



# Special Event Application

Application must be filed at least thirty (30) days before the Special Event.  
Application must be approved by the Sheriff's Office and Chief County Administrator.

Application Fee \$60.00 [ ]  
(Non-Refundable)

Late Application (Less Than 30 days) Fee \$120.00 [ ]  
(Non-Refundable)

If you are uncertain whether your event is considered a Special Event, please contact the Sheriff's Office at (915) 538-2210 for further information and clarification.

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_ Auth. Rep. \_\_\_\_\_

Please check one:

[ ] Individual [ ] D/B/A [ ] Organization [ ] Corporation [ ] Profit [ ] Nonprofit

Address \_\_\_\_\_ Phone \_\_\_\_\_

Event title \_\_\_\_\_

Event location \_\_\_\_\_

Responsible Planner \_\_\_\_\_ Phone \_\_\_\_\_

On-Site Manager on Event Day \_\_\_\_\_ Phone \_\_\_\_\_

Event Start Date \_\_\_\_\_ Event End Date \_\_\_\_\_

Event Set-up time \_\_\_\_\_ Event tear-down time \_\_\_\_\_  
(Not earlier than 7am) (Not later than 10pm)

For each day of the week on which the event will be held, indicate the start and stop times below:

Event day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
Stop time							

Estimated numbers of Participants: \_\_\_\_\_ Vehicles \_\_\_\_\_ Floats \_\_\_\_\_ Animals \_\_\_\_\_

Type of animal(s) used (if applicable): \_\_\_\_\_

**NOTICE:** Applicant(s) are responsible for hiring and monitoring clean-up personnel and to provide the necessary equipment for the purpose of cleaning up all excretory waste left behind on the event route and to-and-from any mobile transportation vehicle that is used to haul the animal(s) used during the course of the event.

Sound Amplification Device:     Yes                     No                    Spectators: \_\_\_\_\_

Estimated numbers based on: \_\_\_\_\_

Route of Event to include Streets/Roadways requesting to be closed, etc. (please Specify):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Security, Crowd Control and Traffic Control

The applicant shall be required to pay a fee to cover the costs associated with providing deputies, vehicles and equipment for security, crowd control and traffic control at the Special Event. The total number of deputies and vehicles needed for the Special Event will be determined by the El Paso County Sheriff’s Office, based on factors including, but not limited to: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) the size of the event and location; (4) the weather conditions; (5) the day and time of the event; (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and (7) the history of the particular event.

Application Review and Approval

The application must be turned in at least thirty (30) days before the date of the Special Event, but not more than one year in advance of the event. Once reviewed and approved by the Sheriff’s Office Event Coordinator, the application will be submitted to the Chief County Administrator for consideration. The Event Coordinator will include with the application the cost estimate (see Guidelines and Procedures) for the use of deputies, vehicles, and equipment. Once the application is approved by the Chief County Administrator, the applicant will be contacted by a member of the Sheriff’s Office to assist with the Special Event.

**NOTICE:** A deposit for the costs will be required in advance of the event. If, following the event, the actual cost to the County is less than the deposit submitted by the applicant, and the applicant is due a refund in an amount over twenty-five dollars, the refund will automatically be processed and sent to the applicant. If, however, the amount is twenty-five dollars or less, the applicant must submit a request for a refund within ninety days after the conclusion of the event before the refund will be processed and paid.

**Indemnity Agreement**

- 1) **As a condition of a Special Event approval, the applicant acknowledges that he/she has voluntarily applied for a Special Event approval and agrees to PROTECT, INDEMNIFY and HOLD HARMLESS, the El Paso County Sheriff's Office, the County of El Paso, and their officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against any costs and expenses, including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury or death to any person or damage to any property, arising from any negligent act, error or omission of the County of El Paso, the El Paso County Sheriff's Office, or their officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this approval.**
  
- 2) **Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Texas, and that if any portion is held invalid, then it is agreed that the balance shall continue in full legal force and effect.**

I do solemnly swear (or affirm) that all the answers given and statements made on this Application are full, true and correct to the best of my knowledge and beliefs. I have been given a copy of the Guidelines and Procedures and have read the provisions contained therein and agree to abide by them.

Applicant: \_\_\_\_\_

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

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Payment can be made with cash or an Organization check payable to the County of El Paso, Texas. **No personal checks will be accepted.**

Application # \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Receipt # \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL EQUIPMENT OR PERSONNEL:

Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Law Enforcement Personnel

Deputy Lieutenants: Number of Lieutenants: \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Number of Hours \_\_\_\_\_ Total: \$ \_\_\_\_\_

Deputy Sergeants: Number of Sergeants \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Number of Hours \_\_\_\_\_ Total: \$ \_\_\_\_\_

Deputies: Number of Deputies \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Number of Hours \_\_\_\_\_ Total: \$ \_\_\_\_\_

Vehicles: Number of Vehicles: \_\_\_\_\_ Vehicle Rate: \_\_\_\_\_  
Number of Hours: \_\_\_\_\_ Total: \$ \_\_\_\_\_

TOTAL FEE DUE: \$ \_\_\_\_\_

Responsible Planner \_\_\_\_\_ Date \_\_\_\_\_

Contact Number \_\_\_\_\_

APPLICATION REVIEWED AND APPROVED BY:

Sheriff's Event Coordinator \_\_\_\_\_ DATE \_\_\_\_\_

County Chief Administrator \_\_\_\_\_ DATE \_\_\_\_\_