

# City of Giddings

## Event Application

(Date Modified: 09/22/2025)

Public Event: \_\_\_\_\_ Private Event: \_\_\_\_\_

Name of Requester: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Email of Requester: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_ Time(s) of the Event: \_\_\_\_\_

Number of People at Event: \_\_\_\_\_ Will Alcohol be Consumed: YES / NO

Barricades Needed: Yes or No

Description of Event in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above information is true and correct to the best of my knowledge. By signing below, I acknowledge that I must be present during the above event date(s) and time(s), and will do my best to ensure all ordinances and laws are abided by.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Application reviewed by: (initial only)

\_\_\_\_\_ Director of Public Services      Approved: YES / NO      Date: \_\_\_\_\_

\_\_\_\_\_ Police Chief      Approved: YES / NO      Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Events Protocol**

- The requester shall pick up the event application from the city secretary's office
- The requester shall complete the application and return the completed application to the city secretary's office for review
- The Police Chief and Director of Public Services will approve or disapprove the event application
- If any public streets are to be closed, the requester shall provide a map of any street(s) to be closed to the city secretary's office
- Event requester will assure venue is returned to original state and assumes responsibility for vendor clean up.

## **Requirements For Hosting Events Inside The City Limits**

- Liability Insurance
- Portable Restrooms
- Trash Pick Up and Removal
- Trash and food waste pick up and removal.
- Street Closures
- Security / EMS
- Texas Alcohol and Beverage Commission (TABC) rules and regulations SHALL be followed at all times during any special event