



Planning & Inspections Department

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The City Sponsorship Program has a new name: The Parade Event Support Program. In accordance with City of El Paso Municipal Code Section 13.36.050 (E), The Parade Event Support Program is now accepting applications for events from September 1, 2015 to August 31, 2016. This is an invitation to submit a request to The City of El Paso for financial support for City services in conjunction with a parade or public assembly event. The program will provide City services “at no cost or at a further reduced cost to the applicant,” 13.36.050 (F).

Organizations may receive City support of a portion or all City fees associated with the event. In order to be granted support, your organization and the event must submit the following:

1. **A completed Parade Event Support Program Eligibility Application;**
2. **A completed Parade Application;**
3. **A copy of the latest parade participant entry form for the event; and**
4. **The \$65.60 parade permit application fee.**

The application must be received by El Paso Special Events no later than **March 31, 2015**. Incomplete applications or applications received after March 31, 2015 will not be considered for City support. If deemed eligible, you must also provide proof of insurance for the event. Insurance requirements will be included with the written approval notice.

The applicant must be able to demonstrate compliance with all of the criteria listed below. Events that fail to meet the criteria will be deemed ineligible:

- The event must target, benefit, or serve the general public aesthetically, artistically, culturally, or honor those who have served the public.
- The event is not part of a religious ceremony.
- Holiday events must be non-religious, or the applicant must demonstrate that the parade is all inclusive as a holiday display, as the term is used in the law.
- The event is not a school function. The event is not primarily directed to a specific school, nor is it focused on school activities or purposes.
- The event is not politically oriented toward a specific public opinion, group or person, nor does it discriminate against a specific opinion, group, or person.
- The event must allow city-wide participation.
- The applicant does not have the means to pay for the event and has not been able to secure adequate funding from other sources.
- The applicant may not be a for-profit entity, and the event may not be for a commercial purpose.
- The event is not being conducted for the purpose of financially supporting activities that are not of a municipal purpose.
- The event is not a fundraiser.
- Participation in the event is not contingent upon paying an entry fee.
- Organizations or clubs presenting the event for membership must accept membership in a non-discriminatory manner, and in compliance with the law.

If you have any questions or need additional information regarding The Parade Event Support Program, please contact our office at (915) 212-1506 or SpecialEvents@elpasotexas.gov.



Planning & Inspections Department

City 3 | 801 Texas Avenue | El Paso, Texas 79901 | (915) 212-0083

Dedicated to Outstanding Customer Service for a Better Community



PARADE EVENT SUPPORT PROGRAM

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Eligibility Application

811 Texas Avenue El Paso, Texas 79901 • (915) 212-1506 [T] • (915) 247-2025 [F] • SpecialEvents@elpasotexas.gov • www.epspecialevents.com

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EVENT INFORMATION & HISTORY

Official Name of Event:

Has your organization previously *received* City Sponsorship through this program:

YES NO

Has your organization previously been *denied* City Sponsorship through this program?

YES NO

If yes, what was the date of the last event sponsored through this program:

If yes, list the reason(s) listed for ineligibility:

Additional sources of funding for the event:

Describe the general purpose of the event:

Describe how the event targets, benefits, or serves the general public aesthetically, artistically, culturally, or to honor those who have served the public:

ELIGIBILITY QUESTIONNAIRE

Please answer yes or no to the following:

YES NO

1. The event is a part of a religious ceremony:

2. The event is a school function:

3. The event **charges** an entry fee to participate:

If yes, is the entry fee used to generate revenue?

4. The event **requires** an entry fee to participate:

If yes, what is the purpose for the entry fee:

5. The event is politically oriented towards a specific public opinion, group or person:

6. The event is discriminatory against a specific public opinion, group or person:

7. Participation in the event is limited to specific groups or individuals:

8. The event is for a commercial purpose:

9. The event is a fundraiser:

10. The applicant(s) are a for-profit entity:

11. The applicant(s) accept membership in a discriminatory manner:

12. The event is a part of a holiday celebration:

If yes, please specify the holiday:

Eligible events must have a public purpose and not be religious, school related, politically oriented, or discriminatory towards or against a specific public opinion, group, or person. Participation must be open to citywide participants. Holiday events must be non-religious, or the applicant(s) must demonstrate the parade is all inclusive as a holiday display, as the term is used in accordance with the law.



Special Event Permit

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REQUIREMENTS & PROCEDURES Parades



Applications may be submitted by fax, e-mail, postal mail, social media or in-person. **Processing cannot begin until the application fee(s) have been received.** Applicants will be contacted upon receipt of application to be provided a Case Number for payment. For assistance or more information, please contact us at (915) 212-1506, SpecialEvents@elpasotexas.gov or via Twitter or Facebook.

*A fillable electronic version of the Special Event Permit Application is available at www.epspecialevents.com.

REQUIREMENTS

| Description | Important Details |
|--------------------------------|---|
| Complete Application | <ul style="list-style-type: none"> A Special Event Permit for Parades is required for any procession, athletic event, march, demonstration, pageant, race/walk or other similar event taking place on City right-of-way (street, alley or sidewalk). On-time applications must be submitted a minimum of 30 calendar days in advance of the event. Applications cannot be accepted less than 7 calendar days before the event. |
| Application Fee(s) | <ul style="list-style-type: none"> Application and Late Fees are collected at the time of application submission and are NON-REFUNDABLE. Application must be submitted a minimum of 30 calendar days in advance of the event in order to be considered on-time. Applications cannot be accepted less than 7 calendar days before the event. <p style="text-align: center;">FEES</p> <p>Parade/Public Assembly (30 days prior to the event) \$65.60 Parade/Public Assembly w/ Late Fee (less than 30 days prior to the event) \$131.20</p> |
| Authorization Notice(s) | <ul style="list-style-type: none"> If the event is applied for, on behalf of, or for any person other than the listed Applicant, a signed written notice from the Applicant authorizing the person(s) applying for the event to do so, shall be included with the application. <i>The notice must be on company letterhead (if applicable).</i> If any portion of the footprint of the event is to be held on private property not resided in or owned by the listed Applicant, the property owner must provide a signed written authorization allowing the event to take place on the property and on the date(s) listed on the application. <i>The letter must be on company letterhead (if applicable).</i> |
| Written Description | <ul style="list-style-type: none"> The application must include a written turn-by-turn description of the route. If the description does not fit on the application, an additional page may be attached. |
| Route Map | <ul style="list-style-type: none"> A map of the route must be attached to the application. The route must be clearly indicated and the cross-streets must be shown as well. |
| Contact | <ul style="list-style-type: none"> Please make all checks payable to: City of El Paso SUBMIT APPLICATION & FEES TO: El Paso Special Events • c/o The One Stop Shop 811 Texas Avenue • El Paso, Texas 79901 (915) 212-1506 [T] • (915) 247-2025 [F] • SpecialEvents@elpasotexas.gov • www.epspecialevents.com |

| RESTRICTIONS | <p>Parades consisting solely of moving vehicles may not exceed five miles in length. A parade permit shall not be granted for any arterial street, Monday through Friday from 7:00 am to 9:00 am or 4:00 pm to 6:00 pm, except City holidays. No permits shall be granted for areas the City does not hold open for public use. In addition, permits shall not be granted for the following areas: the exclusive use of a park, a city-owned parking lot, or facility such as City Hall, the El Paso Zoo, Cohen Stadium, Civic Center Plaza, improved parkways without sidewalks, or irrigation canal levees. The use of private property or schools shall require the written approval from the property owners or school administrators.</p> | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------------|---------------|--------------------------------|--------------------------------------|------------|----------|------------|----------|-----------------------|------------|----------|------------|----------|--|------------|----------|------------|----------|
| FEES | <p>Fees shall be as authorized by City Council resolution. Application and Late Fees are due at the time of application submission. A deposit of half of the estimated amount of all costs for services provided by the City (except for Parks) is due prior to issuance of the parade permit, or a minimum of 48 hours before the event (whichever occurs first). Billing for the remainder of the costs will be invoiced by the City Comptroller within 30 days after the event.</p> | | | | | | | | | | | | | | | | | | |
| POLICE AND TRAFFIC CONTROL | <p>The applicant will be responsible for paying for and providing any required security, barricades, and signs. The barricading and signing shall be manned and comply with provisions set forth in the Texas "Manual of Uniform Traffic Control Devices." The El Paso Police Department will evaluate all applications and determine if officers and police vehicles are needed. Applicants may elect to have services provided by certified peace officers other than EPPD (El Paso County Sheriff's Office, Constables, School District Police). If the traffic control will be provided by peace officers other than EPPD, a letter on departmental letterhead from the agency providing services—indicating that the agency will be providing traffic enforcement for the event—must be submitted with the parade application. The applicant shall be responsible for any and all costs associated with the hiring and use of those peace officers.</p> | | | | | | | | | | | | | | | | | | |
| CLEANING | <p>The applicant shall be responsible for all litter and debris removal, including keeping the route clean and free of animal excrement. Cleaning may be performed by the applicant, or the applicant may hire a 3rd Party or City Cleaning Services. To make advance arrangements for City Cleaning Services, indicate City Cleaning Services as the cleanup option in the Special Event Permit application.</p> | | | | | | | | | | | | | | | | | | |
| PARKING METERS | <p>Parking meters outside of the event footprint may be rented for exclusive use (delivery trucks, volunteer/staff parking, etc.) at a rate of \$8.25/meter/day + \$30 Administrative Fee. The meters will be bagged at 6AM on the date requested. The bag will be removed at 6AM following the end date requested. Parking meters inside of the event footprint will not be assessed fees, but they will not be bagged.</p> | | | | | | | | | | | | | | | | | | |
| WIRELESS INTERNET | <p>The City may be able to provide access to wireless internet during some events, including a secured connection for event functions such as cashiering or communications. Availability will vary depending on location and other factors. Additional fees may apply. If interested, please request the service in Section 10 of the Special Event Permit. Availability will be determined during processing by the City of El Paso Information Technology Department.</p> | | | | | | | | | | | | | | | | | | |
| AMPLIFICATION | <p>Amplification utilized during the event shall comply with the noise standards set forth in Chapter 9.40 (Noise) and 13.28 (Sound Amplifying Devices) of the El Paso City code, which include the following exterior noise standards. Each of the noise limits specified shall be increased by five dB(A) for impulse or simple tone noises consisting of speech or music; provided, however, that if the ambient noise level exceeds the resulting standard, the ambient shall be the standard.</p> <table border="1" data-bbox="198 1230 1526 1419"> <thead> <tr> <th>Noise Zone</th> <th>Time Interval</th> <th>Allowable Exterior Noise Level</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Residential Structures or Properties</td> <td>10PM – 7AM</td> <td>50 dB(A)</td> </tr> <tr> <td>7AM – 10PM</td> <td>55 dB(A)</td> </tr> <tr> <td rowspan="2">Commercial Properties</td> <td>10PM – 7AM</td> <td>60 dB(A)</td> </tr> <tr> <td>7AM – 10PM</td> <td>65 dB(A)</td> </tr> <tr> <td rowspan="2">Manufacturing or Industrial Properties</td> <td>10PM – 7AM</td> <td>65 dB(A)</td> </tr> <tr> <td>7AM – 10PM</td> <td>70 dB(A)</td> </tr> </tbody> </table> | Noise Zone | Time Interval | Allowable Exterior Noise Level | Residential Structures or Properties | 10PM – 7AM | 50 dB(A) | 7AM – 10PM | 55 dB(A) | Commercial Properties | 10PM – 7AM | 60 dB(A) | 7AM – 10PM | 65 dB(A) | Manufacturing or Industrial Properties | 10PM – 7AM | 65 dB(A) | 7AM – 10PM | 70 dB(A) |
| Noise Zone | Time Interval | Allowable Exterior Noise Level | | | | | | | | | | | | | | | | | |
| Residential Structures or Properties | 10PM – 7AM | 50 dB(A) | | | | | | | | | | | | | | | | | |
| | 7AM – 10PM | 55 dB(A) | | | | | | | | | | | | | | | | | |
| Commercial Properties | 10PM – 7AM | 60 dB(A) | | | | | | | | | | | | | | | | | |
| | 7AM – 10PM | 65 dB(A) | | | | | | | | | | | | | | | | | |
| Manufacturing or Industrial Properties | 10PM – 7AM | 65 dB(A) | | | | | | | | | | | | | | | | | |
| | 7AM – 10PM | 70 dB(A) | | | | | | | | | | | | | | | | | |
| STATE HIGHWAYS | <p>If the parade is located on a State or Federal Highway, the written approval from the appropriate governmental agency is required for the event, in addition to the approval by the City of El Paso. The use of IH-10, US-54, and Loop 375 is prohibited. Events lasting longer than 4 hours on State right-of-way will require insurance.</p> | | | | | | | | | | | | | | | | | | |
| INSURANCE | <p>Insurance is not required unless using State right-of-way for longer than 4 hours. If insurance is required, the following coverage must be met and the City of El Paso must be listed as an <i>Additional Insured</i> on the certificate of insurance: \$1,000,000 General Commercial Liability for personal injury/death per occurrence, \$1,000,000 General Aggregate AND \$1,000,000 Property Damage.</p> | | | | | | | | | | | | | | | | | | |
| CANCELLATIONS | <p>Cancellations must be submitted to the City of El Paso IN WRITING (fax, email, social media or in-person) a minimum of 24 hours prior to the start date and time of the event. Deposits and applicable permit fees will be refunded. A \$30 administrative fee will apply.</p> | | | | | | | | | | | | | | | | | | |



SPECIAL EVENT PERMIT APPLICATION

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Parades, Temporary Events & Special Privileges

811 Texas Avenue El Paso, Texas 79901 • (915) 212-1506 [T] • (915) 247-2025 [F] • SpecialEvents@elpasotexas.gov • www.epspecialevents.com

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Application Type (Office Only): Parades Temporary Event Special Privilege

CASE: CSEV

1

APPLICANT INFORMATION

| | | |
|-----------------------|-------|-----------------|
| Name or Organization: | | |
| Address: | | City/State/Zip: |
| Home/Work Phone: | Cell: | Fax: |
| Email: | | |

2

CONTACT INFORMATION

| | | |
|------------------|-------|---|
| Name: | | |
| Address: | | City/State/Zip: |
| Home/Work Phone: | Cell: | Fax: |
| Email: | | Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Español |

3

EVENT INFORMATION

| | |
|--|---|
| Official Name of Event: | |
| Event Type: | <input type="checkbox"/> Parade <input type="checkbox"/> Procession <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race <input type="checkbox"/> March |
| | <input type="checkbox"/> Bazaar/Carnival <input type="checkbox"/> Block Party <input type="checkbox"/> Celebration <input type="checkbox"/> Street Dance <input type="checkbox"/> Street Festival <input type="checkbox"/> Street Display |
| | <input type="checkbox"/> Other (Explain): |
| Purpose of Event: | <input type="checkbox"/> Fundraiser <input type="checkbox"/> Community/Neighborhood Activity <input type="checkbox"/> School Activity <input type="checkbox"/> Religious Activity |
| | <input type="checkbox"/> Other (Explain): |
| Target Audience: | <input type="checkbox"/> Children <input type="checkbox"/> Teens <input type="checkbox"/> Families <input type="checkbox"/> 18 and Over <input type="checkbox"/> 21 and Over |
| Parades Only: Location Assembly (where do participants start): | Does the event route or footprint cross or take place near railroad tracks or other railroad property? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please describe below:) |

Parade Route or Event Location Description:

| |
|--|
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| |

| | |
|---|--|
| Parades Only: How will parade participants be released? | <input type="checkbox"/> All at Once <input type="checkbox"/> In waves/groups (describe) <input type="checkbox"/> Other (describe) |
|---|--|

Describe Release:

| | |
|---|--|
| What type of entertainment and activities will take place (music, games, etc.)? | |
| | |

Will you be using a park or other park property in conjunction with your event? Yes No

4

EXPECTED ATTENDANCE

| | Number | Number |
|--------------------------------------|--------|---|
| Spectators/Attendees: | | Other (specify): |
| Participants/Event Staff/Volunteers: | | |
| Vehicles: | | Number of people expected during peak hour: |

5

PUBLIC RELATIONS

This information will be released in response to inquiries from the public and may be published online and/or through other media.

Name: Same As Applicant Same As Contact Private Event (skip section) Other:

Phone: _____ Email: _____

Website: _____

6

TRAFFIC AND EVENT TIMES

If the event includes multiple dates, please enter the overall dates below and proceed to 6A for the individual date breakdown.

| TRAFFIC CONTROL TIME YOU NEED THE STREETS/TRAFFIC MONITORED <i>(include setup and cleanup times)</i> | | | EVENT TIMES: TIME THAT PARTICIPANTS/ATTENDEES WILL BE PRESENT ON CITY RIGHT-OF-WAY | | |
|--|------|------|--|------|------|
| <input type="checkbox"/> Multiple Traffic Control Dates | | | <input type="checkbox"/> Multiple Event Dates | | |
| Traffic Control | Date | Time | Event | Date | Time |
| START: | | | START: | | |
| END: | | | END: | | |

6a

MULTIPLE DATE BREAKDOWN

| Date | Time Start | Time End | Date | Time Start | Time End |
|------|------------|----------|------|------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |

7

ANIMALS

Will your event feature animals? Yes No

**Applicants are required to keep event footprint clean and free of animal excrement during the event.*

Type(s) of Animals: _____

How will the animals be used during the event? _____

Will on-site housing be provided?
 Yes No

Describe Housing: _____

8

AMPLIFICATION USE

Will your event use amplified devices? Yes No *(Answer YES if your event will feature loud speakers, microphones or amplified instruments.)*

| Microphones | Speakers | Amplifiers | Other: _____ |
|--|--|------------|--------------|
| Quantity: | Quantity: | Quantity: | Quantity: |
| Purpose of Amplification: | <input type="checkbox"/> Announcements <input type="checkbox"/> Ambience <input type="checkbox"/> Concert <input type="checkbox"/> Advertising <input type="checkbox"/> Provide Services | | |
| Location Description of Amplification Devices: | _____ | | |
| | _____ | | |

**Amplification utilized during the event shall comply with the noise standards set forth in Chapter 9.40 (Noise) and 13.28 (Sound Amplifying Devices) of the El Paso City code. If amplification will be utilized on the stage in San Jacinto Plaza, the stage will need to be reserved—for an additional fee—in conjunction with the Park Use Request.*

9

EVENT CLEANUP

Method of Street/Right-of-Way and Park Cleaning:

Applicant City Cleaning Services Downtown Management District
 3rd Party Professional Services: _____

On-Site Responsible Party for Cleanup: _____

Phone: _____

Cleaning and Sanitation Plan Description: _____

**The El Paso City Code requires applicants to clean the street, sidewalks, parks and other rights-of-way from all event litter and debris. In the event that the areas are not cleaned by the applicants, the City may perform such cleaning at a cost to the applicant. Arrangements may be made in advance to perform the cleaning, at a cost, by requesting the services below.*

If requesting City Cleaning Services
Type of cleaning requested:

**In the event that the City is unable to perform the requested street, sidewalk, and right-of-way cleaning services, the Applicant will be notified. Such notices do not relieve the Applicant of obligation under the El Paso City Code to keep the event areas clean of all litter and debris, whether caused by the Applicant, participants, or spectators to the event.*

10 INTERNET ACCESS

The City of El Paso may be able to provide wireless internet access during some events, including a secured connection for event functions (cashiering, communications, etc). If requested, please submit a site plan that indicates the area in which wifi is needed and specify any areas that may need a secured wifi connection.

| | |
|---|---|
| Is Wireless Internet Access Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No | Is A Secured Wireless Internet Connection Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

11 ALCOHOL SALES AND CONSUMPTION *Not Applicable for Parade Applications

Insurance and other provisions may be required when serving, consuming or selling alcohol. All alcohol sales require a TABC License.

| | | |
|---|--|--|
| Will alcoholic beverages be sold, served or consumed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, continue to section 12)</i> | Will alcoholic beverages be sold, served or consumed in a City Park? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will alcoholic beverages be sold, served or consumed on City Right-of-Way? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|--|

11a Trade Name of TABC License Applicant:
 (FOR ALCOHOL SALES ONLY)

12 TRAFFIC CONTROL PLAN *Not Applicable for Parade Applications

| | |
|---------------------------|---|
| Barricade Company: | <input type="checkbox"/> Alley Affected |
|---------------------------|---|

Description of Closure: (Street, Lane, Sidewalk, etc.)

13 POLICE AND SECURITY

| | |
|--|---|
| <i>Parades Only:</i> Will someone other than the El Paso Police Department conduct traffic enforcement services? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, what office or organization: <i>The office or organization must submit a signed letter on department letterhead indicating that they will be providing traffic enforcement services.</i> |
|--|---|

| | |
|---|-------------------|
| Are you hiring security guards? <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Guards: |
|---|-------------------|

| | | | |
|-----------------|-----------------|-----------------|--------|
| Security | Company: | | |
| | Contact Person: | | |
| | Address: | City/State/Zip: | |
| | Work Phone: | Cell: | Email: |

| | |
|---|---------------------|
| Are you hiring police officers? <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Officers: |
|---|---------------------|

| | | | |
|-----------------|-----------------|-----------------|--------|
| Officers | Company: | | |
| | Contact Person: | | |
| | Address: | City/State/Zip: | |
| | Work Phone: | Cell: | Email: |

14 FIRE AND SAFETY *Not Applicable for Parade Applications

All temporary fencing, barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guard may be required and must be approved by EPFD.

| | | |
|---|---|---|
| Will temporary fences or barriers be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will temporary membrane structures be erected (<i>tents, canopies</i>)? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will stages or other structures be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|---|

Description/Purpose of Structure(s):

| | |
|---|---|
| Quantity and Size of Structure(s): | |
| | |
| | |
| How will you supply electrical power to your event: | |
| | |
| | |
| Will compressed gasses be used? <input type="checkbox"/> Yes <input type="checkbox"/> No | (If Yes) Flame Type: <input type="checkbox"/> Cooking <input type="checkbox"/> Display/Ceremonial |
| | Will the event feature or utilize fireworks/pyrotechnics? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | |
|-------------------|-----------------|-------|-----------------|
| Contractor | Company: | | License: |
| | Contact Person: | | |
| | Address: | | City/State/Zip: |
| | Work Phone: | Cell: | Email: |

14a

Will restaurants, bars, clubs or other businesses within the event footprint participate in the event? Yes No **Not Applicable for Parade Applications*
List participating business(s) below. Attach page if necessary.

| Business Name | Contact Name | Address | Phone(s) |
|---------------|--------------|---------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

15

PARKING METERS

All parking meters requested for exclusive use will be bagged at 6am on the start date selected. *Additional fees may apply.*

| | |
|--|---|
| Do you need Parking Meters within the event footprint to be bagged for exclusive use? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you need Parking Meters outside the event footprint to be bagged for exclusive use? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

| | | |
|---|---|-----------------------|
| Start date of exclusive use for parking meters: | End date for exclusive use of parking meters: | Total number of days: |
|---|---|-----------------------|

| Event Area | Meter Number(s) | From (Street) | To (Street) |
|------------|-----------------|---------------|-------------|
| | | | |
| | | | |
| | | | |

16

FOOD SALES

| | |
|---|---|
| Will the event feature food, beverage or merchandise vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No | Approximate number of food locations: |
| | Approximate number of beverage locations: |
| Approximate number of pre-packaged food locations: | Approximate number of exposed food locations: |



ACKNOWLEDGEMENTS

I understand that at least 50% of the estimate for City Services (excluding Parks), including Police and Cleaning, must be paid a minimum of 48 hours in advance of the event or prior to permit issue, or my event may be cancelled.

_____ (Initial)

I understand that any estimate I am provided (excluding Parks) is only an approximation of the actual cost. I will be responsible for paying the full cost of the City Services provided to me, which may be higher than the estimates provided.

_____ (Initial)

If requesting City Cleaning Services: I hereby request that the City of El Paso provide the cleaning as indicated above and as the City and its employees deem appropriate. I am obligated under the El Paso City Code to keep event areas clean of all litter and debris, whether caused by myself, participants, or spectators to the event. I agree to pay the City for the costs of such cleaning services when I am billed for such services.

_____ (Initial)

Applicant will coordinate with applicable City Departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including, but not limited to, sound amplification and the sale of alcoholic beverages.

RELEASE: In consideration of the permit for use of city streets, sidewalks, and other public places, it is understood that the applicant(s) contained herein do hereby release and discharge the City, its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries, and damages that may be suffered which arise out of or result from participation in this event.

ACKNOWLEDGEMENT: I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay obtaining the Parade Permit.

Applicant Name

Contact Name

Signature

Signature

Date

Date

OFFICE USE ONLY

RECEIVED/PAID

Accepted By: _____