

HOUSTON PARKS AND RECREATION DEPARTMENT SECURITY CONTROL PLAN



THE EVENT PRODUCER / ORGANIZATION MUST COMPLETE **SECTION I** AND SIGN WHERE INDICATED. THE INDIVIDUAL IN CHARGE OF SECURITY FOR THE EVENT IS TO COMPLETE AND SIGN **SECTION II**.

WHEN BOTH **SECTION I** AND **SECTION II** HAVE BEEN COMPLETED AND SIGNED, THIS FORM MUST BE RETURNED TO:

CITY OF HOUSTON
HOUSTON PARKS AND RECREATION DEPARTMENT
PERMITS AND RESERVATIONS
2999 S. Wayside, Room 113
HOUSTON, TEXAS 77023
FAX: (832) 395-9633

SECTION I

EVENT REPRESENTATIVE (Permit Holder): _____

ORGANIZATION: _____

NAME OF EVENT: _____

EVENT DAY: _____ DATE: _____ START TIME: _____ END TIME: _____

ADDITIONAL DAY(S) / DATE(S): _____ START TIME: _____ END TIME: _____

LOCATION: _____

TYPE OF EVENT (I.E., FESTIVAL, FUN RUN, ETC.): _____

ESTIMATED ATTENDANCE: _____ ALCOHOL: [] YES [] NO

SIGNATURE OF PERMITTEE

DATE

SECTION II

NAME OF SECURITY ORGANIZATION: _____

(Must be CERTIFIED PEACE OFFICERS)

SECURITY COORDINATOR: _____ RANK: _____

(Must be CERTIFIED PEACE OFFICERS)

WORK PHONE #: _____ CELL #: _____

BREAKDOWN OF OFFICER ASSIGNMENTS

RESPONSIBILITY	NUMBER OF OFFICERS	TIME SCHEDULED: ON DUTY/OFF DUTY
1. Crowd Control		/
2. Traffic Control (if needed)		/
3. Other		/
TOTAL		

SIGNATURE OF COORDINATOR (**Certified Peace Officer**)

DATE

NOTE: SECURITY PERSONNEL WORKING THIS EVENT **MUST** BE LAWFULLY AUTHORIZED AND PERSONALLY WILLING TO ENFORCE CITY OF HOUSTON LAWS AND ORDINANCES.

SECTION III

TO BE COMPLETED BY HPD SPECIAL OPERATIONS (if applicable)

THE ABOVE INFORMATION HAS BEEN REVIEWED AND APPROVED BY:

SIGNATURE OF HPD SPECIAL OPERATIONS

DATE