



# APPLICATION FOR SPECIAL EVENT

## CITY OF MIDLOTHIAN

104 West Avenue E  
Midlothian, TX 76065

**PHONE**  
972-775-7777

**WEBSITE**  
www.midlothian.tx.us/parks

Submit application to: parks@midlothian.tx.us

### OFFICE USE ONLY

SEP #: \_\_\_\_\_

Fees: \_\_\_\_\_

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Special Event Fee: \$50.00

### 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: \_\_\_\_\_

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