



## OFFICE OF CITY CLERK

MARIE BALTHROP, TRMC/CMC, CITY CLERK  
ERIN HAM, DEPUTY CITY CLERK

### **Transient Show License Application**

This application must be submitted to the City Clerk's Office at least 30 days prior to the start date of the show. We cannot guarantee any applications requiring a start date sooner than 30 days will be available by your requested start date. Please read the following instructions and information to ensure timely receipt of your permit. For complete details, please review our Code of Ordinances [Chapter 10, Article III](#); [Chapter 14, Article III, Division 2, Subdivision I, Section 14-155](#); and [Chapter 26, Article VI, Division 2, Subdivision II](#).

1. An application provided to the City Clerk must be completed in detail with the required information:
  - Different component parts of the transient show, including all concessions, shows, amusements, and businesses
  - Proposed location of the transient show
  - Time the show is to run
  - Number of persons regularly traveling with the show, if any
  - Number of local persons connected with the show
  - Complete and full plan of the proposed transient show
2. Attachments:
  - Letter from business or location where show will be held
3. Fees:
  - \$25 base fee for license which will cover one day
  - \$10 per additional day the show will be operating

#### Additional Information:

- ❖ Allow at least 30 days to process the application. We cannot guarantee any applications requiring a start date sooner than 30 days will be available by your requested start date.
- ❖ No transient show shall be licensed to operate within 300 feet of any private residence, church, or school.
- ❖ If the transient show changes from one location for another, it shall be considered another show and will require a new license.
- ❖ Inspections are available weekdays. If you plan to start your show over the weekend, some inspections may not be available and there may be additional fees from the respective inspecting department.
- ❖ Payment forms accepted: cash, check, or money order made out the City of Wichita Falls.

Please return this form to the City Clerk's Office at 1300 7<sup>th</sup> St Room 104 Wichita Falls, TX 76301 or via email at [city-clerk@wichitafallstx.gov](mailto:city-clerk@wichitafallstx.gov)



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Desired Permit Start Date: \_\_\_\_\_

Anticipated Show Start Time: \_\_\_\_\_

Total Number of Days to Run: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Location for Show: \_\_\_\_\_

Number of Travelling Persons, if any: \_\_\_\_\_

Number of Local Persons, if any: \_\_\_\_\_

Number of Concessions: \_\_\_\_\_

Number of Shows: \_\_\_\_\_

Number of Amusements: \_\_\_\_\_

Number of Businesses: \_\_\_\_\_

Please provide a detailed description and plan of show:



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Please initial below.

Do you fully understand that NO gambling will be permitted? \_\_\_\_\_

You understand that the following inspections will be performed for a fee (as applicable): \_\_\_\_\_

- 1. Health 2. Fire 3. Electrical 4. Animal Control

I have read the above instructions and information. \_\_\_\_\_

I have provided all necessary documents as listed above. \_\_\_\_\_

I hereby swear that the above and foregoing is correct and true.

Signature

Printed Name

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public, Wichita County, Texas

(SEAL)

Approved:

City Manager