



GARLAND

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Special Event Assistance Program Application

Date Submitted _____
(Must be minimum 45 days prior to event)

Please type or print legibly

SECTION 1: Event Information

Event title: _____

Organization: _____

Event location: _____

Event date(s): _____ Start time: _____ End time: _____

Load in date/time: _____ Load out date/time: _____

Event description: _____

Is this a new event? Yes No If no, # years event has been held prior to current year: _____

Attendance last time: _____ Estimated attendance this year: _____

What is the purpose of this event? _____

How will this event benefit the Garland community? _____

How will the proceeds of this event be used? _____

SECTION 2: Event Sponsor Information

Event contact 1: _____ Email: _____

Address: _____ Phone: _____

Event contact 2: _____ Email: _____

Address: _____ Phone: _____

Organization tax ID #: _____ Non-Profit Status: 501(c)3 501(c)4 Neither

NOTE: Upon approval of the event application, and at least ten (10) days prior to the event, the event sponsor shall provide the City with evidence of public event liability insurance in the amount of \$500,000 per occurrence for bodily injury and property damage arising from the event. The insurance shall be written with an insurance company authorized to transact business in the State of Texas and have a current rating of "A" or better by A.M. Best Key Rating Guide.

SECTION 3: Event Logistics

Listed below are logistical elements that may be a part of your event. "Services available through City" indicates what the City of Garland may be able to provide through the Special Event Assistance Program. The "Applicant's Responsibilities" section refers to logistical elements which may be a part of your event, but that are typically provided by the event sponsor or producer. Please check all in both sections that apply to your event:

Services available through City

- Police security
- Street closures
- Barricades
- Traffic/crowd control
- Trash/recycling containers
- Running water (if available at site)
- Electrical power (if available at site)
- Park use (must be approved by Parks Dept. Director)
- Preparation of City-owned facility/property

Applicant's Responsibility

- Concessions/health permits
- Portable restrooms
- Stage/grandstand
- Tents
- Amusement rides
- Temporary fencing
- Signs, banners (City signage ordinances apply)
- Merchandising
- Sound amplification
- Animals (contact Animal Services Dept.)
- Overnight security
- Open flames
- Generators
- Off-site parking and transportation
- Event insurance
- Clean up of facility or event area

SECTION 4: Supplemental Application Materials

Listed below are additional documents that are required in order to complete the application for event assistance. Each item is due at the time the application is submitted, unless otherwise indicated.

- Copy of proposed event site plan (fairs, festivals and carnivals) and/or route plan (parades/runs)
- Proof of 501(c)3 or 501(c)4 status (official IRS letter)
- Temporary Activity Permit application
- Copy of the group's insurance declarations page, listing City of Garland as additional insured (due no later than 10 days prior to the event date)

I certify that the event for which this application has been prepared will be open to all citizens, and that attendance will not be limited by age, sex race, physical impairment, or other means. I further certify that this event is sponsored by a non-profit organization. On behalf of the event producer or sponsor, I agree to abide by the Special Events Guidelines provided with this Application. I further certify that the facts contained in this Application are accurate.

The event sponsor/producer does hereby fully release, discharge and Indemnify the City of Garland and its officers, agents, servants, and employees from and against any and all claims from injuries, damage or loss which might occur during the special event set forth in this Application, regardless of cause and even if caused by the City of Garland.

Signature of organization representative

Date

Print name of organization representative

PRE-EVENT BUDGET

Budget must be submitted on this form or in this format for review. If applying as a pre-existing event, applicant must submit final total profit/loss from the previous year's event as well.

PROJECTED REVENUE

Admission fees/ticket sales _____
Booth sales/rental _____
Souvenir/merchandise sales _____
Concession sales _____
Donations _____
Sponsorships _____
Other _____

Total projected revenue _____

PROJECTED EXPENSE

Administrative Expenses:
Staff _____
Facility rental _____
Supplies _____

Operating Expenses:
Entertainment _____
Portable restrooms _____
Generators Tent _____
Stage/sound/lighting _____
Food, lodging _____
Decorations/signage _____
Rental expense (tables, chairs, etc.) _____
Other _____

Advertising/Promotion Expenses:
Posters/flyers (design & printing) _____
Brochures (design & printing) _____
Print ads _____
Radio/television ads _____

Total projected expense _____

PROJECTED PROFIT OR (LOSS) _____