



## **SPECIAL EVENT APPLICATION**

**(FOR PUBLIC AMUSEMENTS & OTHER APPLICABLE EVENTS OR ACTIVITIES)**

**SUBMIT THIS APPLICATION NOT LESS THAN 45 DAYS PRIOR TO THE EVENT**

*\*If additional space is needed to fully answer any question, please attach a separate sheet with supporting details or documentation. \**

1. Dates of Event: \_\_\_\_\_
2. Time of the Event: \_\_\_\_\_
3. Physical Address of the Event: \_\_\_\_\_
4. General Description of the Event:  
\_\_\_\_\_  
\_\_\_\_\_
5. Local Representatives, Promoters, Owners, Vendors, and Property 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 the steps the sponsor will take to implement a clean-up plan and ensure minimum sanitation standards during the activity, in compliance with the Cottage Food Law and applicable food safety and health laws.  
\_\_\_\_\_  
\_\_\_\_\_

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 an emergency:

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11. Description of all preparations being made to provide traffic control on the public streets in and around 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 ensure the safety and well-being of attendees, including security personnel, safety measures, crowd management, and any other precautions being implemented.

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

- a) **A non-refundable application fee of \$500.00 shall accompany this application.**
- b) 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.
- c) A copy of the agreement between the property owners and event representatives or promotions.
- d) A copy of an event schedule, dates & times of activity
- e) A copy of itemized funds being utilized to finance the activity

I, \_\_\_\_\_, Promoter/Sponsor, hereby agree to abide by any and all City Ordinances including but not limited to the City of Pharr Ordinance No. O-2025-46 and I hereby acknowledge that I have read Ordinance No. O-2025-46.

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

\_\_\_\_\_  
Promoter/Sponsor

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**FOR OFFICE USE ONLY**

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

Received By: \_\_\_\_\_  
Director/Designee of Special Event Department

**Application shall be subject to review by the following departments:**

(  ) approved

(  ) denied

(  ) approved

(  ) denied

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Director/Designee of Building & Code Compliance

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Director/Designee of Public Works Department

(  ) approved

(  ) denied

(  ) approved

(  ) denied

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Fire Chief

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Police Chief

(  ) approved

(  ) denied

(  ) approved

(  ) denied

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Director/Designee of Parks & Recreation

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City Manager