



**Smoking Permitted Private Function Meeting Area Notification  
(Convention Centers, Hotels/Motels, and Other Meeting Facilities)**

City of Houston  
Department of Health and Human Services  
Smoking Ordinance Enforcement Program

City of Houston Ordinance No. 2006-1054 ("Smoking Ordinance") prohibits smoking in most public places. Smoking may be permitted in certain enclosed areas solely for the duration of a *private function*, if **all** of the following conditions are met:

- The function is an event where admission is "by invitation" only and specific invitation is a prerequisite to entry.
- The event is not open to the public or section of the public based on payment of money or membership status.
- The event is located in an enclosed area within a convention center, hotel, motel, or other meeting facility. *For purposes of this form, a meeting facility is a building designed, operated, and used primarily for private functions.*
- Smoking is permitted only during the time the establishment or area is used for a private function.
- The enclosed area must be separate from the rest of the building.
- Smoke from the area must not infiltrate into areas where smoking is prohibited.
- The Houston Department of Health and Human Services receives notification of the event in writing no later than ten working days prior to the event.

Date and time of function or event: \_\_\_\_\_ Duration (in hours): \_\_\_\_\_

Facility name: \_\_\_\_\_

Address: \_\_\_\_\_ Houston, TX Zip Code \_\_\_\_\_

Location (number or title of room or enclosed area): \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Please check one:  facility owner  manager.

I declare that the information provided above is true and correct and the event meets all conditions listed at the top of this form. I understand that failure to meet these conditions may result in a fine up to \$2,000 based on violations of the applicable provisions of the Smoking Ordinance.

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(Maps may be attached and designated smoking area signs may be posted.)

**Mail or Fax this form to**

Houston Department of Health and Human Services

Bureau of Occupational and Community Environmental Health

7411 Park Place Blvd., Suite 200

Houston, TX 77087

Fax – 713-640-4342

For additional information call 713-640-4359 or go to [smoke.health@cityofhouston.net](mailto:smoke.health@cityofhouston.net).