



# SPECIAL EVENT PERMIT CHECKLIST

**eTRAKiT Application must be submitted at least 30 calendar days before the proposed start date of the Special Event**

**Special Event:** "Special Event" means a for-profit or non-profit event to which the public is invited, held on public or private property, at which more than 250 individuals attend, and held outside the confines of a building or permanent structure. The term includes but is not limited to any meeting, entertainment, performance, show, exhibition, or amusement. The term also includes events in the Northgate Central Business District, regardless of attendance, providing for the sale and/ or consumption of alcohol. The term also includes events held within the confines of Wolf Pen Creek Park, Amphitheater and Festival Site or other outdoor city facilities, where there are more than five thousand (5,000) attendees or where alcohol is sold, consumed or available for consumption. The term does not include events held in residential structures, licensed premises, gatherings for athletic events held in facilities designed for athletic events or other than as set out above, events held within the confines of the Wolf Pen Creek Park, Amphitheater and Festival Site or other outdoor city facilities. See the City of College Station Code of Ordinances Chapter 4 Business Regulations for more information.

### MINIMUM SUBMITTAL REQUIREMENTS:

- Special Event Permit Application Fee (**Refer to the Planning and Development Fee Schedule for all applicable fees**). Fee does not apply to non-profit organizations (proof of 501(c)3 status is required); however, fees will not be waived for any event involving the sale and/or consumption of alcohol.
- One (1) copy of site plan (See second page for details).
- One (1) copy of Temp Structure/Tent plan, if applicable (See second page for details).
- Insurance policy:
  - \$1,000,000 for death or injury to one person.
  - \$2,000,000 aggregate for death or injury in one accident.
- Permit Bond (for clean up of debris and to cover potential damage or injury to property):
  - \$10,000.
- Valid from first day of event and 30 days following event.

**NOTE:** The applicant should read and understand the "Conditions of Permit" and "Penalties" (attachments).

### SITE PLAN REQUIREMENTS:

- Location of adjacent structures.
- Location of points of ingress/egress
- Location of fire hydrants.
- Location of fire lanes for use by emergency equipment with minimum width of 20 feet and height clearance of 14 feet.
- Location and size of parking spaces
- Electric transmission and distribution lines on site.
- Location and size of signs.
- Location of sanitary facilities and trash containers.
- Area designated for alcohol sales and/or consumption (if applicable).

### TEMP STRUCTURE OR TENT PLAN REQUIREMENTS:

- Type of construction.
- All Walls.
- Aisles.
- Seating arrangement.
- Structural details (calculations of seats and supports).
- Location of all electrical wiring.
- Location and width of exits.
- Location and specification of fire suppression equipment.
- Location of sanitary facilities.