



# CITY OF WIMBERLEY

221 Stillwater, Wimberley, TX 78676

(512) 847-0025 Fax: (512) 847-0422

[www.cityofwimberley.com](http://www.cityofwimberley.com)

## Temporary Special Event Application

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City of Wimberley

(All fields must be completed. Incomplete applications may be denied.)

### Applicant Information

Applicant/Operator Name: \_\_\_\_\_

Organization/Business (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Event Type (festival, concert, market, parade, etc.): \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Event Dates: From \_\_\_\_\_ to \_\_\_\_\_

Event Hours: From \_\_\_\_\_ to \_\_\_\_\_

Expected Attendance (per day): \_\_\_\_\_

### Required Submittals

Attach all applicable documents. Check each box when attached.

Site Plan (showing boundaries, activity areas, setbacks, driveways, parking, buildings, utilities, lighting, etc.)

- Proof of Liability Insurance (naming the City as additional insured, \$1,000,000 per occurrence minimum)
- Proof of Notification to all adjacent landowners within 200 feet
- Temporary Sanitation Plan (containment, disposal, ADA accessible facilities)
- Placement of Temporary Structures (buildings, tents, stages, sizes, uses, capacities)
- Parking Plan (layout, capacity, fire lanes, surface type, setbacks from residences)
- Access Driveways (alignment, width, surface, setbacks, distance to other driveways)
- TxDOT / County Approval for driveways intersecting highways or county roads (if applicable)
- Statement prohibiting on-site camping/sleeping (except security staff if approved)
- Compliance Agreement (all ordinances, regulations, fees, inspections)
- Restoration Plan (removal of temporary facilities, property restoration)
- Buffering/Screening Plan (parking, sanitation, storage, waste receptacles)
- Lighting Plan (locations, hours of operation)
- Noise Control Plan
- Dust & Erosion Control Plan
- Temporary Utilities Plan
- Non-Point Source Pollution Controls (silt fences, vegetative buffers, etc.)
- Exterior Storage Areas (locations and screening)
- List of Uses (all buildings and exterior areas)
- Allowable Hours of Use
- Traffic Control Plan (maximum site parking, flow, etc.)
- Overflow Parking Plan (off-site shuttle service if required)
- Hazardous Materials Statement (complete description and location)
- Signage Description (placement, size, content; may require sign permit)
- Safety and Security Plan (site, building, users, ingress/egress)

- ADA Accessibility Review/Statement (as required by city administrator)
- Temporary Fire Control Measures Plan
- Daily Cleaning Plan (trash, debris, waste removal)

### **Insurance Requirement**

Proof of liability insurance attached:  Yes  No

City named as coinsured:  Yes  No

### **Bond Requirement**

(City may require based on event scope/impact)

Cashier's Check / Letter of Credit / Cash Bond Attached:  Yes  No

### **Permit Duration**

Requested duration (determined by City Administrator, approved by City Council):

From \_\_\_\_\_ to \_\_\_\_\_

Requesting extension (requires City Council approval; max 30 additional days)

### **Acknowledgements**

By signing below, I certify that:

- The information provided is complete and accurate.
- I agree to comply with all applicable ordinances, regulations, fees, and inspections of the City.
- I understand that the City may issue a stop work order or deny/revoke this permit if violations occur.
- I understand I may appeal a denial to the City Council.

Applicant Signature: \_\_\_\_\_

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

*The applicant, on behalf of itself, its agents, employees, volunteers, and participants, hereby assumes all risks associated with the planning, setup, and operation of the special event. The applicant agrees to release, waive, and discharge the City of Wimberley ("City") its officers, employees, agents, and volunteers from any and all claims, liabilities, damages, or causes of action arising out of, or in connection with, the event, including but not limited to personal injury, property damage, or death.*

*The applicant further agrees to indemnify, defend, and hold harmless the City from any claims, demands, or lawsuits brought by any person or entity arising out of the applicant's actions or omissions in connection with the event. This obligation includes reimbursement for any legal fees or costs incurred by the City as a result of such claims.*

### **Notary Acknowledgement**

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (applicant name).

Notary Public Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_