# Parks Event Information - Outdoor Area(s)

<table>
<thead>
<tr>
<th>Name of Organization Applying</th>
<th>Name of Contact Person</th>
<th>Number of Contact Person</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Park Name</th>
<th>Specific Area/Location within the park</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Provide a map of this area with a layout plan</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day / Date</th>
<th>Start Time (include set-up)</th>
<th>End Time (include break-down)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Estimated Attendance</th>
<th>Purpose of Event</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Sponsor(s) / Partner(s)</th>
<th>Is this event open to the public?</th>
<th>Is registration required?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Will there be a charge to participate/enter?</th>
<th>Will any media be in attendance? If so, who?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How will you advertise? (social media, radio, flyers, etc.)</th>
<th>Advertisement / Social Media site(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Public Advertisement Before HPARD Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will there be Vendors?</th>
<th>Will they sale? If so, what? How many vendors?</th>
<th>Will there be booths or tables for each?</th>
<th>Will they give items/literature away/resources and/or information?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What items do you intend to give away, for free, at your event?</th>
<th>Will you sell food? If yes, please list items.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Food/Ice Cream trucks are not allowed</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will you sell non-food items (shirts, caps, books, etc)? If yes, please list items.</th>
<th>What items, if any, will you set up for your event? (e.g. tables, chairs, tents, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you have any large items?</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--</td>
</tr>
<tr>
<td>Moonwalk/Bounce House</td>
<td></td>
</tr>
<tr>
<td>Tent over 1200 sq. ft?</td>
<td></td>
</tr>
<tr>
<td>Other? Please list:</td>
<td></td>
</tr>
</tbody>
</table>

Liability insurance is required in the amount of $1 million that shows the City of Houston as an additional holder.

An additional permit from the Fire Marshall’s Office is required for Tents over 1200 sq. ft. Call 832-394-8811
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you use propane at your event?</td>
<td></td>
</tr>
<tr>
<td>An additional permit from the Fire Marshall’s Office is required for Tents over 1200 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>Will you utilize amplified sound?</td>
<td></td>
</tr>
<tr>
<td>Are you anticipating having a DJ at your event?</td>
<td></td>
</tr>
<tr>
<td>An additional permit will be required</td>
<td></td>
</tr>
<tr>
<td>Will you have a professional photographer/videographer at your event?</td>
<td></td>
</tr>
<tr>
<td>Will you be renting a portable toilet for your event?</td>
<td></td>
</tr>
<tr>
<td>Liability insurance is required in the amount of $1 million that shows the City of Houston as an additional holder.</td>
<td></td>
</tr>
<tr>
<td>If the park you’re requesting does not have a parking lot or a small parking lot (sufficient parking), please provide us with a PARKING PLAN for your invitees.</td>
<td></td>
</tr>
<tr>
<td>Please provide us with any additional information regarding your event:</td>
<td></td>
</tr>
</tbody>
</table>

Please create an account in our online reservations site: apm.activecommunities.com/houstonparks

Please answer all questions and return to our office for review.

Revised: 7/30/19