

City of Snyder Office of Emergency Management
Special Event Application

1911 27th St, Snyder, TX 79549 | (325) 573-6215 | jcallaway@snydertx.gov

This application must be completed and submitted a minimum of 15 working days prior to your event date. If your event requires a traffic plan, this application must be completed and submitted a minimum of 60 working days prior to your event date. Incomplete applications may result in delay or denial.

Event Information

Event Name:			
Event Dates:	Start Date:	Event Hours:	Start Time:
	End Date:		End Time:
Setup Start Time:		Takedown Complete By:	
Event Location / Venue Address:			
Applicant Name/Authorized Agent:			
Organization/Business Name:			
Organization/Business Address:			
Organization/Business Phone:			
Primary Contact: <small>(If different from applicant)</small>			
Primary Contact Phone:		Email:	
Event Type (check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival/Fair <input type="checkbox"/> Concert <input type="checkbox"/> Market <input type="checkbox"/> Run/Walk <input type="checkbox"/> Private Event (outdoors) <input type="checkbox"/> Other: _____			
Total expected attendees:			
Number of vendors/booths:			

Street Closures / Barricades

Will you request street closures or barricades? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include:					
Street/Lane Closure From	Time:	Date:	THROUGH	Time:	Date:
Please List the Street Closures Requested for your Event (For partial street or lane closures please indicate what lane(s) you are requesting:					
Plan for barricade monitoring:			<input type="checkbox"/> Request city support <input type="checkbox"/> Provide private personnel		
Contact information for monitoring personnel:					

Traffic Plan (Required for any event impacting roads or traffic flow)

You must include a **traffic management plan** that addresses the following:

Detour Routes: Describe alternate routes for vehicle traffic	
Parking: Identify designated parking areas for attendees, vendors, and staff	
Pedestrian Safety: Detail how pedestrian flow will be managed and kept safe	
Confirm clear access will be maintained for emergency vehicles: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Explain emergency access route(s):	
Will signs, cones, or message boards be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:
Have you contacted fire/ police personnel to direct traffic flow? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency or company name: Number of staff:

Attach a map showing:

- Street closures
- Detour routes
- Vendor setup
- Parking and pedestrian zones
- Emergency vehicle paths

Safety and Security Plan

Will you require police/security support? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:
Will EMS standby services be needed for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:

Note: Events requiring security must coordinate with local law enforcement. Two officers may not be sufficient for large or outdoor events. Any event requesting EMS standby must coordinate with Scurry County EMS.

Alcohol Sales and Consumption

Will there be alcohol at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:
Type of Alcohol Involvement (check all that apply): <input type="checkbox"/> Alcohol will be sold <input type="checkbox"/> Alcohol will be served but not sold (e.g., free beer garden) <input type="checkbox"/> Attendees may BYOB (Bring Your Own Beverage)
Has TABC been contacted about the alcohol sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
Note: No glass containers allowed on City or County property.

Food Trailers, BBQ Pits, & Open Flames

Will your event include any of the following? <input type="checkbox"/> Food trucks/trailers <input type="checkbox"/> BBQ pits <input type="checkbox"/> Open flames (grills, smokers, etc.) If yes, complete the following:	
How many food vendors using trailers/pits?	
Will propane or open flames be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Extinguishers on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe fire safety precautions:	

Vendor Information

Will you have vendors on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:	
Vendor access time:	
Vendor exit time:	
Note: Vendors must remain inside barricades until released by an authorized person.	

Animal Attractions

Will your event include any animals (e.g., petting zoos, pony rides)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you are required to: Notify City of Snyder Animal Control and/or Texas AgriLife Attach all health/safety certifications and insurance documentation	
List all animals to be present:	

Waste, Sanitation & Cleanup

Describe your plan for waste disposal, restrooms, and cleanup:	
Does your event require additional dumpsters or roll-offs? If so please list the number in the plan.	

Insurance

Please initial each item:

	Event Insurance: By initialing here, the applicant/authorized agent understands that he/she is required to furnish event insurance. Event Insurance must be general liability coverage naming the City of Snyder as an additional insured for all event dates including set-up and operation.
	Indemnification: By initialing here, the applicant/authorized agent and any other persons on whose behalf the application is made must covenant and agree in writing that they will, jointly and severally, indemnify and hold the city harmless against liability for any and all claims, judgments and associated legal expenses and costs and for claims and litigation arising out of the special event including, but not limited to, those for damage to property or injury to or death of persons.

Acknowledgments

Please initial each item:

	I agree to notify all vendors and participants of relevant safety rules.
	I understand that barricades are not to be moved without city authorization.
	I agree to coordinate directly with the Local Law Enforcement for any event requiring security.
	I understand failure to provide complete and accurate information may result in denial or revocation of event approval.
	I agree to coordinate with the Snyder Fire Marshal Office on any required permits.
	I agree to coordinate with Scurry County EMS on any medical stand-by.

Signature

By signing here, the applicant/authorized agent understands that this application is not considered complete unless all applicable questions have been answered, all attachments included, and any other documentation required by the Office of Emergency Management. Submission of a Special Event Application does not guarantee event approval; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the Office of Emergency Management.	
Authorized Signature:	Date: