SPECIAL EVENT APPLICATION

EVENT NAME:

<table>
<thead>
<tr>
<th>EVENT DATE(S)</th>
<th>START DATE</th>
<th>END DATE</th>
<th>EVENT HOUR(S)</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
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</table>

APPLICANT NAME/AUTHORIZED AGENT:

ORGANIZATION/BUSINESS NAME:

ORGANIZATION/BUSINESS TYPE:  
- [ ] FOR PROFIT
- [ ] NONPROFIT  - TAX ID #: ________________________________

ORGANIZATION/BUSINESS ADDRESS:

________________________  ____________________________  ____________________________  ____________________________
Street / P.O. Box  
City  State  Zip

ORGANIZATION/BUSINESS PHONE:  

FAX:  

PRIMARY CONTACT:  
(If different from applicant)

PRIMARY CONTACT PHONE:  
MOBILE:  

E-MAIL:  

EVENT DAY “ON-SITE” CONTACT:  
(If different from primary contact)

MOBILE:  

EVENT INFORMATION HOTLINE (if available):  

WEBSITE (if available):  

NONREFUNDABLE SPECIAL EVENT APPLICATION FEES (CHECK ALL THAT APPLY)*:  
- [ ] PARK / OTHER: $55.91  
- [ ] STREET FUNCTION: $55.91  
- [ ] PARADE: $279.55

All application fees must be in the form of cash**, money order or cashier’s check payable to the City of Houston.  
**Only exact change will be accepted.

PLEASE NOTE: If you are submitting an application for a Non Revenue Generating Parade you have the option to submit an affidavit of inability to pay.  Please contact the Mayor's Office of Special Events for more information.

An application is not considered complete unless all applicable questions have been answered and all attachments included in accordance with Sec. 25-107 and any other documentation required by the Mayor’s Office of Special Events. Submission of a Special Event Application does not guarantee event approval.

Applications must be submitted to:  
Mayor’s Office of Special Events  
City Hall, 1st Floor  
901 Bagby Street  
Houston, Texas 77002

The Mayor’s Office of Special Events accepts applications between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except for City-observed Holidays.

EVENT TYPE*: PLEASE CHECK ALL THAT APPLY*:  
- [ ] BLOCK PARTY  
- [ ] CURB LANE CLOSURE  
- [ ] DEMONSTRATION/EXPRESSIVE ACTIVITY/RALLY  
- [ ] FESTIVAL/FAIR  
- [ ] MARKETING/PROMOTION  
- [ ] PRESS EVENT  
- [ ] PRIVATE EVENT  
- [ ] REVENUE-GENERATING PARADE  
- [ ] NON REVENUE-GENERATING PARADE  
- [ ] RUN/WALK/BIKE/SKATE  
- [ ] TV/FILM SHOOT  
- [ ] OTHER (DESCRIBE) ________________________________

FOR OFFICE USE ONLY

Received By:  
Date:  

Receipt No(s):  
Application Fee(s) Amount Paid: $ ____________
**EVENT INFORMATION** (To be completed by ALL Applicants)

<table>
<thead>
<tr>
<th>SET-UP / TAKE-DOWN FROM*</th>
<th>TIME*</th>
<th>DATE*</th>
<th>THROUGH*</th>
<th>TIME*</th>
<th>DATE*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EVENT LOCATION</strong>*</td>
<td><strong>Please list the proposed event location and attach a map of the proposed logistical layout for your event:</strong></td>
<td></td>
<td></td>
<td></td>
<td>Is this location a City of Houston Park?</td>
</tr>
<tr>
<td><strong>EVENT PARKING</strong>*</td>
<td><strong>WHAT PARKING ARRANGEMENTS HAVE BEEN MADE FOR THE EVENT?</strong></td>
<td></td>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td><strong>STREET PARKING</strong>*</td>
<td><strong>(If you are using alternate parking lots for event parking, a letter of approval from the property owner must accompany this application)</strong></td>
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<tr>
<td><strong>EVENT SET-UP:</strong></td>
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<tr>
<td><strong>EVENT PARTICIPANTS</strong></td>
<td><strong>(Production Trailers, Media Vehicles, Vendor Vehicles, Volunteers):</strong></td>
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<tr>
<td><strong>EVENT ATTENDEES:</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>ARE YOU REQUESTING THE USE OF A PARKING LANE(S) FOR YOUR EVENT?</strong></td>
<td>Yes  No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EVENT SIZE</strong>*</td>
<td><strong>TOTAL Attendees Expected</strong>*:</td>
<td><em># of Participants/ Spectators:</em></td>
<td><em># of Staff/Volunteers:</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EVENT HISTORY</strong>*</td>
<td>Has this event been produced before***?</td>
<td>Has this event previously received an Event Permit from the City of Houston***?</td>
<td>Is this an Annual Event***?</td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>Are there any changes from previous years?</strong></td>
<td>Yes  No</td>
<td></td>
<td></td>
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<tr>
<td><strong>Previous Name(s) of Event:</strong></td>
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<tr>
<td><strong>Previous Location(s) of the Event:</strong></td>
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<td><strong>Describe Changes:</strong></td>
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<tr>
<td><strong>Previous Mayor’s Office of Special Events - Event Coordinator (Name):</strong></td>
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<tr>
<td><strong>EVENT PROMOTION</strong></td>
<td><strong>If open to the public, please check all advertisement methods you plan to utilize:</strong></td>
<td><strong>Please note:</strong> You may not promote your event until you have received final approval.</td>
<td></td>
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<tr>
<td><strong>EVENT SCOPE</strong>*</td>
<td>Briefly describe the scope of your event (attach detailed proposal- for new, larger scale events):</td>
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### Structures

Please check all structural elements that apply:

- [ ] Tent(s)
- [ ] Booth(s)
- [ ] Table(s)
- [ ] Chair(s)
- [ ] Stage(s)
- [ ] Fencing
- [ ] Power Generator
- [ ] Other structures (describe) ________________________________________________________

### Utilities

Please check all utility elements that apply:

- [ ] Electricity
- [ ] Water
- [ ] Propane/Flame**
- [ ] Power Generator

**Additional City of Houston Permitting will apply.

Please note: If you are requesting the use of a City of Houston Park, please be sure to check availability of the above with your assigned Event Coordinator.

(Please reference Permit Fee Guide for cost breakdown)

### Entertainment

Please check all entertainment elements that apply:

- [ ] Amplified sound/PA system**
- [ ] Performer(s)
- [ ] Band(s)
- [ ] Inflatable(s)
- [ ] Children activities

**Additional City of Houston Permitting will apply.

- [ ] Other (describe) _______________________________________________________________

### Portable Toilets

Please indicate the number of portable toilets you will have at your event:

- [ ] Regular
- [ ] ADA Accessible

(At least 10% of the portable toilets must be ADA accessible)

### Event Clean-Up

Name: ______________________ Mobile: ______________________

### Event Recycling

Please describe your recycling plans for the event:

____________________________________________________________
____________________________________________________________
____________________________________________________________

### Food/Beverages

Please check all food/beverage elements that apply:

- [ ] Sale of food/beverages**
- [ ] Distribution of food/beverages**
- [ ] Sale of alcoholic beverages**
- [ ] Distribution of alcoholic beverages**

**Additional City of Houston and/or TABC Permitting will apply

(Please reference Permit Fee Guide for cost breakdown)

### Event Insurance*

_____ (Initial): By initialing here, the applicant/authorized agent understands that he/she is required to furnish event insurance. Event Insurance must be general liability coverage for not less than one million dollars ($1,000,000.00) naming the City of Houston as an additional insured and including a waiver of subrogation or waiver of right of recovery for all event dates including set-up and operation. Please include this information in all insurance documentation.

### Indemnification*

_____ (Initial): By initialing here, the applicant/authorized agent and any other persons on whose behalf the application is made must covenant and agree in writing that they will, jointly and severally, indemnify and hold the city harmless against liability for any and all claims, judgments and associated legal expenses and costs and for claims and litigation arising out of the special event including, but not limited to, those for damage to property or injury to or death of persons.

### Event Security*

The applicant agrees to pay the cost of providing uniformed certified peace officers by (check one):

- [ ] Securing uniformed certified peace officers. If so, the applicant must submit a Security Control Plan (completing Sections I & II only) to the Mayor’s Office of Special Events (MOSE) to be approved by the HPD Special Operations Special Events Division. Upon approval of your event, your Event Coordinator will provide you with a Security Control Plan.
  Coordinator: ______________________ Agency: ______________________
- [ ] Reimbursing the Houston Police Department (HPD) at overtime costs.

(Please reference Permit Fee Guide for cost breakdown)

### Event Notification*

_____ Event Notification (initial): By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the director. **Please note: If your event space is located on private property, you must submit written approval/notification letters from the property owner to the MOSE with this application.

Last Updated on 1/6/2017
### STREET FUNCTIONS: (To be completed by Street Function Applicants)

<table>
<thead>
<tr>
<th>STREET/LANE CLOSURE FROM*:</th>
<th>TIME*</th>
<th>DATE*</th>
<th>THROUGH*</th>
<th>TIME*</th>
<th>DATE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET CLOSURES*</td>
<td>PLEASE LIST THE STREET CLOSURES REQUESTED FOR YOUR EVENT (MAP REQUIRED)*: (For partial street or lane closures please indicate what lane(s) you are requesting)</td>
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<tr>
<td>IS A FREEWAY RAMP/STATE RIGHT-OF-WAY CLOSURE REQUESTED?</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>If yes, please identify entrance/exit closure(s) and include the proper documentation (i.e. Freeway Ramp Closure Application; TXDOT form 1560; Insurance Certificate; and a Traffic Control Plan). Information must be submitted at least 60 days prior to event.</td>
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<tr>
<td>METERED PARKING</td>
<td>ARE THERE METERED SPACES WITHIN YOUR PROPOSED STREET CLOSURE?</td>
<td>☐ Yes ☐ No</td>
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<td></td>
<td>If yes, please Indicate where:</td>
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<tr>
<td></td>
<td>Street: ____________________ Block: _______________ ☐ Both Sides ☐ North ☐ South ☐ East ☐ West</td>
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<tr>
<td></td>
<td>Street: ____________________ Block: _______________ ☐ Both Sides ☐ North ☐ South ☐ East ☐ West</td>
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<tr>
<td></td>
<td>Street: ____________________ Block: _______________ ☐ Both Sides ☐ North ☐ South ☐ East ☐ West</td>
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</tr>
<tr>
<td>TRAFFIC CONTROL SERVICES*</td>
<td>THE APPLICANT AGREES TO PAY THE COST OF PROVIDING TRAFFIC CONTROL SERVICES BY (CHECK ONE):</td>
<td></td>
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<td></td>
<td>☐ Contracting with a private contractor to provide traffic control services. The applicant will submit the name, address and phone number of the contractor as well as a certified traffic control plan (as provided by the contractor) to the MOSE at least ten (10) business days prior to the event.</td>
<td></td>
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<tr>
<td></td>
<td>Contact: ____________________ Company: ____________________</td>
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<td></td>
<td>☐ Reimbursing the City of Houston Public Works and Engineering Department employees, as required, to deploy and remove the traffic cones, barricades and signage. If the PWE director determines that the city does have available the resources and personnel necessary to deploy the appropriate traffic control devices for the proposed street function, the applicant agrees to provide to the MOSE payment to cover the cost at least ten (10) business days prior to the proposed street function date.</td>
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<tr>
<td>EMERGENCY VEHICLE ACCESS*</td>
<td>(INITIAL): By initialing here, the applicant/authorized agent agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles.</td>
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<tr>
<td>EVENT NOTIFICATION*</td>
<td>(INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the director. PLEASE NOTE: If your closure impedes access to any businesses or residences within your closure, you must submit written approval/notification letters to the MOSE with this application.</td>
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</table>

### PARADES: (To be completed by Parade Applicants)

<table>
<thead>
<tr>
<th>TYPE OF PARADE*</th>
<th>INSIDE DOWNTOWN</th>
<th>OUTSIDE DOWNTOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARADE START TIME*:</td>
<td>____________________</td>
<td></td>
</tr>
<tr>
<td>REVENUE-GENERATING:</td>
<td>Any parade for which a participation fee is charged or for which cash is accepted or collected as sponsorship in support of the proposed parade.</td>
<td></td>
</tr>
<tr>
<td>NON-REVENUE-GENERATING:</td>
<td>Any parade for which no participation fee is charged or for which no cash is accepted or collected as sponsorship in support of the proposed parade.</td>
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</tr>
<tr>
<td>PARADE ROUTE*</td>
<td>PLEASE LIST THE PARADE ROUTE (MAP REQUIRED)*:</td>
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<tr>
<td></td>
<td>____________________</td>
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<td>____________________</td>
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Last Updated on 1/6/2017
**IS A FREEWAY RAMP/STATE RIGHT-OF-WAY CLOSURE REQUESTED?**

- Yes
- No

If yes, please identify entrance/exit closure(s) and include the proper documentation (i.e.: Freeway Ramp Closure Application; TXDOT form 1560; Insurance Certificate; and a Traffic Control Plan).

---

**STAGING***

**LIST THE STREET(S) TO BE USED FOR PARADE STAGING***:

*(If you are using alternate areas for parade staging, a written approval from the property owner must accompany this application)*

<table>
<thead>
<tr>
<th>Between</th>
<th>And</th>
</tr>
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<tbody>
<tr>
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</table>

**DISBANDING***

**LIST THE STREET(S) TO BE USED FOR PARADE DISBANDING***:

*(If you are using alternate areas for parade disbanding, a written approval from the property owner must accompany this application)*

<table>
<thead>
<tr>
<th>Between</th>
<th>And</th>
</tr>
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<tbody>
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</tbody>
</table>

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**METERED PARKING**

**ARE THERE METERED SPACES WITHIN YOUR PROPOSED ROUTE, STAGING OR DISBANDING AREAS?**

- No
- Yes

*(If yes, please Indicate where):*

<table>
<thead>
<tr>
<th>Street:</th>
<th>Block:</th>
<th>Both Sides</th>
<th>North</th>
<th>South</th>
<th>East</th>
<th>West</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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**PARTICIPANTS***

**ESTIMATED NUMBER OF PARADE PARTICIPANTS***: 

**ESTIMATED NUMBER OF PARADE SPECTATORS***: 

**ESTIMATED NUMBER (IF ANY) OF THE FOLLOWING THAT WILL PARTICIPATE IN THE PARADE:**

- Animals: 
- Exotic Animals: 
- Motor Vehicles: 
- Motorized Displays (Floats): 
- Marching Units or Organizations (Bands, Color Guards, Drill Teams):

---

**EVENT NOTIFICATION***

**____ (INITIAL):** By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the director.

---

**____ (INITIAL):** By initialing here, the applicant/authorized agent understands that this application is not considered complete unless all applicable questions have been answered and all attachments included in accordance with Sec. 25-107 and any other documentation required by the Mayor's Office of Special Events. Submission of a Special Event Application does not guarantee event approval; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the Mayor’s Office of Special Events.

I, ________________________________, am the authorized agent for, 

*(Print Applicant Name/Authorized Agent)*

________________________________, and am capable of making 

*(Print Organization/Business Name)*

decisions entering into any and all agreements on behalf of the above entity.

**AUTHORIZED SIGNATURE***: ___________________________  ____ DATE***: ___________