



**City of Elgin**  
**Parks & Community Development Department**  
**Special Event Permit**  
310 North Main Street  
P.O. Box 591 Elgin, TX 78621  
512-281-5724 Fax 512-285-5962  
[www.elgintx.com](http://www.elgintx.com) [www.elginpard.com](http://www.elginpard.com)

Name of Park \_\_\_\_\_

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

Date of Event \_\_\_\_\_

Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Check # refundable deposit \_\_\_\_\_

Check # Special event permit \_\_\_\_\_

Check # rental fee \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

Date \_\_\_\_\_

The Special Event Permit is a non-refundable processing fee. The party signing this agreement acknowledges that they have read the rules and guidelines for Parks and Recreation found in City Ordinance no. 2007-11-06-26 & City Ordinance no. 2007-11-06-25.