



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:

11. Description of all preparations being made to provide traffic control on the public streets in and around said event:

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

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

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.

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

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

Director/Designee of Building & Code Compliance

Director/Designee of Public Works Department

() approved

() denied

() approved

() denied

Fire Chief

Police Chief

() approved

() denied

() approved

() denied

Director/Designee of Parks & Recreation

City Manager