

2025 PERMIT APPLICATION
FOR PARADE, MARCH, STREET CLOSURE or USE OF CITY PROPERTY (SPECIAL EVENT)

A. SPONSOR: _____

NAME: _____ ADDRESS: _____

PHONE: (Bus.) _____ (Res.) _____ (FAX) _____ Email _____

SIGNATURE OF APPLICANT: _____

B. EVENT TYPE: PARADE _____ MARCH _____ BANNER (2 week limit) _____ OTHER: _____

C. PURPOSE/NATURE OF PROGRAM: _____

D. DATE: From: _____ To _____ Time: _____ AM/PM To _____ AM/PM RAINOUT DATE: _____

E. LOCATION: _____

F. ROUTE: Attach map and clearly mark beginning and ending locations/intersections.
(Estimate)

G. NUMBER OF: INDIVIDUALS _____ VEHICLES _____ ANIMALS _____

H. EQUIPMENT/SOUND DEVICES USED: _____

I. Are alcoholic beverages going to be consumed? Yes _____ No _____. If so, you must obtain a permit from the Alice Police department.

J. If this application is for use of a City Park or the City Stage, you must contact the Recreation Department (361.668.7260). There are fees related to reserving/using the Pavilion.

K. If requesting a Road Closure, please include an address of the location and a map clearly marking the road closure requested.

L. Street Solicitation requires \$1,000,000 certificate of liability insurance insuring applicants-participants, and City of Alice as named insured. Mandated by Section 552.0071(d) of the Texas Transportation Code. Must cover claims against applicants-participants and local authority.

M. All banners must be heavy duty, 32 x 4 maximum, and be made from mesh or be wind vented.

FOR CITY USE ONLY

CM _____	AFD _____	CITY CLERK: _____
CA _____	APD _____	ENG _____ PARKS/LIBRARY _____
TxDOT _____	PW/DD _____	SANITATION _____ PW/JOE SAENZ _____

APPROVED _____ DENIED _____

AUTHORIZED CITY REP: _____ DATE: _____

APPLICANT NOTIFIED VIA _____ ON THIS _____ DAY OF _____ 20____.

This application, with a *detailed site plan attached*, and any other applicable documents as outlined herein, must be remitted to the City Clerk no later than 15 days prior to the opening day of the event. Late or incomplete applications may be denied. Mail application to City of Alice, Post Office Box 3229, Alice, Texas 78333, or send by email to cityclerk@cityofalice.org or fax to (361) 668-4353. The application will be reviewed and if complete, it will be forwarded to the appropriate Departments for consideration of approval.

HOLD HARMLESS CLAUSE: The Special Event sponsor hereby agrees to indemnify and hold harmless the City of Alice, Texas, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Alice acting within the scope of their employment. Further, the Special Event sponsor agrees to indemnify the City of Alice and any of its agents, public officers, officials or employees and authorized volunteers for any attorney's fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for use of city property.

INSURANCE REQUIREMENTS: Proof of insurance is required of all Special Event sponsors prior to the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a certificate of insurance along with your completed application to the **City Clerk no later than 15 days prior to the opening day of the event.** Late or incomplete applications may be denied. Mail application to **City of Alice, Post Office Box 3229, Alice, Texas 78333**, or send by email to cityclerk@cityofalice.org or fax to **(361) 668-4353**. Coverage shall be from reputable insurance companies in amounts acceptable to the City of Alice. *Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.*

PERMITTED USE OF PUBLIC PROPERTY: Whereas the Special Event sponsor agrees to use the public property at _____ in Alice, Texas known as _____ stated in permit application, for staging of _____ the City of Alice does hereby agree to permit for use, these premises for the date(s) of _____ through _____, _____. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event permit application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and or/pavement.

LIABILITY WAIVER: The Special Event sponsor agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Alice, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Alice acting within the scope of their employment.

AUTHORIZED SIGNATURES: I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulation outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility, and all other aspects of staging a Special Event

in the City of Alice, as outlined herein. *I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special Event.*

Permit applied for and all terms and stipulations agreed to by:

Name (please print)

Signature

Signatory Title (if applicable)

Date

SPECIAL EVENT INSURANCE REQUIREMENTS

1. The City of Alice **requires submission of a Certificate of Insurance along with the Special Event Permit Application** prior to review by the City Manager and Departments.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage for special events on City property:
 - ☐ **\$1,000,000 coverage per occurrence**
 - ☐ **\$2,000,000 aggregate coverage for general liability**
3. The City of Alice must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the Special Event, and the date, time, and location of the event.
5. The City of Alice reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

*Any questions regarding insurance requirements should be directed to the
Office of the City Clerk at (361)668.7210 or emailed to cityclerk@cityofalice.org*



I am requesting a 58-115.3 Waiver.

(signature) (Date)

Please print:

**A VIOLATION OF THE PROVISIONS OF THIS ORDINANCE SHALL BE PUNISHED
BY A FINE NOT EXCEEDING TWO HUNDRED DOLLARS (\$200.00) AS PROVIDED
BY ALICE CITY CODE SECTION 1-8, PENALTIES.**

**Note: If alcoholic beverages are going to be consumed,
you must obtain a permit from the Alice PoliceDepartment.**

Note: You are responsible for cleaning the area or route after your meeting, program or parade, etc.

Sec. 58-111. Required.

It shall be unlawful for any person to sponsor, hold, participate in the holding or aid or assist in the holding of any meeting, program, event, function, march or parade in or upon any park or other public ground or city street, alleyway or sidewalk, without first having obtained a permit from the city manager and an assignment of the park or other areas to be used. After having obtained a permit, it shall be unlawful for any person to hold such meeting, program, event, function, parade or march in any area other than that assigned in the permit. It shall be unlawful to hold such meeting, program, event, function, march or parade without complying with all requirements prescribed in such permit for the safety and protection of the general public and for the protection and preservation of public streets, grounds, park and equipment. The city manager shall have the authority to designate an appropriate member of city staff to perform the functions of the city manager required under this article. (Ord. No. 1625, § 1(15-34), 10-11-1999)

Sec. 58-112. Application.

To obtain a permit, a written application shall be made to the city manager. The written application shall contain the following information:

- (1) The name of the person sponsoring and responsible for the holding of the meeting, program, event, function, parade or march;
- (2) The designation of an individual who is in charge of the meeting, program, event, function, parade or march including a phone and facsimile number, if any, where the individual can be reached;
- (3) Date, time, duration, and the location or route to be followed, including the starting point and the termination point;
- (4) The number of individuals, vehicles and/or animals estimated to participate;
- (5) A description of any equipment or devices which may be utilized during the meeting, program, event, function, march or parade, including a description of any sound-amplifying equipment to be used.

The written application must be received by the city manager at least 15 days prior to the date of the meeting, program, event, function, parade or march. The city manager, where good cause is shown, shall have the authority to consider, but not the duty to do so, any application filed less than 15 days prior to the date of the meeting, program, event, function, parade or march. Applications received more than 180 days prior to the date the meeting, program, event, function, parade or march is scheduled to occur, will not be considered.

The city manager shall forward a copy of the application to appropriate members of city staff. The city staff shall review the application and make comments or recommendations to the city manager concerning the application.

Applications will be reviewed and considered in the order they are received.

A separate application must be made for each meeting, program, event, function, march or parade.

The application containing the above information and any other information necessary to fully describe the meeting, program, event, function, parade or march shall be delivered to or mailed with postage prepaid to the

city manager. The city manager shall act upon such application promptly and may require the applicant to attend a meeting to be scheduled by the city manager for the purpose of further informing the city manager of the meeting, program, event, function, parade or march and for the purpose of discussing the problems involved for the protection of the general public and the public grounds, streets and equipment.

The city manager shall either issue or deny the issuance of the permit by 5:00 p.m. of the fifth business day after the day of the receipt of the application for permit. The permit or a statement that the permit has been denied shall be deposited by the city manager in the U.S. mail, postage prepaid and sent to the address given on the application.

If the city manager denies the issuance of a permit, the applicant may appeal the decision to the city council, in writing, within ten days of the date that the city manager denies the application for the permit. The applicant shall submit the written appeal to the city clerk. The city clerk shall place the appeal on the council agenda for the next scheduled regular or special meeting. (Ord. No. 1625, § 1(15-35), 10-11-1999)

Sec. 58-113. Standards for issuance of permit.

The city manager shall issue a permit as provided in this article unless the city manager, taking into consideration any comments or recommendations made by city staff, finds that:

- (1) The time, route, location or size of the meeting, program, event, function, march or parade will substantially interrupt the safe and orderly movement of other traffic;
- (2) The meeting, program, event, function, march or parade is of a size that would require the diversion of so great a number of police officers of the city to properly police the designated route or location or the area contiguous thereto, that allowing the meeting, program, event, function, march or parade would deny reasonable police protection to the city;
- (3) The meeting, program, event, function, march or parade will interfere with the proposed route of another meeting, program, event, function, march or parade for which a permit has previously been issued;
- (4) The time, route, location or size of the meeting, program, event, function, march or parade will substantially interfere with proper police or fire protection of, or ambulance service to, such route or location or areas contiguous thereto; or
- (5) Any material information contained in the application is found to be false or incomplete.
(Ord. No. 1625, § 1(15-36), 10-11-1999)

Sec. 58-114. Revocation of permit.

After issuance of a permit, it may be revoked by the city manager under any of the following circumstances:

- (1) Public emergency or disaster;
- (2) The violation by any individual participating in the meeting, program, event, function, march or parade of any law of the United States, the state or the ordinances of the city;
- (3) The violation of the express terms of the permit under which the meeting, program, event, function, march or parade is being conducted; or

- (4) Any false and material statement or representation on the application for a permit made under this article.

Notice of revocation shall be given by the city manager to the person in charge of the meeting, program, event, function, march or parade as designated in the application for permit. If the person in charge is not available, notice shall be given to any individual participating in the meeting, program, event, function, march or parade. The notice shall be given in writing, if the exigencies or the circumstances permit. (Ord. No. 1625, § 1(15-37), 10-11-1999)

Sec. 58-115. Insurance Requirements.

The City of Alice shall condition the issuance of a special events permit by imposing reasonable insurance requirements as follows:

1. **Liability Insurance Required:** The applicant or sponsor of a Special Event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the Special Event. A certificate of insurance must be filed with the City prior to issuance of the Special Event permit. The certificate of insurance must name the City, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the Special Event.

2. **Minimum Limits:** Insurance coverage must be a commercial general liability policy, the minimum limits must be at least \$1,000,000 coverage per occurrence and \$2,000,000 aggregate coverage for general liability. The policy must also include an endorsement for liquor liability when applicable. The City Council may require additional endorsements depending upon the type of Special Event and proposed activities.

3. **Waiver or Reduction of Required Limits:** The City may waive or reduce the insurance requirements of this Chapter under the following circumstances:

a) The applicant or officer of the sponsoring organization signs a verified statement that it believes that the Special Event's purpose is First Amendment expression and that the cost of obtaining the insurance is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression;

b) The applicant or an officer of the sponsoring organization signs a verified statement that the insurance coverage required by this Chapter is impossible to obtain; or

c) The City Council determines that the insurance requirements are in excess of the reasonable risk presented by the proposed Special Event.