by PERMITTEE or acts incidental thereto, except for any claim or loss arising out of or resulting from the negligent or intentional acts or conduct of CITY, its employees, servants, agents, or representatives. PERMITTEE acknowledges that PERMITTEE is not an agent of City and is not acting on behalf of City.

I, \_\_\_\_\_ (printed name), hereby certify that all information contained in this application is true and correct. I further acknowledge, by my signature below, that I agree to abide by the City of Rockdale rules and regulations in all respects. I further agree and acknowledge that all activities connected with the special event shall be conducted in accordance with the terms and conditions set forth in the Special Events Permit application, and applicable federal, state, and local laws. Signer must have authority for PERMITTEE.

*NOTE: This application remains subject to review and approval by the City Manager. Incomplete applications will be rejected. Applications will be handled on a first-come, first-serve basis. Approval of the special event permit shall also be subject to the availability of the requested facilities or properties for conduct of the special event at the date and time specified above. **All questions regarding the special events should be directed to the City of Rockdale at (512) 446-2511.** Should the City of Rockdale need to be contacted regarding the special event during non-business hours, it is advised to contact the Rockdale Police Department (non-emergency) at (512) 446-3436. In the event complaints are received, the Rockdale Police Department reserves the right to shut down ANY event.*

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
PERMITTEE'S Signature

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**FOR CITY USE ONLY**

Application reviewed by \_\_\_\_\_ - Date \_\_\_\_\_

If applicable, verification of:    ☐ Liability insurance                      ☐ Security                      ☐ Street Closure(s)  
   ☐ Concession requirements                      ☐ Other \_\_\_\_\_

☐ Approved

☐ Application fee \$100 – paid \_\_\_\_\_ by ☐ Cash    ☐ Credit Card    ☐ Check # \_\_\_\_\_  
☐ Damage Deposit \$150\* – paid \_\_\_\_\_ by ☐ Cash    ☐ Credit Card    ☐ Check # \_\_\_\_\_  
☐ Barricade Rental fee \$100 – paid \_\_\_\_\_ by ☐ Cash    ☐ Credit Card    ☐ Check # \_\_\_\_\_

*\*Refundable up on return of all barricades in same condition as when delivered)*

☐ Denied – reason for denial: \_\_\_\_\_

☐ Pending – reason for pending status: \_\_\_\_\_

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date