

**CITY OF LLANO  
PARKS RESERVATION FORM & PERMIT APPLICATION**

Private Group

Public Event (Permit Required)

Alcohol Will Be Consumed At This Event

Name of Party/Group: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Park: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Date & Time Reserved: \_\_\_\_\_

# of Tables & Chairs Reserved: \_\_\_\_\_ Est. # to Attend \_\_\_\_\_

**FOR ALL GROUPS:**

Party is responsible for compliance with all provisions of Ordinance 1016 including:

- It shall be unlawful to possess glass containers.
- It shall be unlawful to litter.
- Individual, group or organization shall be responsible for clean-up of litter for the duration and at the conclusion of the event.
- Staked tents, awnings and pavilions shall only be allowed with approval of public works director.
- Individual, group or organization violating terms of use are subject to loss of deposit, additional fines up to \$500.00, and paying costs of damages and clean-up.
- Music and entertainment shall not be playing during curfew hours at the park.

**FOR GROUPS REQUIRING A PERMIT:**

Groups that anticipate gatherings larger than 1,000 people may be required by City Council to have the following for the issuance of the permit and shall be noted below in conditions of permit:

- EMS personnel on hand equal to one (1) paramedic and one (1) EMT per every 2,000 people in attendance.
- A designated first aid / EMS station for events over 2,000 people.
- Law enforcement / security personnel equal to two (2) law enforcement / security personnel for every 1,000 people in attendance.
- Additional deposit may be required as indicated by permit.
- Portable restrooms equal to two (2) restrooms per 1,000 people.

**APPLICANT:**

- I have read and understand the terms of use and my responsibility in complying with the City of Llano's rules and regulations.

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

Signature

\*\*\*\*\*

**OFFICE USE ONLY**

Permit Required: Y / N Deposit: \_\_\_\_\_ Usage Fee: \_\_\_\_\_ Recv'd By: \_\_\_\_\_

Conditions of Permit: \_\_\_\_\_

**APPROVALS:**

Code Enforcement: \_\_\_\_\_ Public Works: \_\_\_\_\_ City Council: \_\_\_\_\_ City Manager: \_\_\_\_\_