



Event Permit Application

Circle all that apply: **5k Run/Walk** **Block Party** **Parade** **Assembly**

Return completed application to: City Hall Administration, 140 W. Clark Street, Bartlett, 76549
For questions, please call 254-527-3219

If not submitted at least 21 days prior to event, the City cannot guarantee timely processing of your application.

Incomplete application will not be processed. Also complete attached *Release of Liability* form.

Applicant Name or Organization:

If requestor is an organization, please attach a letter from the organization authorizing the signer to apply on their behalf

Applicant or Organization Address:

If requestor is an organization please list names, addresses, telephone numbers of the authorized and responsible officers

Phone: _____ Alternate Phone: _____

Email: _____ Event Date: _____ Start Time: _____ End Time: _____

Event Location:

Describe type of conduct and activities planned (*please provide a map of event area*):

Approximate number of attendees:

Will there be sound amplification? No Yes If yes, what kind of
(See attached Noise Ordinance) amplification will you have:

What portion of street/sidewalks/other property will be used?

PARADES

Description and number of vehicles in parade:

Must attach map of parade route; if parade includes horses, indicate location of staging area on map.

The time at which participants in a proposed parade or assembly will actually begin to arrive at the proposed designated staging or assembly area:

BLOCK PARTY

***You will need to provide your own barricades upon approval by the City of Bartlett Administrator/ Secretary.
(provide proof of invoice from rental company or provide pictures of barricading objects to be approved)***

Name of street requesting to be closed:

(Attach map indicating street from point A to point B)

Applicant **MUST** obtain a signature from every property owner on the street that will be affected by the street closing, saying they are in agreement to the closing (attach a second page if necessary).

Name	Address	Signature

I understand that by applying for this permit, either for me or on behalf of others, I am responsible for leading the event in accordance with the permit (if issued) and all other applicable local ordinances and State Laws.

Printed Name of Applicant

Signature of Applicant

Date

City Secretary/ City Administrator Approval

Date