



**SPECIAL EVENT APPLICATION  
(FOR SCHOOL OR CHURCH OPEN-AIR ACTIVITIES)**



*SUBMIT THIS APPLICATION NOT LESS THAN 7 DAYS PRIOR TO THE EVENT*

1. Dates of Event: \_\_\_\_\_

2. Time of the Event: \_\_\_\_\_

3. Physical Address of the Event: \_\_\_\_\_

4. General Description of the Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Local Representatives and Owners associated with the Activity:

NAME:

ADDRESS:

PHONE #:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Owner(s) of the real property on which the event will be located:

\_\_\_\_\_  
\_\_\_\_\_

7. The specific description of the property on which the event will be held:

\_\_\_\_\_  
\_\_\_\_\_

8. Maximum number of people expected to attend: \_\_\_\_\_ (Attendance shall be limited to that number)

9. Description of each step sponsor has taken to insure minimum standards of sanitation and health during the activity (please state whether sponsor has contacted the Health Department regarding said event):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Description of each step the sponsor has taken to guard against hazards of fire and smoke and a plan for orderly disbursement of people in the event of a fire (please state whether sponsor has met with the Fire Marshal regarding said event):

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11. Description of all preparations being made to provide traffic control on the public streets in and around said event (please indicate whether sponsor has spoken with the Traffic Safety Coordinator regarding said event):

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12. Description of all preparations made to provide adequate medical and nursing care for said event:

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13. Description of the plan and activity parking and locations used solely for parking for said event:

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14. Description of all preparations being made to protect the physical safety of people attending said event (please indicate whether sponsor has spoken with the Police Department regarding said event):

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15. Documentation required for processing of application per Pharr City Ordinance:

- a) A copy of the general and/or special liability insurance policy and declarations and/or bonds (\$1,000,000) covering event and activity personnel, visitors, invitees, and participants.
- b) A copy of the agreement between the property owners and event representatives, if applicable.

I, \_\_\_\_\_, Representative/Sponsor, hereby agree to abide by any and all City Ordinances including but not limited to the City of Pharr Ordinance No. O-2013-20 and I hereby acknowledge that I have read Ordinance No. O-2013-20.

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

\_\_\_\_\_  
Representative/Sponsor

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Application shall be subject to review by the following departments:

( ) approved                      ( ) denied                      ( ) approved                      ( ) denied

\_\_\_\_\_  
Director of Planning and Zoning Department

\_\_\_\_\_  
Director of Public Works Department

( ) approved                      ( ) denied                      ( ) approved                      ( ) denied

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Police Chief

( ) approved                      ( ) denied                      ( ) approved                      ( ) denied

\_\_\_\_\_  
Health Department

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