



# Request for Temporary Use of Park and Conditions of Use for Event

(Please type or print)

Please provide complete information and submit request at least 30 days before the date of the event to provide "corriging" for staff review.

Applicant: \_\_\_\_\_  
Organization/Individual

Contact: \_\_\_\_\_  
Name e-mail address

Address: \_\_\_\_\_  
Street City State Zip Telephone

Location: \_\_\_\_\_ Other Impacted Area(s): \_\_\_\_\_  
Name of Park

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Purpose and Function of Event (Please provide as much detail as possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate number of participants/spectators: \_\_\_\_\_ Site plan attached?  Yes  No

Will event have vendors?  Yes  No

Number/type of vendors: \_\_\_\_\_ Art/Crafts \_\_\_\_\_ Food \_\_\_\_\_ Other (explain) \_\_\_\_\_

Food vendors must have a food handler's license and applicant must make arrangements with Health Department for inspection.

If this is a fund-raiser, do you estimate proceeds over \$500.00?  Yes  No  
Charitable Solicitation Permit No. (El Paso Municipal Code Chapter 5.24.140): \_\_\_\_\_

"Non-Profit" includes any registered person, group or organization recognized as a non-profit organization recognized under the laws of the State of Texas, or who has been given tax-exempt status under section 501(c)(3) of the United States Internal Revenue Service, or both.

Pet Event?  Yes  No Training Equipment?  Yes  No  
Must comply with El Paso Municipal Code Chapters 7.08.010 & 7.12.010 as it applies  
\_\_\_\_ (initial) I understand Parks & Recreation will not be responsible for any lost, damaged or missing equipment

Amplification?  Yes  No

Is amplification being used for the purpose of advertising goods, property, services, or entertainment, where the primary purpose of which advertising is making of profit for a business?  Yes  No

List type, number, capacity (voltage) of items listed:

	Microphones	Speakers	Amplifiers	Other
Number:				
Capacity				

Prohibited amplification areas include San Jacinto Plaza other than the stage.

**NOTICE:** The permittee shall comply with all permit requirements and conditions and with all applicable law and ordinances, including but not limited to the City's noise Ordinance, Chapter 9.40 of this code. No amplification permits will be granted between the hours of 10:00 p.m. – 7:00 a.m. that are within residential real property or at an institution, business or facility with sleeping facilities. Prohibited areas include San Jacinto Plaza (other than on stage)

**Release:** In consideration of the permit for use of park area, the City of San Antonio hereby releases, defends, holds harmless and agrees to indemnify the applicant, its agents, employees, contractors, volunteers, and invitees from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, that may be asserted against or incurred by the City of San Antonio, its agents, employees, contractors, volunteers, or invitees, arising out of or in connection with the use of the park area by the applicant, its agents, employees, contractors, volunteers, or invitees, whether or not such claims, damages, losses, or expenses are caused in whole or in part by the negligence of the City of San Antonio, its agents, employees, contractors, volunteers, or invitees.

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Signature of Applicant

Date

**Please Note:** If the event is designed to be held by or for any person other than the Applicant, the Applicant shall attach a written communication from the person authorizing the Applicant to request use of the park area.

**Please Complete checklist in its entirety.**

*(Specify quantity. If an item does not apply to your event, check the box labeled N/A)*

	Yes	No	N/A	Quantity
Alcohol				Explain: _____ X _____ Initial
Grills				# _____ propane # _____ charcoal
Chairs				# _____
Tables				# _____
Tents				# _____ Size _____ X _____ Initial, No staking
Jumping Balloons				# _____ Vendor
Other: Obstacle course, bungee, rock climb, mechanical rides, etc.				# _____ Vendor
Portable Restrooms				# _____ Vendor
Other Entertainment: Face painting, clowns, etc.				# _____ Vendor
Amplification: Band, DJ, announcement, etc.				X _____ Initial-requires an amplification permit.
Small radio/boom box				
Booths				# _____ Type _____ Tables/Tents/Chairs per booth _____
Other				_____ Specifics
Open to the Public				Entrance Fee \$ _____
Food to the Public				_____ Specifics
Distributed Flyers				
Vendor (other than food)				# _____ Type _____
Staking in to the Ground				Explain: _____ X _____ Initial
Irrigation Line/ Spigot Spotting				Explain: _____ X _____ Initial
Non-Profit				Must Supply 501 (c) Form X _____ Initial
Fundraiser Over \$500.00				Charitable Solicitation Permit # _____
Comments:				

Vendors that have met Liability Insurance Requirements:

Ninja Jump #544-5568  
Pazos Entertainment #532-4004  
Star Jump, Inc. #562-5547  
InterXtreme Inflatables #433-0098  
Sarabia's Portable John's # 544-9022

## Park Information and Rules

- ❖ Electricity is not provided, unless event is held in a Reserve.
- ❖ Water is not provided.
- ❖ Portable restrooms are not provided; permanent restrooms are available at Reserves.
- ❖ No excavation or placing of stakes into the ground.
- ❖ Park Closed 11:00 p.m. – 6:00 a.m. (Downtown Parks Closed from 1:00 a.m. – 6:00 a.m.)
- ❖ No vehicles will be driven or allowed onto park grass areas.
- ❖ No restriction for the use of the areas or streets by the public shall be imposed.
- ❖ Littering and dumping of waste prohibited.
- ❖ Glass beverage containers prohibited.
- ❖ Alcoholic beverages are prohibited.
- ❖ Illegal to mar, damage, or destroy city property.
- ❖ Camping is prohibited.
- ❖ Use of any projectile is prohibited (firearms, air rifles, sling shots, driving golf balls, rock throwing).
- ❖ Remove pet droppings, use a leash.
- ❖ No horses.
- ❖ No amusement devises or jumping balloons without written permission.
- ❖ Permit required for sale of goods or services.
- ❖ Permit required for amplified public addressing.

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Signature of Applicant

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Date