



SPECIAL EVENT APPLICATION

(PUBLIC AMUSEMENTS, OPEN-AIR MARKETS, FARMERS MARKETS, TENT SHOWS, TEMPORARY OUTDOOR COMMERCIAL EVENTS, AND 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. Date(s) of Event (M/D/Y): _____
2. Time of the Event: _____
3. Physical Address of the Event: _____
4. General Description of the Event: _____

5. Please check and select the appropriate application tier level.

Tier 1:	General Public Amusements (Carnivals, Circuses, Concerts, Expositions)	<i>Valid only for the specific dates approved on the individual application.</i>	\$500.00 per application, due upon approval	☐
Tier 2:	Temporary Outdoor Commercial Event, Open-Air Market, Farmers Market, or Tent Show	<i>Strict Limit: Each approved application permits the organizer to host up to two (2) events per calendar month.</i>	\$250.00 per application, due upon approval	☐
Tier 3:	(Public Schools, Churches, and Registered 501(c)(3) Non-Profit Organizations)	<i>Filing is still required to ensure compliance with tracking and safety regulations. Proof of status must be submitted with the application.</i>	\$0 per application	☐

6. Local Representatives, Promoters, Owners, Vendors, and Property Owners associated with the Activity:

NAME:

PHONE NUMBER:

STAKEHOLDER/TITLE:

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

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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 the plan governing: Fire safety and smoke control; traffic management; parking arrangements; security hazards and prevention:

11. Description of the plan governing the event, including designated event activity areas and parking locations to be used solely for event purposes:

12. Description of the preparations made to provide adequate medical and nursing care during the event:

13. 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:

14. Required Documentation for Application Processing: Applicants must submit all required documentation with this application. Incomplete applications or missing documentation may delay the review, approval, and issuance of the event permit:

- a) Financial statement: Itemizing the funds being utilized to finance the activity. (Upon request)
- b) Property Agreement: Copy of a formal signed agreement between the property owners and event representatives or promoters.
- c) Insurance: Copy of the general and/or special liability insurance policy and declarations and/or bonds of \$1,000,000 covering event personnel, visitors, invitees, and participants.
- d) Tax Certifications (For Tier 1 & 2 Only): Proof of a valid Texas Sales Tax Permit/Tax Certificate for the transmission of sales taxes to the State Comptroller.
- e) A copy of an event schedule, dates & times of activity.
- f) A copy of the proposed site map, including gathering/activity areas, parking areas, and traffic flow.

If this application is approved, the application fee for the selected application tier must be paid in full before the event permit is issued.

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-2026-20 and I hereby acknowledge that I have read Ordinance No. O-2026-20.

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 Public Health

Director/Designee of Parks & Recreation Department

() approved

() denied

() approved

() denied

Director/Designee of Maintenance Department

Director/Designee of Building & Code Compliance

() approved

() denied

() approved

() denied

Director/Designee of Public Works Department

Fire Chief/Designee of Fire Department

() approved

() denied

() approved

() denied

Police Chief/Designee of Police Department

City Manager/Designee