

# Street Closure/Event Application



Completed applications are due at least 60 days in advance of the event. Applications are to be submitted to the City Secretary.

## APPLICATION INFORMATION

Name of Organization/Business \_\_\_\_\_

Applicant Name/Event Organizer \_\_\_\_\_

Full Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Organization/  
Business Type:  For-Profit; Event Proceeds go to : \_\_\_\_\_  
 Non-Profit; attach IRS letter, Form 990

## EVENT INFORMATION & LOCATION

Event Name \_\_\_\_\_ Event date (s) \_\_\_\_\_

Event History (Number of years) \_\_\_\_\_ Estimated attendance \_\_\_\_\_

### Move-in & set up

First day of move-in: Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### Indicate Date/Times Open to Attendees

Event Date (first day): \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Date (second day): \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Date (third day): \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Date (fourth day): \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Move-out (final day):**

Move Out Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

On-Site Event Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Event Website: \_\_\_\_\_

Is the event free and open to the general public? \_\_\_\_\_

## EVENT COMPONENTS

Animals \_\_\_\_\_ Bike Race \_\_\_\_\_ Car Show \_\_\_\_\_

Carnival \_\_\_\_\_ Concert/Live Music \_\_\_\_\_ Cook-Off \_\_\_\_\_

Company Picnic \_\_\_\_\_ Demonstration/Rally \_\_\_\_\_ Fair/Festival \_\_\_\_\_

Family Reunion \_\_\_\_\_ Fireworks \_\_\_\_\_ Fundraiser \_\_\_\_\_

Parade \_\_\_\_\_ Run/Race/Walk/Ride \_\_\_\_\_ Sporting Event/Tournament \_\_\_\_\_

Trade, Vendor, or Art Show \_\_\_\_\_ Wedding \_\_\_\_\_

Other \_\_\_\_\_

Event Size: \_\_\_\_\_

Parking Locations: \_\_\_\_\_

Overflow Parking Locations: \_\_\_\_\_

## STREET CLOSURE

Closure Area:  Entire Street  Parking Lane Only  Partial Street  Blocking City-owned property  
Side of street: \_\_\_\_\_ (N,S,E,W) Side of street: \_\_\_\_\_

Location: \_\_\_\_\_

Additional details (attach additional pages as needed for more streets and describe details of use below):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Street Closure Details

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Time	End Date
Example: Cornwall	Austin	Magnolia	6-20-2024	8:00 a.m.	11:30 p.m.	6-21-2024

## COMMUNICATIONS

If the event will impact surrounding property owners, please have all those that are impacted sign the attached notification letter 60 days before the event date. The notification letter(s) must be submitted with your application.

## SECURITY

The Rockport Police Department Office Duty Employment Coordinator must be contacted at (361) 790-1110 to make security arrangements.

A Traffic Plan and Parking Plan must be submitted with your Application. You will also need to schedule a meeting with the Police Department.

A Safety Plan will also be required to be attached to your Application.

Do you plan to have alcohol at your event? \_\_\_\_\_ If yes, then a copy of your TABC Alcohol Beverage Permit is required to be attached to your Application.

## EQUIPMENT

If you supplement the on-site restrooms with portable toilets and handwash/sanitizer stations, please indicate below by adding the quantities of each, along with delivery, servicing, and pick-up details. The event organizer or representative must be present for the delivery of equipment to ensure proper placement.

# Regular Portable Restrooms \_\_\_\_\_

Sanitation Company Name & Phone Number: \_\_\_\_\_  
Equipment will be delivered on (enter date): \_\_\_\_\_ Picked up on \_\_\_\_\_

Trash and clean-up are the responsibility of the event organizer. Depending on the size and scope of the event, additional trash receptacles or dumpsters may be required at the event organizer's expense.

Will a dumpster be delivered? \_\_\_\_\_  
Yes; If yes, list the size(s) below and indicate the location on a site map

Street location for barricades \_\_\_\_\_  
Public Works will let you know if you need additional barricades and signage to ensure the traffic flows.

Barricades cost is \$100.00 per day per street.

A Trash Plan must be attached to your application. Additional trash cans or dumpsters must be provided through Republic Trash Company and at the expense of the applicant.

## Miscellaneous

General Liability Insurance is required naming the City of Rockport (2751 S.H. 35 Bypass, Rockport, Texas 78382) as the certificate holder and additional insured. Insurance must be received at least 10 days prior to move-in. A bond or cash deposit may be accepted in addition to or in place of the Insurance for any event held on City property.

Printed Name: \_\_\_\_\_

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