



Special Event Application Special Events Review Team (SERT)

Promoting healthy, safe and community-minded events

 SPECIAL USE PERMIT
 SPECIAL EVENT

APPLICANT INFORMATION

LAST NAME OF APPLICANT	FIRST NAME	MIDDLE INIT.	<input type="checkbox"/> Class (A) PRIVATE
NAME OF ORGANIZATION OR GROUP			<input type="checkbox"/> Class (B) BENEFIT
STREET ADDRESS	PO BOX NO.		<input type="checkbox"/> Class (C) COMMERCIAL
CITY	STATE	ZIP	
PHONE NUMBER	CELL NUMBER	E-MAIL ADDRESS	

EVENT AND VENUE INFORMATION

NAME OF EVENT	ESTIMATED NO. TO ATTEND	
PROPOSED LOCATION OF EVENT	PROPOSED DATE OF EVENT	PROPOSED TIME(S)
DESCRIBE EVENT BELOW: (PLEASE INCLUDE TYPE OF ACTIVITIES, PARKING, RIDES, FOOD, CANOPIES AND TENTS, ETC.)		
<p>Do you plan to charge any 3rd Party for booth/vending space? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If you checked "YES", what amount are you charging per 3rd Party booth/vending space? \$ _____ -</p> <p>Also, if you checked "YES", how many vendors do you plan to provide space for? _____</p>		

APPLICATION REQUIREMENTS

- CERTIFICATE OF INSURANCE (if event is on Public Property)
- SITE DIAGRAM (SERT TEAM will help with this drawing)
- APPLICATION FEE OF \$ 150.00 (Fee is returned if application is denied)

Signature of Applicant: _____

Read the following and click the *Submit Application* button below to complete your application.

- ▶ For credit card payments, please come by the CITY OF FORNEY Finance Office located in CITY HALL (1st Floor) at 101 E. Main Street, Forney, TX. We accept Visa and Master Card.
- ▶ For check payments, make check payable to: CITY OF FORNEY. Note the event name on the check. Mail Checks to the following address

City of Forney
PO Box 826
Forney, TX 75126