Special Event Checklist

Thank you for your interest in holding a Special Event in Lakeway. Below is a checklist outlined with all the information and requirements you may need for the application process. Applications are due at least 60 days prior to your event and not more than 180 days in advance, unless waived. If using any of the City Parks, please secure your reservation via the Parks & Recreation Department prior to this application.

❑ **APPLICATION, FEE, INSURANCE AND DEPOSITS (ADDITIONAL CHARGES FOR SECURITY & TRASH RECEPTACLES)**

❑ **LOCATION MAP**
- ❑ If a parade or a running, walking or cycling event please include the route to be traveled, including the starting point and the termination point.
- ❑ If a street is involved indicate if street closure will be necessary. (LPD will likely make this decision, as a civilian may not realize such action may be necessary.)
- ❑ Indicate if using any City Facilities, including parking lots, trails and parks.

❑ **ADDITIONAL INFORMATION NEEDED:**
- Time of set-up and take down.
- Proposed location of portable restrooms, if required.
- Anticipated peak attendance times.
- Anticipated number of attendees: breakout into volunteers, spectators and participants.
- If a parade, the approximate number of persons who will be marching in the parade, and the number and type of animals (if any), and a description and number of motor vehicles involved (if any).
- A description of any recording equipment and/or sound amplification equipment.
- Provide details on any signage requests; signage will be permitted through the BDS and will require ZAPCO approval.
- Provide signed approval from the property owner(s) if the event is located in whole or in part on private property.
- Indicate if Alcohol will be served or sold.
- Indicate if using Food Trucks, or any other outside vendors.
- Indicate if this event will need security per the ordinance.
- Indicate if nearby residents will need to be informed.
- Notify city of plans for attendee overflow parking.
- Additional information may be requested.