



CITY OF PORT ARANSAS SPECIAL EVENT PERMIT APPLICATION (SEP)

There is a \$50 fee for submitting a SEP, payable at the time of submittal.
Checks can be made payable to: City of Port Aransas.
Applications are due 30 days prior to the event date. (Please Print)

Today's date:			Received by:		
PERMIT APPLICANT					
Last name:		First:	Middle:	Email Address:	
Event Planner – Company Name:				Email Address:	
Contact Name:					
Daytime Phone:				Cell phone no.:	
Mailing Address /P.O. Box:		City:		State:	Zip Code:
Event Type: <input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Birthday <input type="checkbox"/> Family Reunion <input type="checkbox"/> Sporting Event <input type="checkbox"/> Memorial <input type="checkbox"/> Fundraiser <input type="checkbox"/> Cook-Off <input type="checkbox"/> Trade Show <input type="checkbox"/> Concert <input type="checkbox"/> Demonstration <input type="checkbox"/> Parade <input type="checkbox"/> Bike Race <input type="checkbox"/> Other:					
Event Date(s):			Expected Attendance:		
Number of Staff: _____		Number of Vendor Trucks/ Booths: _____			
EVENT INFORMATION					
Multi-day Event? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Set-up	Date:	Start: am/pm	Finish: am/pm	Catered event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event	Date:	Start: am/pm	Finish: am/pm	Caterers Name:	
Clean-Up	Date:	Start: am/pm	Finish: am/pm	Caterers Phone #:	
Will Alcohol be Served?		<input type="checkbox"/> Yes <input type="checkbox"/> No		How will alcohol be distributed? <input type="checkbox"/> Bartender <input type="checkbox"/> Self-Serve	
Will music be provided?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Type: <input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Personal Sound System	
Noise Ordinance - the playing of any radios, portable audio equipment, stereos, musical instrument, etc., whether with or without loudspeakers or amplifiers, on the beach, in a public park or public outdoor area - such volume cannot exceed the eighty-five (85) decibel level at any location more than one hundred (100) feet from the source. The allowed decibel level is eighty-five (85) decibels, between the hours of 12:00 noon and 10:00 p.m. The allowed decibel level is seventy (70) decibels at all other times.					
EVENT COMPONENTS (Check all that apply)					
Location of Event: <input type="checkbox"/> Roberts Point Park <input type="checkbox"/> Jerry McDonald Field <input type="checkbox"/> Community Park <input type="checkbox"/> Nature Preserve <input type="checkbox"/> Old Town Square <input type="checkbox"/> Wetlands Park <input type="checkbox"/> Paradise Pond <input type="checkbox"/> Leona belle Turnbull Birding Center Other: _____					
Park Amenities- Please select all areas that will be affected by your event. Roberts Point Park: <input type="checkbox"/> Soccer field <input type="checkbox"/> Patsy Jones Amphitheater <input type="checkbox"/> Small Pavilion <input type="checkbox"/> Ship Pointe <input type="checkbox"/> Chili Field					

<input type="checkbox"/> Basketball Court <input type="checkbox"/> Playground <input type="checkbox"/> Horseshoe Pits <input type="checkbox"/> Bocce Ball <input type="checkbox"/> Shuffleboard Community Park: <input type="checkbox"/> Concession Stand <input type="checkbox"/> Basketball Court <input type="checkbox"/> Baseball Field <input type="checkbox"/> Little League Field <input type="checkbox"/> T-Ball Field <input type="checkbox"/> Clark Practice Field <input type="checkbox"/> Baseball Lights <input type="checkbox"/> Disc Golf <input type="checkbox"/> Dog Park <input type="checkbox"/> Pickleball Courts <input type="checkbox"/> Skate Park <input type="checkbox"/> Pool Pavilion <input type="checkbox"/> Pool (private parties are booked through the pool) <div style="text-align: center;">Other: _____</div>
EQUIPMENT, ACTIVITIES & AMUSEMENTS
Event Components <i>(provided by Applicant)</i> <input type="checkbox"/> Live Animals <input type="checkbox"/> Pop Up Tents/ Canopies <input type="checkbox"/> Large Event Tents <input type="checkbox"/> Cookers/ BBQ <input type="checkbox"/> Fireworks <input type="checkbox"/> Car Show <input type="checkbox"/> Race/Obstacle Course <input type="checkbox"/> Food Truck(s) How many? _____ <input type="checkbox"/> Aircraft <input type="checkbox"/> Bounce House(s) / Inflatables <input type="checkbox"/> Generators <input type="checkbox"/> Other: _____ List Component Quantities and Sizes: _____ _____ _____ _____ How will tents/canopies/inflatables be secured? ____ Water barrels ____ Weights ____ Sandbags <div style="background-color: yellow; padding: 2px;">USE OF STAKES IS NOT ALLOWED UNLESS SPECIAL PERMISSION IS GIVEN</div>
Are you requesting any street closures or blocking any city-owned property (2 months in advance)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a Google Earth image showing the requested closure areas. Please note: <i>if the closure includes any area within Roberts Point Park, you are responsible for supplying staff to manage the barricades. These staff members must be available to move the barricades as needed to allow harbor liveaboards access to parking.</i>
Will your event be requesting to mark any pavement? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:
When and how will markings be removed? _____
Use of electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No Use of water? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dumpsters? <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity: Delivery date: _____ Pick up date: _____ Portable restrooms? <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity: Delivery date: _____ Pick up date: _____ Hand washing station? <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity: Delivery date: _____ Pick up date: _____ Please note: <i>One or more of these items may be required at the Permittee's expense, as determined by the City of Port Aransas.</i> / / / /

SECURITY

Events with one hundred attendees or more; or events that provide alcohol require the provision of licensed, bonded, and commissioned private security at the Applicant's expense. The number of guards and their hours of duty will be determined by the Port Aransas Police Department (PAPD), or the security company, based on the type of event and number of attendees.

What security/law enforcement agency have you hired? _____

Contact Name: _____ Phone Number: _____

Have you contacted the Port Aransas Police Department about your event yet? ☐ Yes ☐ No

If yes, who did you speak with? _____

CLEAN-UP/TRASH

Contact name of person/company responsible for event clean-up: _____

Phone Number: _____

NOTES ABOUT YOUR EVENT

Use this section to share any additional details about your event. The more comprehensive the information you provide, the greater the likelihood of approval.

FEES

Please refer to the following page for a list of applicable fees.

INDEMNIFICATION

(Please read and initial all items)

- ☐ Ordinances, such as Chapter 18 - PUBLIC PLACES, PROPERTY AND SERVICES, regulations for noise, debris, Health Permits, city-adopted Fire Codes, and parking, must be observed. Events where the anticipated: (1) cost exceeds \$7,000 or (2) attendance exceeds 3,000/day or (3) attendance exceeds 10,000/duration of event and/or (4) duration exceeds three days are considered a large event and require Port Aransas City Council Approval.
- ☐ The city without liability to the lessee for any cost or expense incurred by the lessee or any damage sustained by the lessee may terminate a lease and cancel a reservation by providing not less than ninety (90) days' notice to the

lessee. The lessee may terminate a lease and cancel the reservation by providing not less than ninety (90) days' written notice to the city manager. Reservations so canceled by the city shall entitle the lessee to a full refund of fees and deposits without interest. Reservations canceled by the lessee shall entitle the lessee to a full refund of all fees and deposits without interest. All cancellations of contracts within ninety days up to and including the beginning date of the activity shall subject the lessee to responsibility for full and complete payment of the contracted rental and other charges.

- ☐ Applicant shall defend, indemnify, and hold harmless the city, its officers, agents, and employees from all claims, demands, causes of action, costs, and liabilities in law or equity of every kind and nature whatsoever, directly, or indirectly resulting from or caused by the use and occupation of the leased facilities or which would not have occurred but for the existence of the lease agreement between the city and lessee. The lessee shall be responsible for damage to, or loss of public property caused during the term of the lease or during any period of holding over other than normal wear and tears. The lessee shall lease the premises in a reasonably clean condition and upon failure to do so shall be responsible to the city for the cost of placing the premises in such condition. Payment will be due and payable upon demand.
- ☐ Applicant is responsible for ensuring that no activity in violation of federal, state, or local laws is permitted in, on, or about the premises Applicant shall conduct its activity concerning public safety and will comply with applicable regulations and requests of governmental agencies reasonable for public safety and with the rules, regulations, and requirements adopted by the city council or the city manager. The city reserves the right to refuse reservations or leases to any group or individual who has a history of abusive use of any public facility. Any person presenting themselves as the Applicant for the purposes of contracting and confirming reservations shall be present at the time of and during the scheduled activity.
- ☐ Applicant is required to state whether their proposed use shall include the consumption, sale, or use of alcoholic beverages. The presence of alcoholic beverages without such a statement shall constitute fraud on the part of the Applicant and may subject the rights of the Applicant to immediate termination by the city. No lessee shall have the right to sublease, exchange reservations, alter use-hours, or in any way modify, alter, or amend the provisions of the lease documents without advance written consent of the city.
- ☐ At the time of reservation, the Applicant shall be required to fully disclose the intended use of the facility. If the intended use requires special conditions, the Applicant may be required to sign additional special purpose agreements. These agreements can be, but are not limited to alcohol use, catering.
- ☐ Permit approval does not grant Applicant sole use of the park or parking area, nor does it guarantee the condition of the park regarding weather, sand, trash, or other normal park occurrences. If appropriate, you may place chairs, tables, tents, etc. in your designated area before your event provided such placement does not constitute a continuous blockage or barrier. NO "roping off" of any portion of the park is allowed. Ordinances, such as regulations for noise, debris, Health Permits, city-adopted Fire Codes, and parking, must be observed.

The above information is complete and correct to the best of my knowledge. I understand that this permit is considered based on the information supplied in the application and that the permit may be denied or revoked if found to be incorrect and/or incomplete. I further understand that the event may be monitored by the City, and that failure to comply with any conditions placed on permit approval or the creation of a public nuisance as defined by applicable state and local law may result in the immediate abatement of the offending activity and/or revocation of the permit.

Signature _____

Date _____

For Official City Use Only

City Manager: _____

☐ **Approved** ☐ **Declined**
by: _____

Date: _____

Certificate No. Issued: _____

Receipt: ☐ **Mailed** ☐ **Pick-Up** ☐ **Other:** _____

PARKS AND RECREATION

Fees refer to private use of the location or facility. This fee can be waived or discounted at the discretion of the Parks and Rec Director with permission from the City Manager.

Roberts Point Park

Ship Point	\$50.00	per day, plus one-time refundable cleaning deposit per occurrence
Chili Field	\$500.00	per day, plus one-time refundable cleaning deposit per occurrence
Soccer Field	\$500.00	per day, plus one-time refundable cleaning deposit per occurrence
Small Pavilion - 1 to 4 hours only	\$50.00	per day, plus one-time refundable cleaning deposit per occurrence
Small Pavilion - 5 - 24 hours	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Patsy Jones Amphitheater	\$200.00	per day, plus one-time refundable cleaning deposit per occurrence
Basketball Court	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Sand Volleyball Court	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Bocce Ball Court (1)	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Horseshoe Courts (3)	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Shuffleboard Courts (1)	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence

Port Aransas Community Park

Small Picnic Shelter - 1 to 4 hours only	\$50.00	per day, plus one-time refundable cleaning deposit per occurrence
Small Picnic Shelter - 5 - 24 hours	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Dog Park	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Skate Park	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Basketball Court	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Disc Golf Course (9 holes)	\$200.00	per day, plus one-time refundable cleaning deposit per occurrence
Pickleball Courts (5)	\$200.00	per day, plus one-time refundable cleaning deposit per occurrence
T-Ball Field	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Little League Field	\$200.00	per day, plus one-time refundable cleaning deposit per occurrence
Baseball Field	\$300.00	per day, plus one-time refundable cleaning deposit per occurrence
Clark Practice Field	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence

Concession Stand	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Field Lights	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Announcer Booth / Scoreboard	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Jerry McDonald Field		
Field Only	\$200.00	per day, plus one-time refundable cleaning deposit per occurrence
Concession Stand	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Field Lights	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Scoreboard	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Nature Preserve, Birding Center, Wetland Park, Paradise Pond		
Port Street Pavilion - 1 to 4 hours only	\$50.00	per day, plus one-time refundable cleaning deposit per occurrence
Port Street Pavilion - 5 - 24 hours	\$100.00	per day, plus one-time refundable cleaning deposit per occurrence
Viewing Platform/ Tower - 1 to 4 hours only	\$25.00	per day, plus one-time refundable cleaning deposit per occurrence
Viewing Platform/ Tower- 5 - 24 hours	\$50.00	per day, plus one-time refundable cleaning deposit per occurrence
Old Town Square		
Park	\$500.00	per day, plus one-time refundable cleaning deposit per occurrence
Additional Fees		
Road Closures Fee	\$100.00	
Special Event Permit Application Fee	\$50.00	
Refundable Cleaning Deposit	\$200.00	per occurrence - fees for any damages including staff time will be removed from deposit or additional fees may be required.