



## Event Application

Date Submitted:

<b>A. Applicant Information</b> (Applicant is required to be over 21 years of age)		
Name:		
Organization Name:		Non-profit EIN#:
Individual or Organization's Address:		
City:	State:	ZIP Code:
Day Phone:	Evening or Cell Phone:	
Email Address:		

<b>B. Event Location / Rental Facilities: Full Day, Half Day, or Hourly if applicable. (Please select rental option)</b>		
Carothers (FD) (HD) (HR)	Pool Cabana A (FD) (HD)	Brummerhop Cabana (FD)
Community House (FD)	Pool Cabana B (FD) (HD)	Brummerhop Pavilion (FD)
Meador Park Pavilion (FD)	Pool Party Room (FD)	Baseball Field:
Miramar Park Pavilion (FD)	Pine Gully	Other:

<b>C. Event Information</b> Date, time and locations is not guaranteed.		
<b>Date of Event:</b>	<b>Start - Time :</b>	<b>Event O End Time:</b>
<b>Type of Event:</b> <input type="checkbox"/> Social Event (i.e. Wedding, Birthday Party, etc.) <input type="checkbox"/> Meeting (Business, Non-Profit, Organizational, etc.) <input type="checkbox"/> * Parade, Organized Walk or Run, Sporting Event <input type="checkbox"/> * Concert, Carnival, Fair, Festival, Public Show or Exhibition <small>*If any option listed with Parade or Concert was selected, please reference <b>Special Event</b> sections E, G &amp; H</small>		
<b>Number of people attending:</b> <input type="checkbox"/> 1-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-75 <input type="checkbox"/> 76-90 <input type="checkbox"/> * 91-200 <input type="checkbox"/> * 201 + <small>*If 91 or more was selected, please reference <b>Special Event</b> sections E, G &amp; H</small>		
<b>Is this event open to the public?</b> <input type="checkbox"/> *Yes <input type="checkbox"/> No <small>*If Yes was selected, please reference <b>Special Event</b> sections E, G &amp; H</small>		
<b>Will food be sold or a mobile food provider be present at the event?</b> <input type="checkbox"/> *Yes <input type="checkbox"/> No <small>*If Yes was selected, please reference <b>Special Event</b> section E, G &amp; H</small>		
<b>Will alcohol be served?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If Yes was selected, an additional form must be completed. The Alcohol Security Agreement form is required.</small>		
<b>Will there be a party rental (i.e. bouncy house, rock wall, etc.) at the event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If Yes was selected, an additional form must be completed. The Bouncy House Form and proof of Liability Insurance is required.</small>		

<b>D. Notes and Comments (optional):</b>

<b>E. Special Events, Part 1 of 3 (Skip sections E, G &amp; H if your event does not qualify as a SPECIAL EVENT)</b>
<p>If any of your selections prompted you to the Special Events section, please complete <b>Special Event section E, G, &amp; H</b> and contact Special Event Coordinator at 281-291-5778. If your event is determined to be a Special Event, please submit items on the checklist.</p> <p><b>Completed Checklist is due no less than 45 days before the event.</b></p> <input type="checkbox"/> Liability Insurance with the City of Seabrook listed as Certificate Holder <input type="checkbox"/> Site Map- Please include on map: Description of where attendees will park, activities that will be set up, and a minimum of 3 Emergency Contacts from your organization/event. <input type="checkbox"/> Completed Event Application <input type="checkbox"/> Special Event Permit Fee (\$50), Special Event Deposit Fee, and any other applicable fees <input type="checkbox"/> Be available for a conference call or meeting with City staff to answer questions and clarify details of the event.

<b>FOR OFFICE USE ONLY</b>	
Rental Classification <input type="checkbox"/> Resident <input type="checkbox"/> Resident, Non-profit/Local Group  <input type="checkbox"/> Non-Resident <input type="checkbox"/> Special Event/City Co-Sponsored	Applicable Fees <input type="checkbox"/> Rental Fee: <input type="checkbox"/> Refundable Deposit: <input type="checkbox"/> Security Administrative Fee (\$30) <input type="checkbox"/> Special Event Deposit: <input type="checkbox"/> Custodial Fee (\$250): <input type="checkbox"/> Special Event Fee (\$50): Security Fee (\$40 x 4hr. min): Paid At Event <input type="checkbox"/> Lawn Maintenance Fee (\$300): <b>TOTAL FEES DUE:</b>



## F. Terms and Conditions

Applicant represents and certifies that:

1. All information provided in this application is true and correct to the best of my knowledge.
2. Applicant and user will bear all cost of cleanup and damage; and for this purpose the City may retain part or all of the deposit, and excess will be immediately paid to applicant upon request.  
**Applicants are required to remove all decorations, supplies, personal items, etc. from the facility and grounds on the same day/evening of reservation and ensure all equipment has been returned/stacked and in good working order. Failure to clean the building and grounds in accordance to Resolution for Updated Regulations For City Park Rental Facilities, will result in loss of part or all of deposit.**
3. **If applicant chooses to not opt for the Custodial Fee and if the facility is not returned to the same condition it was found, the applicant's deposit will be applied to a Custodial Fee and will be charged additional fees if the deposit is less than the Custodial Fee.**
4. Custodial Fees are included when reserving Carothers Coastal Gardens for a full day.
5. **Deposits will not be refunded until property has been inspected by a City official and keys/gate clicker (if applicable) have been returned and property inspected by a City official.**
6. All items left after midnight becomes the property of the City of Seabrook. Items may be returned upon request; however this will be at the convenience of the City of Seabrook. There are no employees available to allow entry into the building after your scheduled event has ended.
7. Custodial services are restricted to returning tables and chairs to storage racks, cleaning counters, floors, restrooms and emptying trash cans.
8. Applicant understands that they must be in compliance with fire code safety restrictions specific to the City facility they are renting. All people over the number approved by the Fire Marshall must remain outside.
9. Misrepresentation or erroneous information in this application constitutes grounds for denial of future applications and use.
10. **CANCELLATIONS submitted in writing 30 days prior to the event will qualify for all fees to be refunded. CANCELLATIONS submitted less than 30 days prior to the event may result in a loss of the cost of the rental.**
11. WAIVER OF LIABILITY:
  - a. **Applicant understands the City of Seabrook is not responsible for the loss or damage to any equipment or supplies of the renter.**
  - b. To the fullest extent permitted by law, RENTER, shall indemnify and hold harmless the City of Seabrook from and against claims, damages, losses, and expenses, including but not limited to, attorney's fees, which arise out of or in any way relate to any and all personal injury, death and/or property damage in connection with rental by the City to the rental of the Facility (as defined above), and arising out of any act and/or omission by the City and/or of any and all of the City's agents, representatives, servants, and employees, including, but not limited to, negligence, gross negligence, strict liability, breach of express or implied warranty, breach of fiduciary duty, breach of the duty of good faith and fair dealing, fraud, conspiracy, conspiracy to defraud, deceptive trade practice allegations, misrepresentations, or contribution, or any other claim, whether based on a tort, contract, or under any theory of recovery, under any state or federal law, or whether for compensatory or punitive damages (or any types of damages whatsoever). In no event will the City of Seabrook be liable for special indirect or consequential damages arising out of, or in connection with, the rental of the Facility rendered under this Agreement.



12. Applicant has read the rules and regulations and understands the fee structure to which time they have chosen.
13. **Applicant acknowledges applicable Ordinance/Resolution which can be found on the City website.**
14. The City requires that the applicant provide adequate security protection at any function attended by varying numbers of persons and has guidelines for the number of peace officers needed per volume of attendants and the nature of the function (see Alcohol/Security Agreement). The contract for security services is between the applicant and the individual peace officer(s), even when off duty Seabrook police officers are engaged. If a City peace officer is working a party on City premises, off duty under private party contract, he or she is not acting in his or her official capacity as a City employee and is an independent contractor in providing these services. The applicant must make arrangements directly with the police officers to pay them at the time of the event.
15. If alcohol will be served at the event, the completed Alcohol/Security Agreement form must be posted in clear view during the event.
16. Items prohibited by City Ordinance or other laws, not limited to, fireworks, helicopters, and weapons.
17. Applicant understands that video drones are not allowed to fly over the City of Seabrook without first registering the drone with the City.
18. Applicant assumes cleaning responsibilities if entering a City Facility before noon. Applicant is allowed in the facility only during the hours on the approved application.
19. **APPLICANT UNDERSTANDS THEY MUST BE AT LEAST 21 YEARS OF AGE TO SUBMIT FORM.**
20. **Cancellations due to severe weather, natural causes or governmental intervention shall be determined by the City Manager or designee**

**G. Special Events, Part 2 of 3 ( if applicable):**

1. Is organization recognized as a non-profit organization?  Yes, EIN # \_\_\_\_\_  No
2. Estimate number of attendees:  1 - 90  91 - 100  101 - 200  201+
3. Estimate number of workers: \_\_\_\_\_
4. Will event activities take place in any parking areas?  Yes: Number of spaces that will be used? \_\_\_\_\_  No
5. Where will event attendees park? \_\_\_\_\_
6. How many parking spaces are you providing for the event? \_\_\_\_\_  
If proposed parking area is on property other than City property, applicant will need to get permission from the property owner and submit proof of permission.
7. Description of the event & Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Will admission be charged for this event?  Yes  No
9. Do you want to display temporary signs or banners to advertise this event?  \*\* Yes  No  
\*\*If using signs/banners, number of signed/banners that will be used: \_\_\_\_\_  
Please complete the Sign Permit form attached to this packet. Please note that signs may only be displayed on private property, with the property owners' permission and with a City permit. Signs are not permitted in any street rights-of-way.
10. Is this event a Parade, Organized Walk or Run, Sporting Event?  No  Yes (please answer the following additional questions):  
Please provide proposed route (attach map):  
  
Estimated number and kind of animals that will be present?  
  
Estimated number of parade participants including, animals and riders, bicycle riders, animal-drawn vehicles, floats, motor vehicles, motorized displays, and marching units or organizations, such as bands, color-guards, and drill teams: \_\_\_\_\_



**H. Special Event additional agreements, Part 3 of 3 (if applicable)**

I have enclosed the following items as part of my application and have initialed each relevant item:

1. \_\_\_\_\_ (initials) Completed application form including all items requested on the check list.
2. \_\_\_\_\_ (initials) Special Event Permit fee of \$50 (Non-profit organizations may also submit a letter of requesting the City to waive the permit fee.), Special Event Deposit Fee (determined at Special Event meeting), and any other applicable fees (Deposits are not waived)
3. \_\_\_\_\_ (initials) A Certificate of Liability Insurance, naming the City of Seabrook as the Certificate Holder. This insurance provides protection of not less than \$100,000 against liability for damages to property and protection of not less than \$100,000 for protection of injury to the death of one person and of not less than \$300,000 for protection against injury to death of two or more persons in a single accident or occurrence. (A sample certificate of insurance can be requested.)
4. \_\_\_\_\_ (initials) Site map is attached as required by the Code of the City of Seabrook, Section 4.07 with:  
a.) Description of where attendees will park. b.)Where activities will be set up. c.)Minimum of 3 Emergency Contacts' information. d.)Route of Parade, Organized Walk or Run, Sporting Event's (if applicable). In addition, a security plan must be submitted for review and approval by Seabrook PD.
5. \_\_\_\_\_ (initials) Sign Permit completed (if applicable)
6. \_\_\_\_\_ (initials) Approval signatures on page 7: (Applicant/Organization representative, City Manager, Police Department Representative)
7. \_\_\_\_\_ (initials) As applicant, I certify that all information contained in this application is true and correct to the best of my knowledge. I state that I am fully authorized to act and contract for any persons, organizations, firms or corporations on whose behalf this application is made. As applicant for the above organization, I do contract and agree that they will jointly and severally, indemnify and hold the City of Seabrook harmless against liability for any and all claims for damage to property of injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the participants. As applicant, I understand that I may be held liable as principal in place of the organization for the cost of cleaning or repairing City property which may have sustained damage as a result of the special event. I understand that a special events permit may be issued for no more than five consecutive days. If the permit is granted, I, as representative, agree to adhere to all City ordinances regarding the special event.
8. \_\_\_\_\_ (initials) As applicant, I understand that this application and all accompanying documents and fees must be submitted to the City at least 45 days prior to the event and that these documents are necessary for the event committee to approve a Special Event Permit.
9. \_\_\_\_\_ (initials) As applicant, I understand the City has the right to deny the Special Event Permit and/or revoke the permit if proper documentation has not been provided and/or if violations of the permit occur. Continuing with an event after a permit has been denied and/or revoked is considered a misdemeanor and the event holder may be charged a fine up to \$500 per day.



**I. Alcohol/Security Agreement ( REQUIRED FORM FOR ALL RENTALS)**

In accordance with the Resolution "Updated Regulations for City Park Facilities", security service is required for events using City Facilities unless waived by the City Manager and when alcohol beverages are served.

Applicant Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact number during the event: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Actual Hours with guests: FROM \_\_\_\_\_ TO \_\_\_\_\_

Actual Hours serving alcohol: FROM \_\_\_\_\_ TO \_\_\_\_\_

(YES) (NO) I acknowledge that alcoholic beverages will be served during the time of this event.

(YES) (NO) My event will be held at the Carothers Coastal Garden property.

If **YES** is selected, please continue initialing the statements of acknowledgment.

If **NO** is selected for both statements, please continue to the next page and sign at the bottom.

Applicant is required to abide by the laws of the State of Texas, including those prohibiting consumption of alcohol by individuals under 21 years of age.

The applicant must be at the facility the entire time alcohol is being consumed. It is the responsibility of the applicant to be fully informed of all existing State and Local Laws.

Failure to abide by exiting State and Local laws anywhere on the premises may result in:

- A. Ejections from the premises
- B. Possible arrest(s)
- C. Terminations of the event
- Or
- D. All of the above

**THIS ALCOHOL/SECURITY AGREEMENT MUST BE POSTED DURING THE EVENT**



**Alcohol / Security Agreement - Continued**

\_\_\_\_\_ I acknowledge that a licensed peace officer(s) or licensed security company will provide security for my scheduled event and must be present at all times alcohol is being served.

\_\_\_\_\_ I acknowledge that each peace officer(s) assigned will be paid in cash, at a rate of **\$40 per hour with a four (4) hour minimum and shall be paid by me at the time of the scheduled event.**

\_\_\_\_\_ I acknowledge that no alcohol can be sold unless a copy of a TABC permit is provided.

\_\_\_\_\_ I acknowledge that I, the applicant must be at the facility the entire time alcohol is being consumed. It is the responsibility of the applicant to be fully informed of all existing State and Local Laws

\_\_\_\_\_ I acknowledge that it is a violation to serve alcohol to minors, and I agree to take the steps necessary to comply with this law.

\_\_\_\_\_ I acknowledge that the number of officers assigned to my event is based on the number of attendees.

**Security Service**

Number of Attendees	Officers Required
1 to 50	1
51 - 100	2
101 - 300	3
301 to 400	4
401 to 500	5
501 and above	Determined by Chief of Police

\_\_\_\_\_ Applicant's Signature

\_\_\_\_\_ Date

CITY MANAGER/DESIGNEE WAIVES SECURITY SERVICES FOR THIS EVENT

\_\_\_\_\_ Signature of City Manager/Designee

\_\_\_\_\_ Date



J. Signatures for Application		
Signature of Applicant:	Applicant's Printed name:	Date:
Signature of City Manager/Designee:	City Representative's Printed name:	Date:
Signature of Police Department Representative (if applicable)::	Police Representative's Printed name (if applicable)::	Date:
Signature of Fire Marshal Representative(if applicable):	Police Representative's Printed name (if applicable):	Date:

**Thank you for completing the application.**

Ordinances and Resolutions referenced in this application, which can be found on the City of Seabrook's website (seabrooktx.gov): [https://library.municode.com/tx/seabrook/codes/code\\_of\\_ordinances](https://library.municode.com/tx/seabrook/codes/code_of_ordinances)

- Resolution "Updated Regulations for City Park Rental Facilities"
- Ordinance "Special Events Recodification from Comp Code to Parks"
- Ordinance "Updated Park Regulations"
- Ordinance "Master Fee Schedule"

A printed copy available upon request.

FOR OFFICE USE ONLY		
Rental Amount Due:	Date Paid/Amount:	Form of Payment: (Cash) ( CC) (Check)
Refundable Deposit Amount Due:	Date Paid/Amount:	Form of Payment: (Cash) ( CC) (Check)
Security/Alcohol Amount Due:	Date Paid/Amount:	Form of Payment: (Cash)
Custodial/Lawn Prep Amount Due:	Date Paid/Amount:	Form of Payment: (Cash) ( CC) (Check)
Special Event Permit Fee:	Date Paid/Amount:	Form of Payment: (Cash) ( CC) (Check)
Remaining Balance:	Date Key/Gate Remote Provided:	Date Key/Gate Remote Returned:
FOR OFFICE USE ONLY		
Refundable Deposit Returned:	Date Returned:	Initials of Accountant:
Amount of Deposit Not Returned:		
Explanation of Damage or Clean-Up Required:		



# Sign Permit for City of Seabrook

Applicant to complete all numbered spaces. Incomplete applications will not be processed

1 Site Address			
2 Sign Owner	Mail Address	Zip	Phone
3 Contractor/Installer	Mail Address	Phone	License No.
4 Type of Sign			
5 Describe Purpose of Sign			

The issuance of this permit allows for periodic on-site inspections during the time of construction until the time a Certificate of Occupancy is issued.

## DESCRIPTION OF SIGN

Total Height:

TYPE OF SIGN (Check all that apply)

TYPE OF LIGHTING

Total square feet of faces of one face:

- Freestanding Roof
- mounted Building
- mounted
- Shopping Center ID sign

- Internal Diffused
- Indirect
- Neon
- Directly Lighted

Total square feet of all faces:

- Permanent
- Temporary
- Conventional
- Spectacular

TYPE OF LIGHTING

- Foundation Sign
- Board Support
- Structure
- Face Material

Minimum clearance beneath sign:

**\*SIGNS IN RIGHT-OF-WAYS AND EASEMENTS ARE PROHIBITED AND WILL BE REMOVED AT OWNER'S EXPENSE.**

**\*\*PLEASE ATTACH DRAWINGS OF SIGN SPECIFICATIONS FOR PERMANENT SIGNS\*\***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the laws governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

NOTE: REGARDING DISPUTES CONCERNING THE REGULATORY DISCRETION OF THE CHIEF BUILDING OFFICIAL (CBO); THE CITY MANAGER HAS NO AUTHORITY IN SUCH MATTERS TO OVERRULE THE CBO ALTHOUGH THE CITY MANAGER WELCOMES THE PUBLIC TO DISCUSS THE PROCESS AND AREAS OF CONCERN BY THEM. APPEALS TO OVERRIDE THE DECISION MADE BY THE CBO ARE GOVERNED BY ORDINANCE AND ALL DISPUTES MUST BE BROUGHT WITHIN 10 DAYS OF THE CBO'S DECISION. PLEASE RECOGNIZE THAT THE CBO WILL HONOR DUE PROCESS AND PROTECT THE RIGHTS OF ALL STAKE HOLDERS.

\_\_\_\_\_  
Signature of Contractor or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if owner is builder)

\_\_\_\_\_  
Date



City of Seabrook  
Community Development Department  
1700 First Street  
Seabrook, TX 77586  
Phone (281) 291-5669  
Fax: (281) 291-5690

PLEASE LIST LOCATIONS OF ALL TEMPORARY SIGNS

1. \_\_\_\_\_

7. \_\_\_\_\_

2. \_\_\_\_\_

8. \_\_\_\_\_

3. \_\_\_\_\_

9. \_\_\_\_\_

4. \_\_\_\_\_

10. \_\_\_\_\_

5. \_\_\_\_\_

11. \_\_\_\_\_

6. \_\_\_\_\_

12. \_\_\_\_\_