



City of Galveston

Private Event Application

Events Held on Private Property

For private property events, there is a limit of 10 persons or less, and anything over that amount requires a COVID-19 plan that is approved by the City of Galveston. Applicants should forward this completed form to the below staff members. Applicants will be contacted after the process has been completed, or if there are additional involved questions. It is also up to the discretion of the private property owner/operator whether to hold such events.

When this form is completed, please email it to the following people:

Special Events Director, David Smith: DSmith@GalvestonTX.gov
Special Events Coordinator, Megan Pierce: MPierce@GalvestonTX.gov

For questions, please contact Megan Pierce at (409) 797-3705 or David Smith at (409) 797-3920

Primary Contact (First & Last Name): _____

Contact Phone Number: _____ Email: _____

Event Title: _____

Event Location: _____

Description of Event: _____

Anticipated Attendance: _____

Start Date and Time: _____

End Date and Time: _____

COVID-19 Plan (Please describe in detail or attach separately): _____

Received & Reviewed by Special Events: _____ Date: _____

Approved / Disapproved by Mayor Pro Tem: _____ Date: _____

