

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

<sup>1</sup>For 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.

<sup>2</sup>Route/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.

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

<sup>4</sup>\$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  
**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.\*\*\*\*