

City of Alamo Heights
EVENT PERMIT REQUIREMENTS
 Temporary Certificate of Occupancy

	--- A --- Qualified Neighborhood Event	--- B --- Special Event	--- C --- Miscellaneous Event (anything other than A or B)	Applicant initials if provided
City of Alamo Heights Resident/Business/Non-Profit	Required	Required	Required	
Use of City Right-of-Way	Residential block parties, 4 th of July Parade only	Permitted	Not permitted	
Use of amplified sounds	8 a.m. to 8 p.m. only	8 a.m. to 8 p.m. only	8 a.m. to 8 p.m. only	
Food or Alcohol served for sale	Not permitted	Permitted (By Temporary License Only)	Not permitted	
Application and Packet Req'd	10 days prior to event	30 days prior to event	20 days prior to event	
Notice of Intent Req'd	-	45 days prior to event	-	
Permit application Req'd	Yes	Yes	Yes	
Liability Release Statement Req'd	Yes	Yes	Yes	
Cert. of Liability Insurance Req'd w/ Endorsement Form included	-	Yes ¹	-	
Tent Fire Retardant Certificate	Yes, if > 200 square feet	Yes, if > 200 square feet	Yes, if > 200 square feet	
Route / Event location map Req'd	Yes ²	Yes ²	Yes ²	
Event layout Req'd	-	Yes	Yes	
Parking plan Req'd	-	Yes (if applicable)	Yes (if applicable)	
Electrical/Lighting plan Req'd	-	Yes (if applicable)	Yes (if applicable)	
Inspections Required	-	P&DS and Fire Dept.	P&DS and Fire Dept.	
Length of Event Permitted	1 day	Unlimited	1 day	
Event Fee	\$0	\$100/\$500 ³	\$100	
Clean-Up Deposit (Refundable; separate check made out to 'City of Alamo Heights')	\$300	\$300	\$300	
Alamo Heights PD officers Req'd	-	Case by Case basis Hourly rate applies	Case by Case basis Hourly rate applies	
Fire Dept. Event Coverage ⁴	-	1 per 250 guests (Any event w/ greater than 500 participants)	1 per 250 guests (Any event w/ greater than 500 participants)	
Fire Dept. & Police Equip. Rental Req'd	-	Case by Case basis \$75 per hr (Min. 2 hrs)	Case by Case basis \$75 per hr (Min. 2 hrs)	
Restrooms Req'd	-	Yes (per table below)	Yes (per table below)	
Barricades Req'd	Case by Case basis	Case by Case basis	Case by Case basis	

¹For events utilizing city streets, alleys, facilities, or properties, a Certificate of Liability Insurance must be provided which indicates the City of Alamo Heights as an additional insured and must include the State of Texas required endorsement form.

²Route/event location maps must include the intended location of the start, finish, parking, restrooms, electrical supply if applicable, staff/volunteer tables along the route, and locations of proposed blocking of streets.

³\$500 event application fee required for previously approved, non-Alamo Heights-based organizations for walks, runs or parades.

⁴\$30 per hr (Min. 3 hrs)

Portable Restroom Requirements

People Attending	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	6	6	6
250-500	4	4	4	4	6	6	8	8	8	8
500-2000	4	5	6	7	7	8	8	8	9	9
2000	6	10	12	13	14	14	14	15	15	15
3000	9	14	17	19	20	21	21	21	21	22
4000	12	19	23	25	28	28	28	30	30	30
5000	15	23	32	32	34	36	36	36	36	36



City of Alamo Heights
Notice of Intent
[Special Events Only]
COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
6116 Broadway, San Antonio, Texas 78209
v: (210) 826-0516 f: (210) 822-8197

I understand that this Notice must be submitted at least 45 days prior to the actual event date and hereby announce our intention to make application for a Special Event.

Applicant's Name: _____

Applicant's Organization: _____

Applicant's Organization Address: _____

Applicant's Phone Number: _____ Email: _____

Is the applicant organization a 501c3 non-profit? Yes/No If so, please attach IRS verification form

Description of Special Event: _____

Is this an Annual event? Yes _____ No _____ How many years (including this year)? _____

Location of Special Event: _____

Preliminary Date of Special Event: _____

For events held at the Alamo Heights Pool or at the Jack Judson Nature Trail parking lot, the following approval is required:

The request Special Event poses a conflict with scheduling and a revised date is requested:

AH Pool: Rick Shaw (210) 829-7488: YES ___ NO ___ Comments: _____

Rick Shaw – AH Pool Signature

Date

Anticipated Event Time: Set-up Start _____ PM/AM Event Start _____ PM/AM Event End _____ PM/AM

The anticipated attendance for the event is: 0-100 _____ 101-500 _____ 501-1000 _____ 1000+ _____

*****Additional Alamo Heights Public Works/Police/Fire/EMS personnel and/or equipment may be required for the proposed event. Rental fees may apply*****

The event will include the intent to sell, handle or distribute as follows: (Check all that apply)

- A. _____ Beer _____ on premises _____ off premises
- B. _____ Liquor _____ on premises _____ off premises
- C. _____ Wine _____ on premises _____ off premises
- D. _____ Food _____ prepared _____ pre-package (by manufacturer or licensed food establishment)
- E. _____ Other sale or distribution: _____

I will sell and distribute food and/or beverages as are now or may hereafter be permitted by the laws of the United States, the State of Texas and applicable local ordinances. Temporary Food and Alcohol licenses may be required from the City of Alamo Heights, Bexar County, and/or the State of Texas.

I acknowledge that no permit will be issued until all city requirements have been met or provided. I have completed the above application and have read, understand, and agree to the above guidelines and conditions.

Applicant Signature

Date



City of Alamo Heights
Event Permits Application
 Temporary Certificate of Occupancy
 PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
 6116 Broadway, San Antonio, Texas 78209
 v: (210) 826-0516 f: (210) 822-5181

PLEASE NOTE: This application for events must be submitted, at least 10 days prior to the event. (20 days for Tent Events, 30 days for a Special Event) Applications submitted without required documents and/or any required fees will NOT be accepted.

Qualified Neighborhood Event (\$0 app., \$300 refundable deposit)
 Tent Event Only (Min. \$100 app., \$300 refundable deposit) **Special Event (\$100 or \$500*** app., \$300 refundable deposit)**

Address Where Event will be Held _____

Company or Organization Hosting Event _____

Name of Property Owner _____

Contact Person for Event _____

Owner's Contact Person _____

Contact Person's Street Address _____

Address of Owner's Contact Person _____

City _____ State _____ ZIP _____

City _____ State _____ ZIP _____

Email: _____

Phone # _____ FAX # _____

Phone # _____ FAX # _____

Date(s) of the Event: From ____/____/____ To ____/____/____
MONTH DAY YEAR MONTH DAY YEAR

Set up times for events may not be any earlier than 6 a.m.: Time this Event will occur:

From _____ PM/ AM To _____ PM/ AM EACH DAY

Is this an Annual event? Yes _____ No _____ How many years (including this year)? _____

COMPLETELY DESCRIBE THIS EVENT _____

TRAFFIC & SECURITY:

Will any City Streets be blocked? YES ___ NO ___

Will amplified sound be used? YES ___ NO ___ Please describe: _____

Number of people estimated that are likely to attend: Guests _____ Crew _____

Number of parking spaces available:(ON SITE) _____ (OFF SITE) _____ (Designate location and number of accessible parking spaces on site plan.)

FOOD & ALCOHOL:

Will food be prepared on site? YES ___ NO ___ If yes, then show food preparation equipment and facilities on the site plan.

Will food be served on site? YES ___ NO ___ If yes, Please list: _____

Will alcoholic beverages be sold for consumption on the site? YES ___ NO ___

TENTS:

Will a tent(s) be erected on the site? YES ___ NO ___ If yes, the specify the size L _____ W _____

Printed Name _____ Signature _____ Date ____/____/____

***\$500 event application fee required for previously approved, non-Alamo Heights-based organizations for walks, runs or parades.

Liability Release Statement

Event address or location: _____

Proposed Event Date: _____

I, _____, as the applicant for the above referenced special event, hereby agree as a condition of permit application and/or issuance, to protect, defend, indemnify and hold harmless the City of Alamo Heights, it's officers, agents and employees, from all liability, loss and expenses, including reasonable attorneys fees, that the City of Alamo Heights, it's officers, agents and employees may incur by reason of the special event, and all acts taken by the City of Alamo Heights relating to the activities described in the permit documents, including but not limited to permit(s) review, issuance of permit(s), inspections, approval of the event and any issuance of licenses or certificate of occupancy.

I, _____, as the applicant for the above referenced special event, hereby state that each participant involved within the proposed special event shall be required to sign a liability release statement for the event. Said statement must include the city in the waiver of liability for the proposed event.

I acknowledge that the City of Alamo Heights will rely upon the execution of this indemnity as a condition precedent to the issuance of any event permit, and would not issue the permit but for the execution of this indemnity.

Signature of applicant

Signature of applicant

Contact Address

Contact Address

Phone

Phone

Date

Date

Event Permits Department Sign-Off

Temporary Certificate of Occupancy

OFFICE USE ONLY

Application packet sent to each department below: _____ (Date) By: _____ (Name)

Address of request: _____

Description of Event: _____

Dates of Event: From: _____ To: _____

Police Department – Rick Pruitt – 832-2200 Fees Due: _____

Approved: ___ Yes ___ No Date: _____ Comments: _____

Fire Department – Allen Ottmers – 832-2244 Fees Due: _____

Approved: ___ Yes ___ No Date: _____ Comments: _____

Public Works – Moises Cardenas – 832-2252 Fees Due: _____

Approved: ___ Yes ___ No Date: _____ Comments: _____

Planning and Development Services Department – Nathan Lester – 832-2245 Fees Due: _____

Approved: ___ Yes ___ No Date: _____ Comments: _____

Administration – Marian Ramirez – 882-1508 Fees Due: _____

Approved: ___ Yes ___ No Date: _____ Comments: _____

****Please provide comments in the 'Special Events log' ([N:\Shared Forms\Special Events](#)) or return this form to the Planning and Development Services Department within 5 business days.****