APPLICATION FOR A SPECIAL EVENT PERMIT

(Please print clearly)

City of Colleyville
100 Main Street
Colleyville, Texas 76034
Phone: 817.503.1030
Fax: 817.503.1039

Part 1. Event Information

Event Street Address:	*Event Name:*
Date of Event:	*Times of Event:*

Name of organization sponsoring the event:

Part 2. Event Description

Describe the activities being proposed:

Part 3. Additional Information

Required documents:

☐ *Attach a site plan showing the locations of the event activities*

☐ *Size of Tent:* 1 _____

2 _____

3 _____

Check the appropriate boxes:

Yes	No	
☐	☐	*Food vendors will be present at this event*
☐	☐	*Outdoor sales of merchandise*
☐	☐	*There will be a tent erected at this event*

Part 4. Contact Information

Name of event contact person:

Contact phone number:

Contact E-Mail address:

Signature of contact person:

Part 5. Property Owner Authorization

Name of property owner:

Property owner phone number:

Property owner address:

Signature of property owner or provide letter of authorization:

Part 6. For Office Use Only

Reviewed by:

_____ *Fire Dept.* _____ *Police Dept.* _____ *Bldg. Insp.*

Permit Approved: ☐ *Yes* ☐ *No*

Permit Fees:

Permit Valid Until:

Permit Number:

Special Event Permit: _____

Comments:

Tent: _____

Total Fees: _____