



Physical Address: 501 South Main Street  
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### Temporary/Special Event Permit Application

- Temporary Event (No City Services)       Special Event (City Services by the Hour)

Application Date: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Property Owner/ Tenant: \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_  
Description of Event: \_\_\_\_\_

Sit Plan Provided (Please check one)     Yes (mandatory for Special Event)     No

Organization Sponsoring Event: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Will you require City Services for your event? (Per Hour- See Fee Schedule)     Yes     No

Police Department: \_\_\_\_\_ Hours  
Public Works: \_\_\_\_\_ Hours  
Fire Department: \_\_\_\_\_ Hours

I understand that this application must be submitted with a \$75.00 nonrefundable permit fee.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

City Administrator/ Designee \_\_\_\_\_

Date Paid \_\_\_\_\_ Amount: \_\_\_\_\_

Building Dept    Approved     Denied       Police Department    Approved     Denied

Fire Department:    Approved     Denied       Public Works    Approved     Denied