

CITY OF CALLISBURG
59 CAMPBELL STREET
CALLISBURG, TEXAS 76240
PHONE 940-665-9809 ❖ FAX 866-384-1785

SPECIAL EVENT AGREEMENT

EVENT AGREEMENT PROCESS OVERVIEW

1. Contact the City of Callisburg at the number listed above.
2. Complete as much as possible of the General Event Information and Checklist.
3. Return the packet to the City of Callisburg 30 days prior to your event for final review and approval by the City Council.
4. **Please note some events activities may require additional permits and or associated fees.**

Date of the Event: _____

Name of the Event: _____

Primary Contact: _____ Phone: _____

Fax: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Agreement Received By: _____ Date: _____

FOR STAFF USE ONLY

Completed Packet Received: _____

Agreement Approved by City Council at meeting held on: _____

City Official Signature: _____

GENERAL EVENT INFORMATION

Official Name of Event: _____

Event Type Fund Raiser Political Entertainment Other

Start Date: _____ End Date: _____

Briefly describe your event. Be sure to include the purpose of the event and other planned activities.

Indicate the setup, start, stop, and tear down times for each day of the week the event will be held.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Event Date							
Setup Time							
Start Time							
Stop Time							
Tear Down/ Clean Up Complete							

Location of Event: _____

Estimated Attendance: _____

Will you have: Food Vendors Music Fireworks

Secondary Contact: _____ Phone: _____

Fax: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

SPECIAL EVENTS CHECKLIST

If your event will have:	Then:
<input type="checkbox"/> Amplified sound	<input type="checkbox"/> Review City Ordinances regarding Noise
<input type="checkbox"/> A Parade	<input type="checkbox"/> Requires City Council approval
<input type="checkbox"/> Tent or Canopy	<input type="checkbox"/> Contact Fire Chief
<input type="checkbox"/> Open Flames or Candles	<input type="checkbox"/> Contact Fire Chief
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Contact Fire Chief
<input type="checkbox"/> Sale of any item in a city park.	<input type="checkbox"/> Requires City Council Approval
<input type="checkbox"/> Activities in the park outside of normal operating hours.	<input type="checkbox"/> Requires City Council Approval
<input type="checkbox"/> Sale of food & non-alcoholic beverages	<input type="checkbox"/> Contact Health Department (<i>food handlers permit required</i>)
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Contact City Hall for Scheduling

Have you made arrangements for:	Thru:
<input type="checkbox"/> Restroom Facilities/Portable Toilets	<input type="checkbox"/> Private provider
<input type="checkbox"/> Event Security	<input type="checkbox"/> Sheriff's Department
<input type="checkbox"/> Event Insurance	<input type="checkbox"/> Private Provider/City to be "Named Insured"
<input type="checkbox"/> Parking	<input type="checkbox"/> Shuttle from private lots
<input type="checkbox"/> Electricity	<input type="checkbox"/> City
<input type="checkbox"/> Generators	<input type="checkbox"/> Private Provider
<input type="checkbox"/> Fire Extinguishers	<input type="checkbox"/> Private Provider
<input type="checkbox"/> Advertising/Banners/Signs	<input type="checkbox"/> Private Provider
<input type="checkbox"/> Event Clean-up	<input type="checkbox"/> Private Provider
<input type="checkbox"/> Solid Waste/Trash Pick up/Containers	<input type="checkbox"/> Private Provider
<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Provide to Fire Chief
<input type="checkbox"/> Event Site Plan	<input type="checkbox"/> Provide to Fire Chief

City Council Approval

The City Council must review and approve the Special Event Agreement 30 days before the date of your event. It is recommended that you contact the City regarding your event needs before seeking approval for the Special Event Agreement. Note that some special event activities may require insurance and additional permits with associated fees.