

CITY OF LEVELLAND  
SPECIAL EVENTS APPLICATION

EVENT NAME: **MOVIE ON THE SQUARE**

APPLICANT:

Name           **MISSY PASSMORE, LEVELLAND MAIN STREET PROGRAM**  
Address       **PO BOX 1010, LEVELLAND TX 79336**  
Email          **MPASSMORE@LEVELLANDTEXAS.ORG**  
Phone         **806-894-9079**

ADDITIONAL LOCAL SPONSORS:

- **Levelland Marigolds**
- **Hockley County Senior Citizens**
- **Cactus Drive**
- **Levelland ISD**

TYPE, PURPOSE, AND DESCRIPTION OF EVENT:

**This is the 12<sup>th</sup> Annual Movie on the Square. The event brings over 500 people to the Downtown Square and creates a quality of life event for the community. The memories made by kids is something we hope they never forget and will come back to the Square as an adult because of the fond memories they made as children. Some businesses also use the opportunity to stay open late.**

**Levelland ISD will partner with us for a pre-show to include LISD band, cheerleaders, and sports teams. Two inflatable slides will be setup on Ave G East of the Gazebo for kids to play before the movie. The movie screen will be adjacent with the Gazebo. Guests are invited to bring their own lawn chairs and blankets to watch the movie on the Courthouse Lawn.**

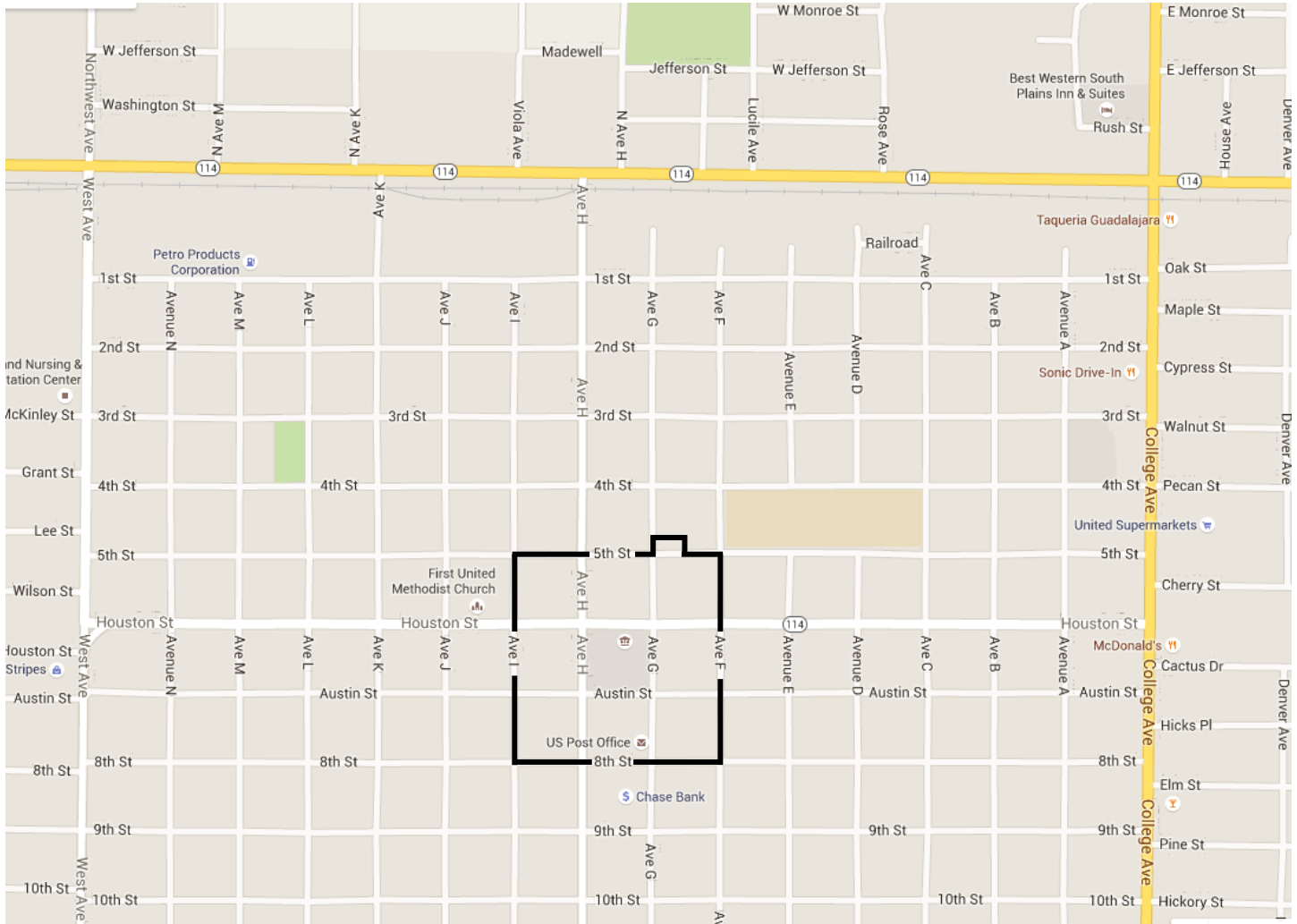
**Main Street will be throwing a bday party to celebrate our 20<sup>th</sup> year of the Main Street Program. We will have free cake for event attendees. We are hoping to get the famous “Texas Main Street” Chocolate cake made by Resie for the event. We will have party hats and goodies for the kids to celebrate Main Street’s bday.**

EVENT LOCATION: (include a full and complete description of the location upon which the event is to be located.

Attached location map.)

**THE EVENT WILL TAKE PLACE IN THE MAIN STREET DISTRICT.**

**The majority of the activity will be on the Courthouse Lawn, Gazebo and Ave G East of the Courthouse Lawn.**



DATE(S) AND TIME(S): (The dates and times the event will start and end and the time at which on-site activities in preparation for the event will begin.)

**August 9, 2018**

**7:30pm - 11:00pm**

**SETUP WILL BEGIN AT 5PM**

**STREETS WILL BE BLOCKED OFF AT 5:30PM**

ESTIMATED NUMBER OF PEOPLE WHO MAY ATTEND EVENT(S): **500**

WILL THE EVENT INCLUDE ANY STREET CLOSURES? **YES**

**IF SO INCLUDE ATTACHMENT: SEE ATTACHED MAP**

**IS THE EVENT REQUESTING THE CITY TO PROVIDE SECURITY: NO**

**REQUIRED ATTACHMENTS:**

**AUTHORIZATION:** Written permission showing the consent from the owner of the property or their authorized representative for the use of the property. For an event involving the use of property owned or controlled by another governmental entity (i.e. the county, school district, etc.), including county streets, the applicant is required to obtain permission to use that property from an authorized official of the respective entity. The applicant is responsible for obtaining and providing proof of such permission. Due to the location, size or proposed use of the governmental entity's property, the permit board may require the approval of the governing body as well.

**REQUESTING PERMISSION FROM CITY COUNCIL FOR USE OF CITY RIGHT OF WAY ON AVE G.**

**SEE ATTACHED FOR WRITTEN APPROVAL FOR USE OF COUNTY COURTHOUSE GROUNDS.**

**SITE PLAN:** A site plan of the proposed location for the special event depicting the approximate location, size and orientation of any tents, awnings, canopies, loud speakers, booths, fences, barricades, traffic cones, restroom or portable toilet facilities, lighting, and other temporary structures. In addition, a listing with as much detail as possible of the types of booths, merchandise, food, and beverage that will be for sale or provided at the event. If the event includes involves the sale, consumption or service of alcoholic beverages, a clear delineation of where such sale, consumption or service will occur. If the event includes street closures, a clear delineation of the streets to be closed. The site plan shall include any other information required by this article.

**SEE ATTACHED PDF FOR EVENT SETUP.**

SAMPLE

**STREET CLOSURES:** If the event includes street closures include a map showing the streets to be closed along with the dates and times of the closures. If closures include any state highways include copies of approvals from the Texas Department of Transportation.

**SEE ATTACHED MAP FOR STREET CLOSURES.**

**STREET CLOSURES WILL BEGIN AT 5:30PM ON AUGUST 9, 2018 AND REOPEN AT 11:00PM.**

SAMPLE

UTILITIES: Details of any electrical, mechanical or plumbing work to be conducted to prepare for or to hold the event and if so, evidence showing how it will be done in accordance with the city's adopted building codes.

**NO ADDITIONAL WORK NEEDED.**

SAMPLE

PROVISIONS FOR WASTE: Details showing the location of trash containers in adequate numbers that shall be placed at convenient locations for the use of the public during the special event, and an explanation of how the trash containers will be serviced and emptied during and after the event.

**TRASH CONTAINERS ARE LOCATED IN VARIOUS LOCATIONS AROUND THE SQUARE. REQUESTING THE CITY STREET DEPARTMENT TO SERVICE THOSE CONTAINERS BEFORE, AND AFTER THE EVENT AND ALSO PROVIDE MORE CONTAINERS FOR THE EVENT AREA.**

SAMPLE

ALCOHOL: For events where alcoholic beverages may be provided or served, a detailed description of how the alcoholic beverages will be made available, including the projected quantity and type of alcoholic beverages that may be present. Applicant is responsible for obtaining all requisite permits from the Texas Alcoholic Beverage Commission.

**NO ALCOHOL BEING SERVED OR SOLD AT THIS EVENT.**

SAMPLE



PROMOTORS: If there is/are promoter(s) other than the applicant, provide the name, address, e-mail address and telephone number of each additional promoter along with a written statement from each promoter showing the applicant has the authority to make the application on their behalf.

**THERE ARE NO OTHER PROMOTERS FOR THIS EVENT.**

SAMPLE

SECURITY: Written verification that any private security utilized is from a state-certified security agency.

**NO PRIVATE SECURITY NEEDED FOR EVENT.**

SAMPLE

I, the above named Applicant, file this application and assure that the information contained in the application is accurate and complete to the best of my knowledge. I acknowledge that (i) the application is not complete until all attachments have been completed; (ii) the application is subject to a public safety review; (iii) the application is subject to a street closure review; (iv) the Applicant may be required to obtain insurance naming the City of Levelland as an additional insured; and (v) there is no guarantee that the application will be approved by the Permit Board.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

SAMPLE