

# City of Elgin Special Events Check List

This document is to assist you in preparing the information needed to inform the City of Elgin of your request. Please meet with the Parks & Community Development Dept at least 2-6 months in advance of your event.

Annual Events shall have preference in the reservation of a special events venue over other requested reservations for an upcoming year. Event sponsors must submit a letter not later than thirty (30) days after the conclusion of the event to reserve the upcoming year's event dates. Reservations for event dates are subject to cancellation if fees, agreements, permits and other required submissions are not timely received by the City of Elgin.

➤ **Please provide a narrative of Event** \_\_\_\_\_

---

---

---

---

---

---

---

---

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Is the Event Annual? \_\_\_\_\_

Location of Event: \_\_\_\_\_

Expected Attendance? \_\_\_\_\_

Contact Person(s) Primary \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Secondary \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

E-mail addresses \_\_\_\_\_

Organization(s) \_\_\_\_\_

Non profit organization? \_\_\_\_\_

Who is responsible for Fees? \_\_\_\_\_

Billing Address \_\_\_\_\_

**City of Elgin  
Parks & Community Development Department  
Community Development Director  
Parks & Recreation Program Manager  
512 281-5724  
amiller@ci.elgin.tx.us**

**Do you need?**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Usage of Streets       | <input type="checkbox"/> Electricity         | <input type="checkbox"/> EMS Stand-by                 |
| <input type="checkbox"/> Usage of Parks         | <input type="checkbox"/> Electrical Outlets  | <input type="checkbox"/> Fire Control                 |
| <input type="checkbox"/> Usage of Parking Areas | <input type="checkbox"/> Water               |   |
| <input type="checkbox"/> Barricades             | <input type="checkbox"/> Water/Sewer Outlets | <input type="checkbox"/> Insurance                    |
| <input type="checkbox"/> Trash & Clean-up       | <input type="checkbox"/> Security            | <input type="checkbox"/> Inspection                   |
| <input type="checkbox"/> Other Equipment        | <input type="checkbox"/> Traffic Control     | <input type="checkbox"/> Will Food be Served          |
| <input type="checkbox"/> Port-a-Potties         | <input type="checkbox"/> Signs               | <input type="checkbox"/> Assistance of any City Crews |
- Other Requests \_\_\_\_\_

**Fees for park use and City facilities will apply. Please meet with the Parks & Community Development Dept at least 2-6 months in advance of your event.**