



SPECIAL PROMOTION PERMIT APPLICATION

Promotional events by Addison businesses are allowed out-of-doors provided that certain conditions are met. Mail this completed application and permit fee to: Neil Gayden, Environmental Services Official, Town of Addison, P.O. Box 9010, Addison, Texas 75001-9010 or hand deliver to 16801 Westgrove Drive.

Environmental Services
16801 Westgrove Drive
P.O. Box 9010
Addison, Texas 75001-9010
Phone: 972/450-2821
Fax: 972/450-2837

A complete application and a non-refundable permit fee of \$75.00 must be submitted at least fourteen (14) days prior to date of promotion.

APPLICANT: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

DATE(S) & TIMES OF PROMOTION: _____

LOCATION OF PROMOTION: _____

SERVICES AND AMENITIES TO BE OFFERED (check all that apply):

Merchandise display only Tent Entertainment
 Food service Alcohol service

DESCRIBE YOUR PROMOTION (PLEASE SUBMIT AS A SUPPLEMENT): Times of promotion, anticipated attendance, type of activities/ entertainment, scope of food and alcohol service, etc

Provide a drawing done to scale of the entire site that clearly identifies buildings, parking lots, fire lanes entrances from public streets, locations of seating areas, location and description of security fencing, location of food & alcohol service, tents, overflow parking, entertainment, promotional activities, displays, etc.

I (the undersigned) do hereby understand that this permit application for a promotional event is subject to review by the Town of Addison regarding the anticipated impact on Town resources, adjacent businesses, traffic flow, noise, and impact on the general public. I further understand that I will be expected to adhere to the findings and recommendations that come forth from the permit application review process.

Signature of Applicant _____ **Date** _____

CHECK # _____ **RECEIPT #** _____ **DATE PAID** _____