

Event: _____ Event Date(s): _____ Date Submitted: _____

Special Event Permit Application

City of Bastrop | Discover Bastrop Department

1408 B Chestnut Street | Bastrop, TX | 512-332-8990

Revised 10/22/2025



Introduction: The City of Bastrop welcomes your interest in hosting a special event. Applicants are strongly encouraged to review this application carefully and include all required documentation. Incomplete or inaccurate submissions may delay the review and approval process. The preferred method of submission is through the MyGov portal, available on the City's website at public.mygov.us/bastrop_tx.

Name of event: _____

Location(s) of event: _____

Event date(s): _____ **Event time(s):** _____

Expected attendance: _____

Event description:

Name of Organization(s): _____

Address of Organization(s): _____

Event coordinator #1: _____ **Phone #:** _____

E-mail address: _____

Event coordinator #2: _____ **Phone #:** _____

E-mail address: _____

PROCESSING FEE

The processing fee can be paid by cash, check or credit/debit card. Fees cannot be waived without the City Manager's approval.

☐ **\$100.00 for all nonprofit applicants**

- ☐ Letter confirming nonprofit status submitted
- ☐ Letter confirming nonprofit status on file from prior event(s)
- ☐ Letter from nonprofit organization confirming partnership, if applicable

☐ **\$300 for all applicants without nonprofit status**

- ☐ **No fee** – No impact on the City, does not require City staff or services or fees waived by City Manager
- Payment made by: ☐ Cash ☐ Credit/Debit Card ☐ Check (Check # _____)

SECURITY DEPOSIT FEE

The security deposit fee can be paid by cash, check or credit/debit card. Fees cannot be waived without the City Manager's approval. The fee is refunded if City property is clean and free of litter and damage after the event. No fee is required if the event does not take place on City property.

☐ **\$500.00 for all applicants**

☐ **Security deposit on file from prior event(s)**

- ☐ **No fee** – No impact on the City, does not require City staff or services or fees waived by City Manager
- Payment made by: ☐ Cash ☐ Credit/Debit Card ☐ Check (Check # _____)

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CERTIFICATE OF INSURANCE

The event coordinator shall furnish a comprehensive general liability insurance policy with limits of not less than \$1,000,000 per occurrence, naming the City of Bastrop and any other affected entities as additional insureds. In the event that alcohol is sold or served during the event, the coordinator shall also maintain appropriate alcohol liability insurance coverage.

- ☐ **Certificate of Insurance (COI) submitted with application**
 - ☐ **Letter of intent to provide Certificate of Insurance (COI) for the event**
Certificate of Insurance (COI) to be submitted by: _____
 - ☐ **Certificate of Insurance (COI) on file from previous event**
 - ☐ **Covered under City's insurance policy**
 - ☐ **Not required** – No impact on the City and does not require City staff or services
-

EVENT DETAILS

This section collects essential information about the proposed event, including security and police needs, alcohol service, street closures, and other logistical considerations. The event coordinator should provide complete and accurate details, as well as any required supporting documentation.

Event map: The event map should provide a clear visual representation of the event area, identifying key elements such as the overall footprint, vendor and activity locations, stages, restrooms, first aid stations, parade routes, road closures, parking and show areas, and designated entry and exit points. A legend must be included to ensure that all symbols and features are easily understood.

- ☐ **Submitted** ☐ **Not submitted (Submit by: _____)**

Itinerary: Provide the dates and times of activities of the event, including information regarding setup, teardown, and cleanup dates and times. Include anticipated daily attendance if it is a multi-day event.

- ☐ **Submitted** ☐ **Not submitted (Submit by: _____)**

Admission/Registration Fees: Please indicate whether the event is open to the public or private and specify if there will be any admission or registration fees for attendees.

- Public or private event: ☐ **Public** ☐ **Private**
- Will attendees be required to pay any admission or registration fees for the event: ☐ **Yes** ☐ **No**
If "Yes", indicate the method of ticket sales: ☐ **Online** ☐ **Onsite**
If "Yes", please provide the cost of admission/registration: \$ _____

Consuming, Serving or Selling Alcohol on City-Owned or Public Property: A variance request letter must be submitted, and approval must be obtained from the City Manager before alcohol may be consumed, served, or sold on City-owned property. If alcohol is being served or sold, the appropriate TABC license(s) must also be obtained by the organizer or vendor and submitted once obtained.

- Will alcohol be consumed on the premises during the event? ☐ **Yes** ☐ **No**
- Will alcohol be sold or served on the premises during the event? ☐ **Yes** ☐ **No**
- If "Yes," variance request letter required: ☐ **Submitted** ☐ **Not submitted (Submit by: _____)**
- If selling or serving, TABC license(s) required: ☐ **Submitted** ☐ **Not submitted (Submit by: _____)**

Animal Information: Please provide a description of any animals anticipated to be part of the event. Refer to Sec. 2.01.004 of the Animal Control Ordinance for requirements regarding the proper control and handling of animals as well as the management of animal waste during special events.

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- Will animals be a part of the event (e.g. petting zoo, parade horses, etc.)? ☐ Yes ☐ No

If "Yes," please provide details:

Banner Plaza Information: The Special Event Permit includes the opportunity to display a promotional banner in Banner Plaza up to three (3) weeks prior to the event date. Banners must measure 17 feet long by 3 feet high.

- Do you plan to display a banner for promotional purposes in Banner Plaza? ☐ Yes ☐ No
- If "Yes," please provide the date you would like the banner displayed: _____

Pop Up or Booth Food & Drink/Retail Vendors: Vendors serving or selling food, drinks, or merchandise must provide the required documentation as outlined in Article 4.08 – Special Event Permits, Public Gatherings, and Parades.

- *For-profit vendors:* All for-profit retail and food/drink vendors are required to provide their sales tax and use ID documentation. Food and drink vendors must obtain a Bastrop County Temporary Food Permit or a higher-level food permit prior to the event. Vendors cooking or preparing food/drinks on-site must pass a safety inspection conducted by the Bastrop Fire Department. A one-time \$25 inspection fee will be applied and will cover all required inspections for the event.
- *Nonprofit vendors:* Nonprofit retail or food/drink vendors are not required to provide sales tax or use ID documentation or a food permit but must provide proof of 501(c)(3) status. Nonprofit food and drink vendors cooking or preparing food/drinks on-site must also pass a safety inspection conducted by the Bastrop Fire Department. A one-time \$25 inspection fee will be applied and will cover all required inspections for the event.
- Will pop-up vendors be serving and/or selling food or drinks and/or selling merchandise? ☐ Yes ☐ No
If "Yes," will food or drinks be cooked or prepared on-site? ☐ Yes ☐ No
**All vendors cooking or preparing food on site will be required to pass a safety inspection conducted by the Bastrop Fire Department.*
- I acknowledge that all required food permits, as well as Sales Tax and Use ID documentation, must be obtained and submitted to the Special Events Coordinator along with the Vendor List and Requirements Form: ☐ Yes **Initials:** _____

Mobile Food Vendors: Mobile food vendors are permitted to operate at special events and must comply with the requirements outlined in Sec. 4.04.100. Mobile food vendors must provide their sales tax and use ID documentation and either their City Mobile Food Permit or a Bastrop County Temporary Food Permit to operate during the event.

- Mobile food vendors holding a City Mobile Food Permit are exempt from fire safety inspections.
- Mobile food vendors operating under a Bastrop County Temporary Food Permit must pass a fire safety inspection conducted by the Bastrop Fire Department. A one-time \$25 inspection fee will be applied and will cover all required inspections.
- Will Mobile Food Vendors Serve / Sell Food or Drinks? ☐ Yes ☐ No
- I acknowledge that all required food permits, as well as Sales Tax and Use ID documentation, must be obtained and submitted to the Special Events Coordinator along with the Vendor List and Requirements Form: ☐ Yes **Initials:** _____

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Emergency/Medical Services: Emergency or medical services may be required depending on event details, such as alcohol consumption, expected attendance over 500, security risks, high-risk activities, or other factors. The Special Events Committee will determine whether emergency or medical services must be provided.

- I acknowledge that emergency or medical services may be required depending on event details and will meet all requirements set forth by the Special Events Committee: ☐ **Yes** ☐ **No** Initials: _____

If medical services will be provided, please provide details, including the location and the name of the company or provider supplying the services:

Electrical Requirements: Applicants must ensure that all electrical needs for the event are properly addressed. Appropriate connections, equipment, and safety measures must be used in accordance with applicable guidelines to ensure the safety of participants, staff, and the public.

- Will vendors need electricity? ☐ **Yes** ☐ **No**
**Vendors may access on-site electrical connections, if available, at a rate of \$35 per pedestal per day.*

- Are there additional electrical needs (bounce houses, large fans, PA systems, etc.)? ☐ **Yes** ☐ **No**

If "Yes," please provide details:

Water Requirements: Please indicate if water will be needed for activities such as irrigation, exhibits, dunking booths, water slides or similar activities.

- Will water be needed for event activities? ☐ **Yes** ☐ **No**
**Vendors may access on-site water connections, if available, at a rate of \$35 per connection per day.*

If "Yes," please provide details:

Trash Management: A trash management plan may be required based on event details, such as expected attendance and anticipated waste.

- Will there be event staff/volunteers (non-City employees) assisting with trash removal? ☐ **Yes** ☐ **No**
- Will extra roll-away containers be required for the event? ☐ **Yes** ☐ **No**
Additional roll-away containers **must be obtained through Texas Disposal System (TDS) by contacting Cynthia at 512-461-8831.*

Event Parking Management: A parking management plan may be required based on the venue and expected attendance.

- Please provide details on parking locations and shuttle services, if applicable. If needed, please include a parking map unless these locations are already indicated on the event site map.

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- Will there be event staff or volunteers (non-City employees) assisting with parking? ☐ Yes ☐ No
- Will you be requesting security assistance for parking management? ☐ Yes ☐ No

**All security requests must be submitted online at www.badgehirecs.com or by emailing bastropod@badgehirecs.com.*

Portable Restroom Information: Portable toilets and handwashing stations may be required based on the event duration, type of event, planned activities and anticipated attendance. The number of units required will be determined in accordance with the Portable Sanitation Association International (PSAI) standards, as well as applicable City policies and codes. If sufficient permanent restrooms are available on-site, they may be considered adequate based on the number of toilets in relation to the anticipated attendance.

- Number of portable restrooms: _____
- Number of handicap restrooms: _____

**At least 10% of toilets must be ADA compliant to accommodate diverse event attendees.*

- Number of handwashing stations: _____

**The event coordinator shall provide at least one handwashing station at the event, with a minimum of one additional handwashing station for every two portable toilets.*

Temporary Structures: All temporary structures that equal or exceed two-hundred (200) square feet, including but not limited to booths, buildings, stages, bleachers, fences, tents, awnings, and canopies, shall be inspected and approved by the building official and/or fire marshal, and the applicant must obtain and provide to the city a certificate confirming the use of flame-retardant material.

- Will there be a temporary structure that exceeds 200 sq. ft. in diameter? ☐ Yes ☐ No

If "Yes," please check all items that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Stage | <input type="checkbox"/> Tent/Canopy | <input type="checkbox"/> Carnival/Amusement Rides/Circus |
| <input type="checkbox"/> Inflatables/Dunking Booth | <input type="checkbox"/> Vehicles (Cars, Tractors, etc.) | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Other: _____ | |

Signage Information: Event signage may be placed on-site and off-site no earlier than 24 hours before the event and must be removed within 24 hours after the event. All signage must be approved by the Special Events Coordinator.

- Will there be event signage placed on-site or off-site up to 24 hours prior to the event? ☐ Yes ☐ No

If "Yes," please provide details:

Sound Permit Information: Noise levels for special events must comply with the City's noise decibel ordinance. If amplified sound is expected to exceed the allowable hours outlined in the ordinance, a noise variance request will be required. Maximum permissible sound levels:

- (1) Residential property – 75 dB(A) during daytime (7:00am to 9:00p.m.); 70 dB(A) during nighttime (9:00p.m. to 7:00am).
- (2) Nonresidential property – 85 dB(A) during daytime (7:00am to 9:00p.m.); 80 dB(A) during nighttime (9:00p.m. to 7:00am).

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- Will there be amplified sound at the event? ☐ **Yes** ☐ **No**

If "Yes," please provide type of sound (band, DJ, announcer, etc.) and the location of the sound:

- Sound equipment start & end time: _____ to _____
- If expected to exceed the allowable hours outlined in the ordinance a variance request letter required:
☐ **Submitted** ☐ **Not submitted (Submit by: _____)**

Fireworks Permit & Safety Plan: A Fireworks/Pyrotechnics Permit must be obtained from the City of Bastrop to conduct fireworks or other pyrotechnic displays at the event.

- Will there be fireworks or other pyrotechnic displays at the event? ☐ **Yes** ☐ **No**
- If "Yes," submit a copy of the required license from the State Fire Marshal's Office and the approved Fireworks/Pyrotechnics Permit: ☐ **Submitted** ☐ **Not submitted (Submit by: _____)**

Parade, Race or Similar Activity: If the event includes a parade, run, race, or similar activity, a route map must be provided. The map should clearly indicate the full route and identify any requested street closures.

- Will the event include a parade? ☐ **Yes** ☐ **No**
- Will the event include a run/race? ☐ **Yes** ☐ **No**
- If "Yes," submit a route map: ☐ **Submitted** ☐ **Not submitted (Submit by: _____)**

Street Closure Information: Events requiring temporary street closures must provide details on the streets affected, duration, and traffic control measures. Approval is subject to City review and coordination with public safety. Complete information ensures a safe and organized event.

- Will the event include street closures? ☐ **Yes** ☐ **No**
- If "Yes," please indicate the type of street closure:

| | |
|---|---|
| <input type="checkbox"/> Lane Closure | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Sidewalk Closure | <input type="checkbox"/> Street Crossing (Intersection) Closure |
| <input type="checkbox"/> Other: _____ | |

- Name of Street/Intersection: _____
- Cross Street: From _____
- Cross Street: To _____
- Additional Street Closures: _____
- Closure start & end time: _____ to _____

Police and/or Security Requests: Based on event details—such as attendance, venue, activities, alcohol service and other factors—police and/or security presence may be required. The Bastrop Police Department will review event details as part of the public safety review and will determine the level of police/security needed. All requests must be submitted online at www.badgehirecs.com or by emailing bastropod@badgehirecs.com.

- I acknowledge that the Bastrop Police Department will review event details to determine if police and/or security presence is required. I understand that, if required, I am responsible for submitting the necessary requests and obtaining the required police or security services prior to the event date:
☐ **Yes** **Initials:** _____

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Applicant Certification: Please acknowledge the following.

I hereby certify that all information provided in this application is true and complete to the best of my knowledge. I further acknowledge that all requirements outlined in this application and any associated permits will be met. I understand that providing false, misleading, or incomplete information may result in the denial or revocation of this permit. ☐ **Yes** **Initials:** _____

Applicant Name (Print): _____

Date: _____

Applicant Signature: _____

Application Submission

Completed applications may be submitted to the Special Events Coordinator by email at molivares@cityofbastrop.org or delivered in person to the Discover Bastrop Office at **1408-B Chestnut Street, Bastrop, TX 78602.**

Please ensure that all required documentation is included with your submission, as incomplete applications may delay processing.



STAFF USE ONLY

Received by: _____

Date: _____

Signature: _____