



**Amusement Permit Application**

Each completed application **must** be accompanied by a **one hundred fifty dollar (\$150) fee** and submitted **not less than twenty-one (21) days prior** to the date upon which the applicant proposes to set up for the event to: City Secretary, City Hall, 101 N. College Street, Killeen, TX 76541 OR by email to [citysec@killeentexas.gov](mailto:citysec@killeentexas.gov).

\*If returning by email, the application fee must be paid within **five (5) business days** for the application to be processed, along with any additional documentation needed.

Applicant Name and/or Organization: \_\_\_\_\_

Applicant or Organization Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Date(s) event will operate)

Staging Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  
(If different than event date)

Disassembly Date: \_\_\_\_\_ End Time: \_\_\_\_\_  
(If different than event date)

Event Location Address: \_\_\_\_\_

Event Purpose: \_\_\_\_\_ Will alcohol be served?  Yes  No  
(check one)

**Attach a satellite map** with clearly labeled streets, showing the layout of the amusement event on the property, including entrances/exits, other buildings or structures, and any public street closures.

**Attach a list** of services being requested from the City of Killeen (e.g., Killeen Police Department officers, Killeen Fire Department EMS standby services, Public Works – Transportation public street/sidewalk barriers, Public Works – Solid Waste excess trash services, etc.). Inclusion of services does not guarantee approval but facilitates coordination between the applicant and city departments to discuss needs, determine potential fees, and schedule services accordingly.

I understand that a non-refundable one hundred fifty dollar (\$150) fee must accompany this application.

I understand that this application will not be considered for processing until the fee, completed application and event site plan have been submitted.

I understand that submission of this application does not guarantee approval.

I understand that by applying for this permit, either for myself or on behalf of others, I am responsible for leading the event in accordance with the permit (if issued) and all other applicable local ordinances and State laws.

Printed Name of Applicant

Signature of Applicant

Date Submitted

Office Use Only

Application Accepted for Processing Date:

