

SPECIAL EVENT PERMIT

Including parade/procession, street closure, mass gathering, and/or street event

REQUIREMENTS:

()	\$20.00 Pe	<mark>rmit Fee</mark> U	pon Submis	sion of App	lication (C	Cash or	Check)	
		*\$25.0	0 Expedited	Processing	(less than	5 days)	as per Ordinand	e 2016-58
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- () Detailed Map/Layout
- () **Proof of Liability Insurance or Waiver**

Date of Event:_____

Type of Event:	Parade	Walk-A-Thon	Other
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McAllen Code Sec. 102-307 Definition: Parade means any parade, march, ceremony, show, exhibition, pageant, pedestrian race, run, marathon or walkathon, or procession of any kind, or any similar display, in or upon any street, park or other public place in the city.

NAME OF CONTACT PERSON:

ORGANIZATION (IF APPLICABLE):

ADDRESS:

TELEPHONE:

PURPOSE AND DESCRIPTION OF EVENT (BE SPECIFIC):

ARE VENDORS/SALES PROPOSED? (DESCRIBE):

*Public food Sales require food handling permits; not required for private events.

ARE TENTS OR OTHER STRUCTURES PROPOSED? *All tent fabrics must be flame resistant. An affixed tag or certificate by a testing laboratory is acceptable as evidence of flame resistance. Tents are subject to inspection.

START TIME:_____ END TIME:_____

** City of McAllen does not provide traffic control/police officers for events.

ROUTE TO BE TRAVELED OR UTILIZED (Attach Site & Traffic Plan)

Starting Location:							
Ending Location:							
Will the Event Occupy All	Or Only a Portion of the Width	of the					
Street?							
Length of Event (i.e. blocks/miles):	No. of Persons:						
No. of Animals:	Type of Animals:						
No. and Description of Vehicles							

** Applicant is responsible for Street Closure

Applicant Signature

- a) \$20 Permit Fee upon submission of application
 *\$25.00 Expedited Processing (less than 5 days) as per Ordinance 2016-58
- b) If barricades are needed applicant must contact Texas Highway Systems at (956) 580-7660, 3521
 N. Mayberry Rd., Mission, TX, for the rental of barricades and provide us with proof of rental.
- c) Detailed Map/Layout of the route of the parade or procession;
- d) Proof of liability insurance or waiver.
 <u>Certificate of Liability Insurance</u> the City of McAllen must be the Certificate Holder or be listed under additional insured.
 <u>Waiver</u> must exclude the City of McAllen from any liability.
- e) City of McAllen does not provide traffic control for events