



SPECIAL EVENT APPLICATION

(FOR RUN/WALK EVENTS AND OTHER APPLICABLE ACTIVITIES)

SUBMIT THIS APPLICATION NOT LESS THAN 60 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: _____
(Event shall comply with permitted days and times under Ordinance O-2025-45.)
2. Time of the Event: _____
(Event shall comply with permitted days and times under Ordinance O-2025-45.)
3. Physical Address of the Event: _____
(Proposed route submitted and subject to City approval pursuant to Ordinance O-2025-45.)
4. General Description of the Event: _____

5. Organizer Information:

NAME:

ADDRESS:

PHONE #:

6. Describe if the Event is proposed to be conducted for, on behalf of, or by an organization:

7. Describe the registration process and any associated fees:

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 planned traffic control measures for public streets surrounding the 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 an event schedule, dates & times of activity

16. Contingent Fee: Upon approval of event permit, the applicant shall be required to pay a balance fee of \$4500 to the City of Pharr.

17. Fee Exemption Status (check one): Nonprofit Organization (501(c)(3) or other qualifying nonprofit)
 School or Educational Institution
 Church or Religious Organization
 Not Fee-Exempt

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-2025-45 and I hereby acknowledge that I have read Ordinance No. O-2025-45.

Signed this _____ day of _____, 20__.

Promoter/Sponsor

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____
Designee of Special Events Department

Application shall be subject to review by the following departments:

() approved

() denied

() approved

() denied

Director/Designee of Special Events

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