

**TOWN OF PECOS CITY
EVENTS & CELEBRATIONS
APPLICATION**

26-7.7 TO 7.8 Application must be returned completed to City Secretary, as per ordinance, 45 days prior to event with fee of \$100. Additional info may be requested by City up to 30 days before event. If application submitted less than 45 days, fee if \$300 late an additional fee will be required.

TITLE OF EVENT: _____

ORGANIZATION SPONSORING EVENT: _____

NON-PROFIT / TAX EXEMPT NO. _____

EMAIL: _____

| | | | | |
|-------------------|--------------|-------------|-----------|----------------------|
| DATE(s) OF EVENT: | DAY OF WEEK: | TIMES FROM: | TIMES TO: | ESTIMATED ATTENDANCE |
| | | | | |
| | | | | |
| | | | | |

26-7.9 *LOCATION AND ADDRESS (A clear and complete map of the area indicating the location of all activities, vendor area and road blockages must be provided with this application):*

DETAILED DESCRIPTION OF ALL ACTIVITIES OCCURRING AT THE EVENT:

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SPECIAL CONDITIONS (Check & describe if applicable):

Description, approximate number, and type of each special condition.

VENDORS: _____

FIRES: _____

PYROTECHNICS: _____

PORTABLE RESTROOMS: _____

AMPLIFIED VOICES: _____

TENTS/AWNINGS: _____

SIGNS: _____

ANIMALS: _____

COOKIN ON-SITE: _____

OTHER: _____

OTHER: _____

STREETS/ALLEYS/SIDEWALKS TO BE BLOCKED:

BARRICADES: UP BY: _____ am / pm DOWN BY: _____ am / pm

EMERGENCY ACCESS MUST BE MAINTAINED AT ALL TIMES:

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APPLICATION FEE: \$_____ LATE FEE: \$_____

NON PROFIT/CHARITABLE: YES or NO

EVENT COORDINATOR:_____ DATE: _____

APPLICANT SIGNATURE: _____

ADDRESS: _____ CITY _____ ST _____ ZIP _____

DAYTIME PHONE# NIGHTTIME PHONE# CELL NO: FAX NO:
_____ / _____ / _____ / _____

DATE APPLICATION RECEIVED: _____

CHIEF OF POLICE (CHAIR):_____ APPROVE / DISAPPROVE

COMMUNITY DEVELOPMENT DIR: _____

BUILDING INSPECTOR: _____

FIRE DEPT CHIEF: _____

PUBLIC WORKS DIRECTOR: _____

CITY MANAGER: _____ APPROVE / DISAPPROVE

COMMENTS: _____

**TOWN OF PECOS CITY
EVENTS & CELEBRATION
CHECK LIST**

initials

1. PORTABLE TOILETS (chart in packet)
2. CURFEW (if applicable)
3. MUSIC LEVEL (in ordinance)
4. NO ALCOHOL ON STREET
5. NEIGHBORS PERMISSION
6. GENERAL LIABILITY INSURANCE (to be determined)
7. MAP
8. SUFFICIENT PARKING
9. SECURITY
10. EVENT FEE
11. PECOS CITY EVENT PERMIT



| People Attending | EVENT DURATION | | | | | | | | | | NUMBER OF UNITS NEEDED |
|------------------|----------------|-------|-------|-------|-------|-------|-------|-------|-------|--------|------------------------|
| | 1 HR | 2 HRS | 3 HRS | 4 HRS | 5 HRS | 6 HRS | 7 HRS | 8 HRS | 9 HRS | 10 HRS | |
| 0-50 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | |
| 50-100 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | |
| 100-250 | 3 | 3 | 3 | 3 | 4 | 4 | 4 | 4 | 6 | 6 | |
| 250-500 | 4 | 4 | 4 | 6 | 6 | 6 | 8 | 8 | 8 | 8 | |
| 500-750 | 4 | 4 | 6 | 6 | 6 | 8 | 8 | 8 | 10 | 10 | |
| 750-1000 | 6 | 6 | 6 | 8 | 8 | 8 | 12 | 12 | 12 | 12 | |
| 2000 | 8 | 8 | 8 | 8 | 8 | 12 | 12 | 12 | 12 | 16 | |
| 3000 | 8 | 12 | 15 | 16 | 18 | 18 | 18 | 19 | 20 | 21 | |
| 4000 | 10 | 16 | 9 | 22 | 24 | 25 | 25 | 27 | 27 | 28 | |
| 5000 | 12 | 20 | 24 | 27 | 29 | 31 | 32 | 34 | 35 | 35 | |
| 6000 | 14 | 24 | 28 | 33 | 35 | 37 | 37 | 39 | 40 | 41 | |
| 7000 | 17 | 27 | 34 | 38 | 41 | 42 | 46 | 46 | 47 | 48 | |
| 8000 | 20 | 32 | 38 | 44 | 48 | 50 | 50 | 50 | 52 | 54 | |
| 9000 | 22 | 31 | 42 | 48 | 51 | 54 | 54 | 56 | 58 | 64 | |
| 10000 | 24 | 39 | 47 | 54 | 58 | 62 | 64 | 66 | 68 | 72 | |

EXTRA NOTES OR COMMENTS: