



## 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 convention centers, hotels, motels and other meeting facilities for the duration of a **private function**, if **all** of the following conditions are met:

- The private function is an event where admission is "by invitation" only and specific invitation is a prerequisite to entry.
- The private function is not open to the public or section of the public based on payment of money or membership status.
- The private function is located in an enclosed area within a convention center, hotel, motel, or other meeting facility. - As defined in the Smoking Ordinance, *a meeting facility is a building designed, operated, and used primarily for private functions.* Under the Houston Department of Health and Human Services Rules and Regulations, a public place or place of employment shall meet the definition of a meeting facility and private function before smoking can be permitted.
- 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 where smoking is prohibited.
- Smoke from the area must not infiltrate into areas where smoking is prohibited.
- The Houston Department of Health and Human Services shall receive notification in writing that a facility meets the above conditions and wants to be exempt from the no smoking requirements of the ordinance ten working days prior to the first private function held in the meeting facility. This written notification shall be valid for one year.
- The owner/manager must renew this designated private function area one year from the date this form is signed by the owner/manager and renewed thereafter annually, if an exemption is needed.

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

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

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

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

Please check one:  facility owner  manager.

I declare that the information provided above is true and correct and the meeting facility and private function meet 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

Smoking Ordinance Enforcement Program

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).