



# SPECIAL EVENT REQUISITE SHEET

EVENT NAME:  
CONTACT:  
EVENT COORDINATOR:  
FAX:

EVENT DATE:  
PHONE:  
PHONE:  
E-MAIL:

*Last updated – April 2017*

APPLICANT REQUISITE	TO ASSIST YOU IN PLANNING YOUR SPECIAL EVENT, PLEASE CONSIDER THE FOLLOWING:	DUE DATE	COMPLETE						
A: YES	<p><b>APPLICATION</b> – must be completed, signed, and returned with fee(s) in the form of a cashier’s check, money order, or cash (<b>exact cash amount only please</b>). Please submit three months to one year in advance of event date.</p> <p><b>Application Fees:</b></p> <table border="0"> <tr> <td>Park/Other</td> <td>\$55.91</td> </tr> <tr> <td>Street Function</td> <td>\$55.91</td> </tr> <tr> <td>Parade</td> <td>\$279.55</td> </tr> </table>	Park/Other	\$55.91	Street Function	\$55.91	Parade	\$279.55	Please submit application (along with fee) 3 months to 1 year from your event date.	
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<p>A: If Applicable</p> <p>B: If Applicable</p> <p>C: If Applicable</p> <p>D: If Applicable</p>	<p><b>*FEES (ALL FEES EXCEPT ADMISSION CHARGES).</b></p> <p><b>A. PARK USER FEES</b> Park User Fees are offered at Non-Profit and Commercial Rates and are determined by event attendance</p> <p><b>B. CONCESSION FEES</b> – any items <u>sold</u>. Concession Fees are offered at Non-Profit and Commercial Rates and are determined by event attendance</p> <p><b>C. REFUNDABLE GROUNDS AND EVENT USER FEES DEPOSIT</b> All grounds must be returned to the original or better condition immediately after the event. The deposit will be returned only after any needed repairs are completed and all fees due are paid.</p> <p><b>D. ALCOHOL</b> Additional fees may apply for alcohol sales/distribution.</p> <p><i>All fees submitted must be in the form of a cashier’s check or money order</i></p>	All of the requisites in this section are due as early as 30 days prior to your event to as late as 15 days after your event.							
<p>A: If Applicable</p> <p>B: If Applicable</p> <p>C: If Applicable</p> <p>D: If Applicable</p>	<p><b>*CITY OF HOUSTON PERMITS:</b></p> <p><b>A. HEALTH DEPARTMENT PERMIT</b> – required if selling or giving away food/beverage items. Please submit a list of the food/beverage vendors to the Mayor’s Office of Special Events (MOSE). We will provide an authorization letter before you submit a request to the health department. <b>(\$67.08 per booth, per day, administration fee included. Express fee of \$55.91 required per request less than (7) days before event. )</b> 832-393-5100</p> <p><b>B. PARKING MANAGEMENT</b> – required for any curb lane parking (meter bagging). Please submit a list of meters to be bagged for the event. <b>(\$16.77 per space per day, if the transaction totals more than \$50.00 a \$27.95 administration fee applies, expedited fee is \$100)</b> 832-393-8690</p> <p><b>C. TABC PERMIT</b> – required if authorized to sell/distribute alcohol. Permit must be pulled within that month. For more information, call 713-426-7900. Permission to sell/distribute alcohol on City property also requires a letter from the Houston Parks and Recreation Department Director or the MOSE Director (Street Functions/Parades). <b>(Fees TBD by TABC)</b></p> <p><b>D. PROPANE PERMIT</b> – if you are using propane during your event for cooking or any other purpose, the Houston Fire Department requires a Propane Permit. The number of inspectors required is based on the complexity of the event. If needed, we will facilitate a meeting with the Fire Marshall’s Office to finalize these fees. <b>Temporary Propane Permit Fees:</b> 832-394-8811 - Permit Cost: \$335.47 per day - Administrative Fee: \$27.95 per transaction <b>Inspector(s) Fees:</b> - \$313.19 per inspector for first four hours, there is a four hour minimum - \$69.88 per hour past a four hour minimum - Administrative Fee: \$27.95 per application</p>	All of the requisites in this section are due 30 days OR 10 days prior to your event depending on your event type.							

<p>E: If Applicable</p> <p>F: If Applicable</p>	<p><b>E. SOUND PERMIT</b> – required if using amplified sound. MOSE will need to provide an authorization letter before you submit a request to the sound permitting department . <b>(\$33.54 per day, if the transaction totals more than \$50.00 a \$27.95 administration fee applies)</b> 832-394-8803</p> <p><b>F. OTHER PERMITS</b> – please check with MOSE to learn whether other permits are required.</p>		
<p>If Applicable</p>	<p><b>*SITE PLAN</b> – map must show all structures brought onto the park site, including portable toilets, tents, booths, stage(s), first aid, etc. Some of the below requirements are applicable per event review.</p> <p><b>A. Schedule site check with Event Coordinator / Field Operations</b></p> <p><b>B. Review of ADA Accessibility</b></p> <p><b>C. EC and Producer will do pre-event and post-event site check.</b></p> <p><b>Please submit a map of the site including where you will be placing any equipment.</b></p>	<p>30 days OR 10 days prior to your event depending on your event type.</p>	
<p>If Applicable</p>	<p><b>*SECURITY</b> – certified peace officers must be hired by the event producer, based on projected attendance, and APPROVED BY THE HPD SPECIAL OPERATIONS SPECIAL EVENTS DIVISION. MOSE will provide form.</p> <p><b>Name of Security Coordinator:</b> _____</p> <p><b>Phone#:</b> _____</p>	<p>30 days OR 10 days prior to your event depending on your event type.</p>	
<p>PLEASE NOTE</p>	<p><b>*PARKS AND RECREATION DEPARTMENT REGULATIONS</b> prohibits dogs, amphibians, reptiles and snakes that are considered dangerous. Therefore, we require the ban of all pets. This information must be included on all printed materials (posters, flyers, etc.) press releases, media advisories and on signage at entry points of the festival.</p> <p>Smoking is prohibited in all City of Houston parks and libraries. Please advise all event staff, vendors (including during setup and breakdown), and attendees that smoking is prohibited. The City of Houston will be enforcing this ordinance during your event.</p> <p>No person shall bring into or upon the parks, or have in his/her possession any glass receptacles including but not limited to glass bottles, glass jars, drinking glasses or other glass containers of any kind. The prohibition of glass containers shall not apply to baby bottles, baby food jars, glass-lined vacuum bottles and glass lined picnic beverage coolers.</p> <p>No vehicles are allowed on park properties without prior approval.</p> <p>No person shall place, erect or attach any structure, sign, bulletin board, post, pole or advertising device of any kind whatsoever in the parks, or attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, fence, railing, post or structure in the parks unless authorized by a special permit issued by any Director.</p> <p>Amplified sound is allowed at City Hall, Hermann Square and Tranquility Park on Mondays, Tuesdays, Thursdays and Fridays between the hours 11 a.m. and 1 p.m., and after 5 p.m., with a maximum decibel level of 75 db's. Since City Council is in session on Wednesdays, no amplified sound is allowed until the session is over. The restrictions include sound checks, systems warm ups and any other form of amplified sound productions.</p> <p>State and Federal regulations prohibit the disposal of "gray water" (water used during cooking, cleaning utensils and hand washing) into storm sewers. Your waste disposal contractor may have the special units needed to comply with these regulations in their inventory. If not, we will be happy to provide potential contractors who carry the units.</p>		
<p>If Applicable</p>	<p><b>*MEDICAL SERVICES</b> – must be organized by event producer. EMT'S or other certified medical personnel are acceptable. Information regarding certified medical personnel REQUIRED.</p> <p><b>Name of Provider:</b> _____</p> <p><b>Phone#:</b> _____</p>	<p>30 days OR 10 days prior to your event depending on your event type.</p>	
<p>If Applicable</p>	<p><b>*PORTABLE TOILETS</b> – must be obtained by event producer according to projected attendance. Wheelchair accessible toilets are required as well.</p> <ul style="list-style-type: none"> <li>• <b>One per 300 persons</b> #:</li> <li>• <b>10% must be wheelchair accessible</b> #:</li> </ul>	<p>30 days OR 10 days prior to your event depending on your event type.</p>	

If Applicable	<b>*INSURANCE</b> – Event Insurance must be general liability coverage for not less than one million dollars (\$1,000,000.00) naming the <b>City of Houston as an additional insured and including a waiver of subrogation or waiver of right of recovery</b> for all event dates including set-up and operation. Please include this information in all insurance documentation.	30 days OR 10 days prior to your event depending on your event type.	
If Applicable	<b>*ELECTRICAL SERVICES</b> – any electricity needed (other than what is currently on site) may require Parks Department services and involve cost to you. Producer must supply all required distribution equipment. <b>(Minimum of two (2) electricians for two (2) hours at an hourly rate of \$42.50/each)</b>	30 days OR 10 days prior to your event depending on your event type.	
If Applicable	<b>*PARKING</b> – for sponsors, vendors, and attendees must be determined before choosing a park site. <b>Vehicles are not allowed on park property at anytime.</b>	30 days OR 10 days prior to your event depending on your event type.	
If Applicable	<b>*CLEAN UP – must be handled by event producer.</b> Ongoing clean up during the event and intensive clean up at close of event is required. Information regarding clean up and <b>removal of trash is REQUIRED.</b>  <b>Name of Provider:</b> _____ <b>Phone #:</b> _____	30 days OR 10 days prior to your event depending on your event type.	
If Applicable	<b>NONPROFIT ORGANIZATION</b> – must provide government tax ID number if event producer is a non-profit organization.	30 days OR 10 days prior to your event depending on your event type.	
**PLEASE NOTE	<b>*BUSINESS/RESIDENT APPROVAL</b> – All producers must receive approval from affected parties along their route and/or event location on City property before submitting their event application request. <b>*MEDIA</b> – Courtesy review of all printed material (posters, flyers, etc.) press releases and media advisories prior	Approval - Before submitting application. Media- 30 days OR 10 days prior to your event	
If Applicable	<b>TIMELINES</b> a. <b>Production Timeline</b> with load-in and load out information b. <b>Event Timeline</b> with a schedule of events during your event times	30 days OR 10 days prior to your event depending on your event type.	
<b>STREET FUNCTION REQUISITES</b>	<b>REQUISITE DESCRIPTION</b>	<b>DUE DATE</b>	<b>COMPLETE</b>
If Applicable	<b>*INSURANCE</b> – Event Insurance must be general liability coverage for not less than one million dollars (\$1,000,000.00) naming the <b>City of Houston as an additional insured and including a waiver of subrogation or waiver of right of recovery</b> for all event dates including set-up and operation. Please include this information in all insurance documentation.	30 days OR 10 days prior to your event depending on your event type.	
If Applicable	<b>*SECURITY</b> – certified peace officers must be hired by the event producer, based on projected attendance, and <b>APPROVED BY THE HPD SPECIAL OPERATIONS SPECIAL EVENTS DIVISION.</b>	30 days OR 10 days prior to your event depending on your event type.	
If Applicable	<b>*TRAFFIC CONTROL – Stamped Traffic Control Plan Required if Applicable.</b> Determined per scope of closure and this would include: placement of cones/barricade devices along closure, detour plan, and officer placement.	30 days OR 10 days prior to your event depending on your event type.	

**\*\*Please note all fees increase annually.**

Visit [http://cohweb.houstontx.gov/FIN\\_FeeSchedule/](http://cohweb.houstontx.gov/FIN_FeeSchedule/) for more info.

**Any questions, please give us a call.**



Mayor's Office  
Of Special Events

**Mayor's Office of Special Events**

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832-393-0868 (o) | 832-393-0837 (f)

[www.houstonspecialevents.org](http://www.houstonspecialevents.org)