

Parks Event Information - Outdoor Area(s)

Name of Organization Applying	
Name of Contact Person	
Number of Contact Person	
Park Name	
Specific Area/Location within the park <i>Provide a map of this area with a layout plan</i>	
Day / Date	
Start Time (include set-up)	
End Time (include break-down)	
Event Name	
Estimated Attendance	
Purpose of Event	
Name of Sponsor(s) / Partner(s)	
Is this event open to the public?	
Is registration required?	
Will there be a charge to participate/enter?	
Will any media be in attendance? If so, who?	
How will you advertise? (social media, radio, flyers, etc.) Advertisement / Social Media site(s): NO PUBLIC ADVERTISEMENT BEFORE HPARD APPROVAL	
Will there be Vendors? Will they sale? If so, what? How many vendors? Will there be booths or tables for each? Will they give items/literature away/resources and/or information?	
What items do you intend to give away, for free, at your event?	
Will you sell food? If yes, please list items. <i>Food/Ice Cream trucks are not allowed</i>	
Will you sell non-food items (shirts, caps, books, etc)? If yes, please list items.	
What items, if any, will you set up for your event? (e.g. tables, chairs, tents, etc.)	

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Will you have any large items?

Moonwalk/Bounce House

Tent over 1200 sq. ft?

Other? Please list:

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

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Will you use propane at your event?

An additional permit from the Fire Marshall's Office is required for Tents over 1200 sq. ft.

Will you utilize amplified sound?

Are you anticipating having a DJ at your event?

An additional permit will be required

Will you have a professional photographer/
videographer at your event?

Will you be renting a portable toilet for your event?

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

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.

Please provide us with any additional information regarding your event:

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