

# CALDWELL COUNTY

## EVENT APPLICATION FOR COURTHOUSE LAWN USE

The following rules must be adhered to by the organization using the Courthouse facilities and lawn.

1. Tarps or any other covers are not to be placed directly on the lawn by vendors, nor can they be staked directly into the lawn, they can be weighed down if necessary.
2. Items such as confetti, pop rocks, silly string, pellet guns, etc., or any other items that would leave a residue on the lawn, cannot be sold or given away at the festivities.
3. The event sponsor will be responsible for picking up and disposing of all trash accumulated during the event on and around the Courthouse grounds.
4. Caldwell County will supply one (1) trash bag per receptacle around the Courthouse. You will be responsible for supplying the rest.
5. No motorized vehicles can be driven on the lawn with the exception of motorized chairs used by handicapped persons.
6. No paint of any kind can be used on the lawn.
7. *The organization holding the event is responsible for leaving the grounds the way they found them – **clean and unharmed.***
8. A member in charge of the vendors and/or the sponsoring organization must be present during set-up times to ensure compliance with these rules.
9. Each organization will be held responsible for any damages incurred to the grounds and/or Courthouse during the event.
10. A copy of the Vendor application from City of Lockhart must be submitted to the County Judge along with this application showing what restrictions will be in force during the festivities. (if applicable)
11. Submit 2 copies of this application to the County Judge at least eight (8) weeks prior to a major event (i.e. Cinco de Mayo or Hot Rod and Hatters) or two (2) weeks prior to smaller events (i.e. Veterans Day event or National Day of Prayer.)
12. Any variance to these rules must be approved by the County Judge.

Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CALDWELL COUNTY**  
**EVENT APPLICATION FOR COURTHOUSE LAWN USE**

**THE APPROVAL PROCESS MAY TAKE UP TO 7 BUSINESS DAYS. FAILURE TO FILE THE APPLICATION WITH THE COUNTY JUDGE IN SUFFICIENT TIME MAY RESULT IN DENIAL FOR A PERMIT FOR THIS ACTIVITY.**

<b>EVENT / ACTIVITY</b>
NAME OF MAIN EVENT: _____
DATE OF EVENT: FROM ___/___/___ TO ___/___/___
TIME OF EVENT: _____
TYPE OF ACTIVITIES (you may use a separate sheet of paper to describe daily events)
_____
_____
_____
_____
Set up Date/Time: _____
Break down Date/Time: _____

<b>EVENT SPONSOR (Name of group, organization, or individual sponsoring this activity)</b>
NAME: _____
PHYSICAL ADDRESS _____
MAILING ADDRESS (if different) _____
TELEPHONE NUMBER: (_____) _____

# CALDWELL COUNTY

## EVENT APPLICATION FOR COURTHOUSE LAWN USE

### APPLICANT (PERSON IN CHARGE OF THE EVENT / ACTIVITY / LAWN USE AND CARE)

NAME \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

MAILING ADDRESS (if different) \_\_\_\_\_

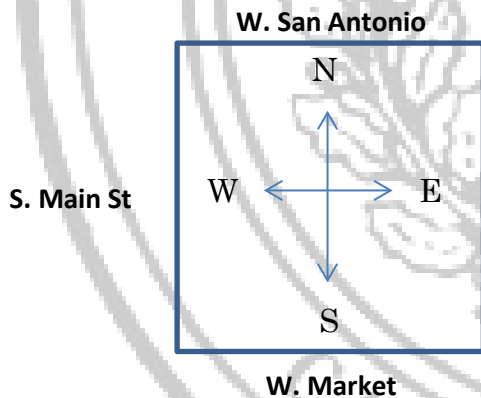
EMAIL: \_\_\_\_\_

TEL./CELL NUMBER \_\_\_\_\_

D.L #/ I.D Card # \_\_\_\_\_

### LOCATION OF ACTIVITY

Please indicate which side of Courthouse you will be utilizing



#### Street Closure Required:

- \_\_\_\_ North (W. San Antonio St.)
- \_\_\_\_ East (S. Commerce St.)
- \_\_\_\_ West (S. Main St.)
- \_\_\_\_ South (W. Market St.)

Will any street closures be required? \_\_\_ YES \_\_\_ NO

If so, which street(s) List or check above \_\_\_\_\_

If yes, has City of Lockhart been notified? \_\_\_ YES \_\_\_ NO

Dates and time that streets will be closed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**CITY OF LOCKHART**

HAVE YOU OBTAINED A PERMIT FROM CITY OF LOCKHART  YES  NO  
IF NO, WHY \_\_\_\_\_

IS THE ACTIVITY OPEN TO THE PUBLIC?  YES  NO

IF NOT, WHO WILL MONITOR ADMITTANCE \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE TO ATTEND \_\_\_\_\_

I, the undersigned applicant, hereby affirm that I am the person who is responsible for this activity. I understand that any false or misleading statement in this application is grounds for denial of a permit, or if one has already been issued, grounds for its' revocation. I also understand that I am responsible for compliance with all applicable laws and any other requirements set forth for the issuance of this permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**CALDWELL COUNTY**  
**EVENT APPLICATION FOR COURTHOUSE LAWN USE**

NAME OF EVENT / ACTIVITY: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Reason Denied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Judge's Signature

\_\_\_\_\_ Date

