



STANDARD SPECIAL EVENT REQUISITES

**A FINAL PERMIT WILL BE ISSUED ONCE ALL APPLICABLE REQUISITES ARE MET
PLEASE READ AND PROVIDE ALL THAT APPLY:**

- CITY OF HOUSTON (COH) SPECIAL EVENT APPLICATION** – Event Producer **MUST PROVIDE A COMPLETED AND SIGNED** City of Houston Special Event Application along with all associated application fees **THREE Months to ONE YEAR** in advance of event date.
 - Park/Other: \$62.66
 - Street Function: \$62.66
 - Parade: \$313.31
 - Fee(s) must be in the form of a cashier's check, money order, or cash (*exact cash amount only*).
- PARK FEE:** _____ **GROUNDS DEPOSIT:** _____
Separate checks made payable to the City of Houston
- TEMPORARY HEALTH PERMIT** – A COH Temporary Health Permit is required if selling or giving away food/beverage items (including packaged items).
 - The Mayor's Office of Special Events (MOSE) will provide you an authorization letter before you submit a request to the health department,
 - Please submit a list of the food/beverage vendor to your assigned event coordinator with the Mayor's Office of Special Events (MOSE);
 - Health Department contact: 832.393.5100;
 - Permit fee per booth/day: \$87.71; FEES ARE SUBJECT TO CHANGE ANNUALLY
 - Express fee applied if the request is submitted less than 7 days prior to the event;
 - Cut and paste the link to your browser for a temporary food permit application:
<https://www.houstonhealth.org/services/permits/food-permits/temporary-food-permits>
- TEMPORARY SOUND PERMIT**- A COH Temporary Sound Permit is required if using amplified sound.
 - MOSE will need to provide an authorization letter before you submit a request to the sound permitting department.
 - Sound Permitting Department contact: 832.394.8803
 - Permit fee per day: \$37.58 FEES ARE SUBJECT TO CHANGE ANNUALLY
 - t and paste the link to your browser for a Temporary Sound Permit:
https://www.houstontx.gov/ara/cp/soundandnoise_daily.pdf
- METER BAGGING PERMIT** – A COH Meter Bagging Permit is required for any curb lane parking where a parking meter is placed.
 - An application must be completed and submitted to the parking management office.
 - Click and paste link to your browser for Meter Bagging Application:
<https://www.houstontx.gov/parking/meterbagging.htm>



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- PROPANE PERMIT AND/ TENT PERMIT** – if you are using propane during your event for cooking or any other purpose, the Houston Fire Department requires a Propane Permit.
Tent space that exceeds 1200sqft will require a Tent Permit
FEES ARE SUBJECT TO CHANGE ANNUALLY <http://houstontx.gov/fire/formsandpermits/>
 - 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.
 - Fire Marshal contact: 832-394-8811
 - Propane Permit fee: \$375.97 per day
 - Stand by fee for the first 4 hours: \$ 350.90
 - Each additional hour: \$78.32
 - Administrative Fee: \$31.32
 - T1 (Tent Permit) Fee: \$250.65 (Tents exceeding over 1200 sqft)
- TABC PERMIT** –A TABC Permit is required if authorized to sell/distribute alcohol. Permission to sell/distribute alcohol on City property also requires a letter from the Houston Parks Department Director or the MOSE Director (street functions/parades and other special events).
 - TABC contact: 713.426.7900
 - Fees TBD by TABC
- OTHER PERMITS** – please check with **MOSE** to learn whether other permits are required.

Additional Requisites

- INSURANCE-** Event insurance must be general liability coverage and include the following information
 - In the amount of at least one million dollars (\$1,000,000.00 per occurrence) ,
 - Name the CITY OF HOUSTON as an “ADDITIONAL INSURED”;
 - Include A WAIVER OF SUBROGATION OR WAIVER OF RIGHT OF RECOVERY for all event dates including set-up, breakdown and operation. Please include this information in all insurance documentation.
- SECURITY CONTROL PLAN-** Producer must provide/hire a Certified Peace Officer/s.
 - The number of CPOs will be based on projected attendance and approved by the HPD SPECIAL OPERATIONS DIVISION,
 - MOSE will provide the form or cut and paste the link on your browser;
<https://www.houstontx.gov/specialevents/pdf/securitycontrolplan.pdf>
- MEDICAL SERVICES:** Must be organized by the event producer.
 - EMT's or other certified medical personnel are acceptable.
 - Information regarding certified medical personnel **REQUIRED**.



Mayor's Office
of Special Events

STANDARD SPECIAL EVENT REQUISITES

- PORTABLE TOILETS:** Must be obtained by the event producer according to the projected attendance. Wheelchair accessible toilets are required as well.
 - 1 unit per 300 persons
 - 10% of the units must be wheelchair accessible
 - **HANDWASHING STATIONS:** 1 unit per 300 persons

- SITE PLAN:** Map must show all structures brought on to city property (street or sidewalk), including portable toilets, tents, booths, stage(s), first aid, etc. Some of the requirements listed below are applicable for event review.
 - Schedule site check with Event Coordinator/ Field Operations
 - Review of ADA Accessibility
 - Event Coordinator and Producer will do pre-event and post-event site checks.

- CLEAN UP:** Must be handled by event producer. Ongoing cleanup during the event and intensive clean up at close of event is required. Information regarding clean up and removal of trash is **REQUIRED**.
 - Event Producer must provide the name and contact of the Trash Clean Up Provider/Vendor to the assigned Event Coordinator from MOSE.

- TIMELINES:** Producer must provide a complete Production Timeline with load-in and load-out information
 - Event Timeline with a schedule of events during your event times

- TRAFFIC CONTROL PLAN:** Event Producer Must provide a Certified Traffic Control Plan required (as provided by the contractor).
 - The TCP must provide the certified map of the placement of cones/barricade devices along street closures as well as detour plans for traffic,
 - Producer **MUST** provide the Name and Contact information of the Traffic Control provider.

- ELECTRICAL SERVICES:** 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.
 - (Minimum of two (2) electricians for two (2) hours with an hourly rate of \$42.50 each)

- NON-PROFIT ORGANIZATION:** Must provide government tax ID number if producer is a non-profit organization



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Rules and Regulations

Smoking is prohibited ON all City of Houston park and library properties. Please advise all event staff, vendors (including during setup and breakdown), and attendees of this policy. The City of Houston will be enforcing thi ordinance during your event.

Vehicles are not allowed on park properties without prior approval.

No person shall bring into or on 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.

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

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, or structure in the parks unless authorized by a special permit issued by any Director.

Amplified sound is allowed at City Hall, Hermann Square and Tranquility Park on Mondays, Tuesdays, Thursdays and Fridays between the hours of 11:00AM - 1:00PM and after 5:00PM 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 and/or line checks, systems warm-ups and any other form of amplified sound productions.

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 these units.

****PLEASE NOTE ALL FEES INCREASE ANNUALLY.**

ANY QUESTIONS, PLEASE GIVE US A CALL.

Mayor's Office of Special Events

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www.houstonspecialevents.org