



City of San Antonio
 Center City Development & Operations
 400 N St. Mary's St, Suite 100
 San Antonio, TX 78205
 Phone: 210.207.3677

Special Events Division
Reservation Request

APPLICATION DATE:

APPLICANT INFORMATION

Name:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Address:	<input type="text"/>
Organization:	<input type="text"/>		

EVENT INFORMATION

Event Name:	<input type="text"/>	Website:	<input type="text"/>
Location:	<input type="text"/>	Event Type:	<input type="text"/>
<i>Location (if other):</i>	<input type="text"/>	<i>Type (if other):</i>	<input type="text"/>
Date:	<input type="text"/>	Setup Times:	<input type="text"/>
Event Times:	<input type="text"/>	Teardown Times:	<input type="text"/>

DETAILS

Expected Attendance?	<input type="text"/>	Commercial Event?	<input type="text"/>
Private?	<input type="text"/>	Concessions?	<input type="text"/>
Admission Fee?	<input type="text"/>	Alcohol?	<input type="text"/>
Ticket Price?	<input type="text"/>	Signage/Displays?	<input type="text"/>
Portable Toilets?	<input type="text"/>	Food Trucks?	<input type="text"/>
Street Closure?	<input type="text"/>	Parking Restriction?	<input type="text"/>

EVENT DESCRIPTION

TRASH & RECYCLING PLAN

Please return completed agreement via email to downtownreservations@sanantonio.gov

INTERNAL USE ONLY

Approved?	<input type="text"/>	Permit #	<input type="text"/>
Date:	<input type="text"/>	Fee:	<input type="text"/>
Outlook?	<input type="text"/>	Due Date:	<input type="text"/>
Confirmation Letter?	<input type="text"/>	Paid?	<input type="text"/>