

# CITY OF CAMERON

## Request for Placement on Agenda

- Regular Council Meetings are the 1st and 3rd Monday of the month
- Requests are due in City Hall by 12:00 Noon on the Monday **prior** to the Council Meeting Date
- Requests for special events must have the Special Events Request Form on the back filled out
- Requests will be placed on the agenda upon approval by the Mayor
- Please attach additional sheets if more room is needed
- Please attach any supporting documentation

**Please complete the entire section below**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I hereby request placement on the agenda for the Cameron City Council for the meeting of \_\_\_\_\_ (Date) to be held at 5:30 P.M. in the City Council Chambers, 100 S Houston Avenue.

TOPIC YOU WISH TO ADDRESS: \_\_\_\_\_

SPECIFICS ABOUT TOPIC: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PERSON WHO WILL ADDRESS COUNCIL

\_\_\_\_\_  
DATE

Is this a complaint?

If yes, have you addressed the issue with the City Manager or Mayor?

**Yes**

**No**

FOR OFFICE USE ONLY

\_\_\_\_\_  
REQUEST TAKEN BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TIME A.M./P.M.

\_\_\_\_\_  
MAYOR APPROVAL FOR PLACEMENT ON THE AGENDA

\_\_\_\_\_  
DATE

# SPECIAL EVENTS REQUEST FORM



Requests must be submitted along with your Request for Placement of the Agenda that is due the Monday prior to a regularly scheduled council meeting by Noon. Include flyers, maps, and brochures documents to support your event.

**Note:** If your event is at Ledbetter Park, you must check with the Ed Hardy Post building contact, Mike McCue at 254-482-1902, to make sure there are no events that conflict. Visit the Chamber of Commerce to book your event on the Event Calendar. A Chamber representative must sign this form (back page) to make sure there are no conflicts.

Event Name: \_\_\_\_\_

What is the purpose of your event? \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

Event Chairperson:

This designated person must be present at and responsible for the event.

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Who is your target audience? \_\_\_\_\_

Location: \_\_\_\_\_

|                                | Yes                   | No                    |
|--------------------------------|-----------------------|-----------------------|
| Is your organization a 501 3c? | <input type="radio"/> | <input type="radio"/> |

Name of organization or entity sponsoring the event: \_\_\_\_\_

Example: Chamber of Commerce, church or organization.

|                             |                       |                       |
|-----------------------------|-----------------------|-----------------------|
| Have you reserved location? | <input type="radio"/> | <input type="radio"/> |
|-----------------------------|-----------------------|-----------------------|

If yes, provide a copy of the rental agreement.

|                            |                       |                       |
|----------------------------|-----------------------|-----------------------|
| Will you provide security? | <input type="radio"/> | <input type="radio"/> |
|----------------------------|-----------------------|-----------------------|

If yes, provide security name.

|                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Is this a fundraiser? | <input type="radio"/> | <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|

If yes, proceeds will go to: \_\_\_\_\_

Will streets need to be closed?  Yes  No  
If no streets need to close, include a map.

Will barricades be needed?

Will restrooms be provided?    
If yes, how many? \_\_\_\_\_ Expect population of event? \_\_\_\_\_

Are trash receptacles available?

Additional event planners: \_\_\_\_\_

Will you serve food at event?

Are vendors allowed?    
If yes, what is the vendor/booth fee? \_\_\_\_\_  
Include a list of vendors expected and a copy of the vendor registration form.

Will an entry fee be charged?    
If yes, how much? \_\_\_\_\_

Will amplified sound be used?    
If yes, what time? \_\_\_\_\_

What type of advertising will be used?  Flyers  Social Media  Radio  Newspaper  
Check all that apply. Also, include a copy of your advertising or flyer.

**NOTE: Organizers of public events must provide proof of insurance indemnifying the city against any liability arising from use a city park, facilities, equipment, gazebo, greenbelts, right of way, or other city-owned facility (collectively "City facilities") during a community event, special event, or any other activity specified by City ordinance or during the set-up or cleaning of the City facilities. The City of Cameron, Texas shall be named as an additional insured on the certificate of liability insurance policy. Any event that is opened to the public must provide public liability insurance from an underwriter licensed to do business in the state of Texas in the amounts not less than indicated. Insurance shall be in the amounts and stated provisions mandated by City ordinance or resolution. Currently, the insurance required is: (1) Comprehensive general (public) liability or its equivalent, with minimum combined single limits of \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate or \$2,000,000.00 products/completed operations aggregate; (2) Business Auto Liability of \$1,000,000 each accident; and (3) Workers Compensation & Employer's Liability of \$1,000,000.00 per accident for bodily injury or \$1,000,000.00 each employee. See applicable ordinance or resolution for additional requirements. The insurance limit amounts listed herein shall be doubled if alcohol is sold, provided, consumed, or possessed at the special event. Insurance can be in the form of event insurance or by including the event as a rider on an existing insurance policy. Organizer of the event shall furnish the city with certificates of insurance or copies of policies, evidencing the required insurance one week before the event. However, some closed events (birthday parties, family reunion, etc.) will not require the liability insurance. The city council shall have the right to waive the insurance requirement for charitable events. The waiver will be made on a case-by-case basis. By signing this Application, the Organizer agrees to indemnify and hold harmless the city, its officers, employees, agents, and representatives against all claims of liability and causes of action resulting from injury or damage to persons or property arising out of the special event.**

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

|                              | Yes                   | No                    |
|------------------------------|-----------------------|-----------------------|
| Chamber of Commerce Approval | <input type="radio"/> | <input type="radio"/> |
| Conflicting Dates or Events  | <input type="radio"/> | <input type="radio"/> |

Chamber Signature: \_\_\_\_\_  
City Manager Approved: \_\_\_\_\_

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