

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
512-285-6190
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.