

Event Request Application

Event Request Application

This form is required for all events hosted in City of Lufkin parks or on Lufkin Parks & Recreation properties. Applications must be submitted 30 days before the event. Events with 200 or more expected guest must submit the application 60 days before the event. Examples of events that require this form include public activities such as 5K fun runs, festivals, or community gatherings. Please note: Private facility rentals, such as birthday parties or family reunions, that do not involve public solicitation or fundraising do not require this form. Only local nonprofit organizations are permitted to host fundraisers on Lufkin Parks properties. These groups must provide documentation verifying their nonprofit status and showing how funds from the event were allocated. All other public events and festivals are subject to applicable City ordinances and must be approved through this process.

Event Request Application

Application Information

Name of Organization/ Business
(Required): _____

Business Type (Required):

(Select only one option)

☐ For-Profit

☐ Non-Profit

Non- Profit Business Discription :

Event proceeds go to: _____

Applicant Name
(Required): _____

Phone (Required): () - _____

Address (Required):

Street: _____

Address Line 2: _____

City, State, Zip: _____

Email (Required): _____

Event Of Interest:

EVENT INFORMATION & LOCATION

Discription of Event (Required):

Event Request Application

Location (Required): ☐ Kiwanis Park

☐ Chambers Park

☐ Jones Park

☐ Louis Bronaugh Park

☐ Other

If other please explain: _____

Date of Event (Required): _____

Time of Event (Required): _____

End Time: _____

Will these events impact area businesses and residences/residents (Required):

(Select only one option)

☐ No

☐ Yes

If so, were the impacted businesses and residents notified/contacted? _____

Who/How:

Special Needs:

Is this your first event with LPAR (Required):

(Select only one option)

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☐ NO

☐ YES

NOTE: PERMIT APPLICATIONS FOR EVENTS WITH 200 ATTENDEES MUST BE SUBMITTED SIXTY (60) DAYS BEFORE THE EVENT DATE.

The Chief of Police sets conditions for special events, Lufkin Police Department (LPD), or his designee. At any time, LPD may mandate additional conditions based on the specifics of an event. The permittee is responsible for the actions of participants and shall inform participants of event conditions. Violating any permit condition may result in the cancellation and disbandment of the event. LPD or the Texas Department of Transportation may, at any time and for any reason, rescind the permit.

I, the undersigned, hereby confirm that the information state above is true and correct to the best of my knowledge.

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMELSS THE CITY OF LUFKIN, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILTY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Signature (Required): _____

Date (Required): _____