# City of McAllen

## SPECIAL EVENT PERMIT

Including parade/procession, street closing and mass gathering of fewer than 1000 people

**REQUIREMENTS: INCOMPLETE APPLICATION WILL NOT BE ACCEPTED/PROCESSED**

**( )  $20.00 Permit Fee Upon Submission of Application  (Cash or Check)**
              ***$25.00 Expedited Processing (less than 5 days) as per Ordinance 2016-58**
**( )  Detailed Map/Layout**
**( )  Proof of Liability Insurance or Waiver**

Date of Event:_____

Type of Event: ___Parade          ___Walk-A-Thon          ___Other_____

McAllen Code Sec. 102-307 Definition: Parade means any parade, march, ceremony, show, exhibition, pageant, pedestrian race, run, marathon or walkathon, or procession of any kind, or any similar display, in or upon any street, park or other public place in the city.

NAME OF CONTACT PERSON:_____

ORGANIZATION (IF APPLICABLE):_____

ADDRESS:_____

TELEPHONE:_____

PURPOSE AND DESCRIPTION OF EVENT (BE SPECIFIC):
_____
_____

ARE VENDORS/SALES PROPOSED? (DESCRIBE):
_____
_____

*Public food Sales require food handling permits; not required for private events.
ARE TENTS OR OTHER STRUCTURES PROPOSED?_____
*All tent fabrics must be flame resistant. An affixed tag or certificate by a testing laboratory is acceptable as evidence of flame resistance. Tents are subject to inspection.

START TIME:_____  END TIME:_____

*** City of McAllen does not provide traffic control/police officers for events.*

ROUTE TO BE TRAVELED OR UTILIZED (Attach Site & Traffic Plan)
        Starting Location:_____
        Ending Location:_____
        Will the Event Occupy All Or Only a Portion of the Width of the Street?_____
        Length of Event (i.e. blocks/miles):_____  No. of Persons:_____
        No. of Animals:_____  Type of Animals:_____
        No. and Description of Vehicles_____

*** Applicant is responsible for Street Closure*

Applicant Signature_____Date_____

a) $20 Permit Fee upon submission of application
   *$25.00 Expedited Processing (less than 5 days) as per Ordinance 2016-58
b) If barricades are needed applicant must contact Texas Highway Systems at (956) 580-7660, 3521 N. Mayberry Rd., Mission, TX, for the rental of barricades and provide us with proof of rental.
c) Detailed Map/Layout of the route of the parade or procession;
d) Proof of liability insurance or waiver.
   **Certificate of Liability Insurance** - the City of McAllen must be the Certificate Holder or be listed under additional insured.
   **Waiver** - must exclude the City of McAllen from any liability.
e) **City of McAllen does not provide traffic control for events**