



# SPECIAL USE AND STREET EVENT PERMIT APPLICATION

Name of Organization \_\_\_\_\_

Primary Organizer Contact \_\_\_\_\_

Office Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Event Website \_\_\_\_\_

Organization Type: (check all that apply)

- Non-Profit
- Profit
- Government
- Corporation
- Other

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## EVENT DAY OF CONTACT

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Cell Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Email Address \_\_\_\_\_

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## EVENT INFORMATION

Event Title \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Location(s) of Event \_\_\_\_\_

Event will occur in: (check all that apply)

- Public Park
- Public Street
- Private Property
- Other \_\_\_\_\_

Event Description (*detail activity and purpose*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Please list and describe the activities throughout the event: *(ex: live band and entertainment from stage)*

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Event Operating Hours – Starts at \_\_\_\_\_ AM/PM -through- Ends at \_\_\_\_\_ AM/PM

Set-up Date(s) \_\_\_\_\_ Set-up Time(s) \_\_\_\_\_ AM/PM

Tear down Date(s) \_\_\_\_\_ Tear down Time(s) \_\_\_\_\_ AM/PM

Estimated Attendance – Overall \_\_\_\_\_ ; at Peak Period(s) \_\_\_\_\_

Event Type (check all that apply)

Assembly/Rally

Block Party/Party

Carnival

Ceremony

Circus

Concert/Performance

Festival

Filming

Picnic

Religious Procession

Tournament

Other: \_\_\_\_\_

Must also complete “Street Event” section of application:

Hayride

Marathon

Parade

Race/Run/Walk

Does your event require stage(s)? *(If yes, how many and what size)*

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Will your event require electricity? *(If yes, what equipment will you be using that will require it)*

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Does your event require tents? *(If yes, how many and what size)*

NOTE: Tents and membrane structures exceeding 400 square feet will require permitting from the Fire Marshal's office.

For more information visit: <http://www.sugarlandtx.gov/documentcenter/view/297>

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Will any vehicles/trailers need access or remain parked on non-parking areas? *(If yes, please describe)*

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List any other types of structures and estimated quantities of each to be added to the event site: *(inflatables, port-a-johns, light towers, scaffolding, fencing, generators, etc.)*

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Will you have alcohol at the event? *(If yes, please list how it will be served or provided to the attendees.)*

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Does this event have an admission or registration fee? *(If yes, please provide pricing and an explanation as to how funds will be collected)* \_\_\_\_\_

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Is this a charitable event? *(If yes, list beneficiary organization)* \_\_\_\_\_

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**Fire:**

Will your event have fireworks? (If yes, please have your pyrotechnic operator contact the Fire Marshal's office to obtain the necessary permit for pyrotechnic services in Sugar Land at 281-275-2873.) \_\_\_\_\_

Are you requesting the presence of a fire truck at this event? (If yes please submit an official request and select the "Community Event Request Form" <http://www.sugarlandtx.gov/index.aspx?nid=107>) \_\_\_\_\_

Will you have emergency medical services onsite? (If yes, please describe the plan)  
\_\_\_\_\_  
\_\_\_\_\_

**Food/Sanitation:**

Will your event have food or beverage? (If yes, please describe how it will be served including set-up of hand washing station and ware-washing station)  
\_\_\_\_\_  
\_\_\_\_\_

**Other:**

Will your event feature any animals? (If yes, please list the type of animal and how it will be featured at the event)  
\_\_\_\_\_  
\_\_\_\_\_

Will the event be publicized and/or open to the general public? (If yes, please describe your marketing plan for this event) \_\_\_\_\_  
\_\_\_\_\_

Has the event coordinator blocked hotel rooms for this event? (If yes, please list the hotel and number of rooms booked) \_\_\_\_\_  
\_\_\_\_\_

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**STREET CLOSURE PERMIT REQUEST**

If any part of the event will occupy any portion of a public street, please fill out the information below:

- Parade: any planned procession of persons, animals, vehicles, or equipment moving along one or more streets in a manner intended to attract public attention and that is likely to substantially interfere with the normal use of the street; ex: hayrides, triathlons, marathons, walks, races, etc.
- Street Festival: a planned gathering of persons and property occupying or using a fixed location on one or more streets for a party, celebration, neighborhood gathering, or similar happening that is likely to substantially interfere with the normal use of one or more streets

Will the event occupy all or a portion of the public street?     All     Portion

The street event will include:

- Number of People: \_\_\_\_\_
- Type and Number of Animals: \_\_\_\_\_
- Type and Number of Vehicles: \_\_\_\_\_

For Street Event closures, attach the following when submitting the application:  
(Applications received without the following items could result in delayed processing)

1. Map of event
  - a. Route map for parade
  - b. Map showing location of event, for street event
2. General traffic control plan for the event, including the following:
3. Map showing event location and/or route alignment
4. Brief description of how traffic control will be handled and each intersection

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5. Proof of contact with surrounding Homeowners Association or Property Owners Association
6. For Street Events: Consent from 50% of neighbors *(the applicant must submit a document that shows the applicant has received the consent from representatives of at least 50% of the occupied lots upon the portion of the street to be closed)*

*(Traffic control along streets and intersections will be handled by off-duty Sugar Land Police Officers who will be paid by the applicant – for information contact Capt. James Davis at 281-275-2500)*

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## SIGNATURE

By signature below, I certify the above information to be true and correct. Any misinterpretation made in this application, intentionally or otherwise, is valid grounds for permit denial both in the present and at all future times. If any required information is missing with the submittal, it could delay the processing of this application.

If the date and or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location or date will be suggested as available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. Do not publicize your event until conditional permit approval has been confirmed. The submission of this application is NOT automatic approval to hold an event on public property.

The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Sugar Land.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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## APPLICATION SUBMISSION

Please submit the complete and signed application by:

- In Person: Imperial Park Recreation Center 234 Matlage Way, Sugar Land TX 77478
- Email: [parkreservations@sugarlandtx.gov](mailto:parkreservations@sugarlandtx.gov)
- Fax: 281-275-2828
- Mail: Reservations-Imperial Park Recreation Center, P.O. Box 110, Sugar Land TX 77478-0110

For general permit questions, contact the Parks and Recreation Department at 281-275-2885.