

# Event Request Form

Use of the Airport or any part thereof for any public or private show, recreational activity, tour, demonstration or any purpose other than the usual and ordinary business of the Airport, shall require the prior approval of the Airport Manager or Gillespie County Commissioners Court at least **30 days prior to the event.**

Minimum requirements shall include an acceptable form of proof of financial responsibility as well as release and indemnification of the County, its officers and employees or agents from any liabilities or loss resulting from such use, provision of suitable toilet facilities for public use, and provisions for parking and crowd control.

Date (s) request: \_\_\_\_\_

Name of Requester/POC: \_\_\_\_\_

Contact information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requests/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Once Filled out...Email this form and a copy of your insurance (with Gillespie County as the Additional Insured)(if required) to **tlombardi@gillespiecounty.org**