



APPLICATION FOR SPECIAL EVENT

CITY OF MIDLOTHIAN
 104 West Avenue E
 Midlothian, TX 76065

| | | |
|--------------|------------|----------------------------|
| PHONE | FEE | WEBSITE |
| 972-775-7777 | \$50.00 | www.midlothian.tx.us/parks |

Submit application to: parksandrec@midlothian.tx.us

OFFICE USE ONLY

SEP #: _____

Fees: _____

Received by: _____

Date Received: _____

APPLICANT INFORMATION

Applicant Name: _____ Company Name: _____

Organization Name: _____

Profit/Non-Profit (Please Circle One)

Mailing Address/Property Owner Address: _____

Phone #: _____ Email Address: _____

Applicant's Signature: _____ **Date:** _____

EVENT INFORMATION

Event Name: _____

Name of Location: _____

Address of Event: _____

Property Owner Signature: _____ **Date:** _____

Estimated Attendance: _____

Proposed Date of Event: _____ Time (s) of Proposed Event: _____

Event Set-Up Time: _____ Event Tear-Down Time: _____

Food and/or Beverage Vendor (s): _____

Proposed Event Description: _____

Proposed Signage: _____ Dimensions: _____

Sign details (type, weight, securing device): _____

_____ Number of signs: _____

SUBMITTAL CHECKLIST

Application – Signed with Fees

Proof of Insurance

Map of Area (Including street closures, traffic equipment needed, parking location, sign location)

Flyer of Proposed Event