

## TYPES OF SPECIAL EVENTS PERMITS

The Mayor's Office of Special Events issues permits within the City of Houston limits Click here to see if your request is within the City of Houston:

https://www.houstontx.gov/council/whoismycm.html

**Park Permit-** Park spaces maintained by the Houston Parks and Recreation Department. For a list of parks click here: <a href="https://houstontx.gov/parks/pdfs/HPARDInventory.pdf">https://houstontx.gov/parks/pdfs/HPARDInventory.pdf</a>

**Street Function Permit-** A street function is defined as using a public street or portion thereof for the purpose of an event or function requiring the closing of the street or a portion thereof to normal vehicular traffic.

**Parade Permit** -A parade is defined as a procession of pedestrians, vehicles, animals, or any combination thereof traveling in unison along or upon a street, road, or highway, organized and conducted for the purposes of attracting the attention of the general public and/or expressing or celebrating views or ideas by use of verbal, visual, literary, or auditory means of communication.

**Neighborhood Parade**- If your parade is less than one mile in length, contains no more than 250 individuals and does not include any portion of a major thoroughfare or collector street your event may be classified as a Neighborhood Parade. If your parade falls into this category click here: https://www.houstontx.gov/specialevents/pdf/Neighborhood-Parade-Notification-Sheet.pdf

**Outdoor Music Events (O.M.E.) on Private Property**- Chapter 25 -Article V of the Special Events Ordinance requires a permit for any outdoor music event held on private property with an attendance of over 500. Event producers or organizers must provide a security, staffing, and traffic management plan, detailed event information, and emergency contact information, among other requisites.

Exceptions for Private Property:

- o Property with an existing A-1 Certificate of Occupancy
- o Property owned by religious organizations, and
- o Property owned by educational institutions.

Mayor's Office of Special Events 901 Bagby, 1<sup>st</sup> Floor Mezzanine Houston, Texas 77002 (832) 393-0868

## **SPECIAL EVENT APPLICATION**

FOR OFFICE USE ONLY
EC: SE#



ALL PAGES OF THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE APPLICABLE APPLICATION FEE(S) AND ADDENDUM(S) IN ORDER FOR IT TO BE DEEMED COMPLETE. \*MANDATORY FIELDS ARE INDICATED BY AN ASTERISK

EVENT NAME*:						
EVENT DATE(S)*	START DATE*	END DATE*	EVENT HOUR(S)*:	START TIME*	END TIME*	
APPLICANT NAME/AUTHORIZED AGENT*:						
ORGANIZATION/BUSIN	ESS NAME*:					
ORGANIZATION/BUSIN	ESS TYPE*: 🗖 FOR	PROFIT 🗆 NONPRO	FIT - TAX ID #:			
ORGANIZATION/BUSINESS ADDRESS*:						
	Street / P.O. B		City	State	Zip	
ORGANIZATION/BUSIN						
PRIMARY CONTACT*: _ (If different from applicant)	t)					
PRIMARY CONTACT PH	IONE*:		MOBILE:			
E-MAIL*:						
EVENT INFORMATION HOTLINE (if available):						
WEBSITE (if available):						
NONREFUNDABLE SPECIAL EVENT APPLICATION FEES (CHECK ALL THAT APPLY)*:  Park \$64.32 Outdoor Music Events On Private Property \$64.32 Street Function \$64.32 Parade \$321.64  **The expedited fee of \$200.00 may be applied for permit applications filed fewer than 30 days before a special event.						
All application fees must be in the form of cash, money order or cashier's check payable to the City of Houston.						
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.						
FOR OFFICE USE ONLY	ours of 8:00 a.m. and 5:0 ot us: <b>832-393-0868</b>	00 p.m.				
ice	EVENT TYPE*: PLEASE CHECK ALL THAT APPLY*:					
0 F	☐ BLOCK PARTY ☐ CURB LANE CLOSURE ☐ DEMONSTRATION/EXPRESSIVE ACTIVITY/RALLY					
O. R	☐ FESTIVAL/FAIR ☐ MARKETING/PROMOTION ☐ PRESS EVENT ☐ PRIVATE EVENT					
ш.	☐ REVENUE-GENERATING PARADE ☐ NON REVENUE-GENERATING PARADE					
I	☐ RUNWALK/BIK	Œ/SKATE 🗖 TV/FIL	M SHOOT 🔲 OTHER (DE	ESCRIBE)		
FOR OFFICE USE ONLY						
Received By:				Date:		
Receipt No(s):			Application Fee(s)	Amount Paid: \$		

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**EVENT INFORMATION:** (To be completed by ALL Applicants)

EVENT IN ORD		orcica by ALL Ap	pilouritaj	1			
SET-UP / TAKE-DOWN FROM*	TIME*	DATE*	THROUGH*	TIME*	DATE*		
EVENT LOCATION*	Please list the proposed your event:	Is this location a City of Houston Park?					
		☐ Yes ☐ No					
EVENT PARKING*	WHAT PARKING*  WHAT PARKING ARRANGEMENTS HAVE BEEN MADE FOR THE EVENT? (If you are using alternate parking lots for event parking, a letter of approval from the property owner musaccompany this application)  EVENT SET-UP:  EVENT PARTICIPANTS(Production Trailers, Media Vehicles, Vendor Vehicles, Volunteers):						
EVENT ATTENDEES:							
STREET PARKING*	ARE YOU REQUESTING THE USE OF A PARKING LANE(S) FOR YOUR EVENT?  Yes No (If you are requesting street parking for your event during peak or non-metered hours you may also need to complete the "Street Function" portion of this application; the applicable application fee for a Street Function would also apply)						
EVENT SIZE*	TOTAL Attendees Expect	ted*: # of Participa	ants/ Spectators:	# of Staff/Volunteers:			
EVENT HISTORY*	Has this event been produced before*?	uced Has this event Permit	ent previously received an t from the City of Houston*?	Is this an Annual Event*?			
EVENT HISTORY	☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No			
Are there any changes from previous years?  ☐ Yes ☐ No	Previous Name(s) of Event:  Previous Location(s) of the Event:  Previous Location(s) of the Event:						
	Previous Mayor's Office of Special Events - Event Coordinator (Name):						
EVENT PROMOTION	If open to the public, please check all advertisement methods you plan to utilize:  ☐ Print ☐ TV ☐ Radio ☐ Internet ☐ Billboards ☐ Posters ☐ Other:  ☐ PLEASE NOTE: You may not promote your event until you have received final approval.						
EVENT SCOPE*	Briefly describe the scope of your event (attach detailed proposal- for new, larger scale events)*:						

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	PLEASE CHECK ALL STRUCTURAL ELEMENTS THAT APPLY:				
STRUCTURES	☐ TENT(S) ☐ BOOTH(S) ☐ TABLE(S) ☐ CHAIR(S) ☐ STAGE(S) ☐ FENCING ☐ POWER GENERATOR				
	☐ OTHER STRUCTURES (DESCRIBE)				
	PLEASE CHECK ALL UTILITY ELEMENTS THAT APPLY:				
UTILITIES	☐ 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)				
	PLEASE CHECK ALL ENTERTAINMENT ELEMENTS THAT APPLY:				
ENTERTAINMENT	☐ AMPLIFIED SOUND/PA SYSTEM** ☐ PERFORMER(S) ☐ BAND(S) ☐ INFLATABLE(S) ☐ CHILDREN ACTIVITIES  **Additional City of Houston Permitting will apply.				
	☐ OTHER (DESCRIBE)				
	PLEASE INDICATE THE NUMBER OF PORTABLE TOILETS YOU WILL HAVE AT YOUR EVENT:				
PORTABLE TOILETS	REGULARADA ACCESSIBLE				
	(At least 10% of the portable toilets must be ADA accessible)				
EVENT CLEAN-UP	NAME: MOBILE:				
	PLEASE DESCRIBE YOUR RECYCLING PLANS FOR THE EVENT:				
EVENT RECYCLING					
	PLEASE CHECK ALL FOOD/BEVERAGE ELEMENTS THAT APPLY:				
	PLEASE CHECK ALL FOOD/BEVERAGE ELEMENTS THAT APPLY:  □ SALE OF FOOD/BEVERAGES** □ DISTRIBUTION OF FOOD/BEVERAGES**				
FOOD/BEVERAGES					
FOOD/BEVERAGES	☐SALE OF FOOD/BEVERAGES** ☐ DISTRIBUTION OF FOOD/BEVERAGES**				
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EVENT INSURANCE*  INDEMNIFICATION*	□ SALE OF FOOD/BEVERAGES** □ DISTRIBUTION OF FOOD/BEVERAGES**  □ SALE OF ALCOHOLIC BEVERAGES** □ DISTRIBUTION OF ALCOHOLIC BEVERAGES**  PLEASE NOTE: If you are requesting the use of a City of Houston Park, you will need to obtain an authorization letter from the MOSE. **Additional City of Houston and/or TABC Permitting will apply  (Please reference Permit Fee Guide for cost breakdown)  (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.  □ (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.  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				
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STREET FUNCTIONS: (To be completed by Street Function Applicants) TIMF\* DATF\* TIMF\* DATE\* STREET/LANE THROUGH\* CLOSURE FROM\*: STREET CLOSURES\* 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) 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). Information must be submitted at least 60 days prior to event. METERED PARKING ARE THERE METERED SPACES WITHIN YOUR PROPOSED STREET CLOSURE? ☐ Yes ☐ No If yes, please Indicate where: Street: Block:\_\_\_\_ ☐ Both Sides ☐ North ☐ South ☐ East ☐ West Street: ☐ Both Sides ☐ North ☐ South ☐ East ☐ West Block: THE APPLICANT AGREES TO PAY THE COST OF PROVIDING TRAFFIC CONTROL SERVICES BY (CHECK ONE): ☐ 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. TRAFFIC CONTROL **SERVICES\*** Company: Contact: ☐ 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. (INITIAL): By initialing here, the applicant/authorized agent agrees to conduct the function in such a manner that at **EMERGENCY** least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring **VEHICLE ACCESS\*** emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles. (INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required serve notices to **FVFNT** residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the **NOTIFICATION\*** 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. **PARADES:** (To be completed by Parade Applicants) ☐ INSIDE DOWNTOWN ☐ OUTSIDE DOWNTOWN PARADE START TIME\*: \_\_\_\_ REVENUE-GENERATING: Any parade for which a participation fee is charged or for which cash is accepted or collected **TYPE OF PARADE\*** as sponsorship in support of the proposed parade. NON-REVENUE-GENERATING: 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. **PARADE ROUTE\*** PLEASE LIST THE PARADE ROUTE (MAP REQUIRED)\*:

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	If yes, please identify e	P/STATE RIGHT-OF-WAY CLOSURE entrance/exit closure(s) and include the closure Application; TXDOT form 1560;	proper documentation	Yes ☐ No d 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)					
		BETWEEN	AND			
		BETWEEN	AND			
		BETWEEN	AND			
DISBANDING*		TO BE USED FOR PARADE DISBAN rnate areas for parade disbanding, a		the property owner must accompany		
		BETWEEN	AND			
		_ BETWEEN	AND			
		BETWEEN	AND			
METERED PARKING		ED SPACES WITHIN YOUR PROPOSI es, please Indicate where):	ED ROUTE, STAGING C	OR DISBANDING AREAS?		
	Street:	Block:	Both Sides	☐ North ☐ South ☐ East ☐ West		
	Street:	Block:	Both Sides	☐ North ☐ South ☐ East ☐ West		
	Street:	Block:	☐ Both Sides	☐ North ☐ South ☐ East ☐ West		
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*				he/she may be required serve notices to ted and to furnish evidence thereof to the		
complete unless al 107 and any othe Application does no	l applicable questic r documentation re ot guarantee event	ons have been answered and a equired by the Mayor's Office	all attachments inclu of Special Events. t be issued until all a	his application is not considered uded in accordance with Sec. 25-Submission of a Special Event approvals have been granted and vents.		
Ι,	(Print A	Applicant Name/Authorized Agent*)		_, am the authorized agent for,		
	(Print	Organization/Business Name*)		_, and am capable of making		
decisions entering	into any and all agre	eements on behalf of the above	entity.			
AUTHORIZED SIGN	ATURE*:			DATE*:		

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