## **SPECIAL EVENT APPLICATION**





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/AU	THORIZED AGENT*:					
ORGANIZATION/BUSIN	IESS NAME*:					
ORGANIZATION/BUSIN	IESS TYPE*: 🗖 FOR	PROFIT 🗆 NONPROFI	T - TAX ID #:			
ORGANIZATION/BUSINESS ADDRESS*:						
	Street / P.O. Box City State Zip				•	
	ORGANIZATION/BUSINESS PHONE*: FAX: FAX:					
PRIMARY CONTACT*: (If different from applicar						
PRIMARY CONTACT P	ONTACT PHONE*: MOBILE:					
E-MAIL*:						
EVENT DAY "ON-SITE" CONTACT*: MOBILE*: (If different from primary contact)						
EVENT INFORMATION	HOTLINE (if available):					
WEBSITE (if available):						
	NONREFUNDABLI PARK / OTHER		PLICATION FEES (CHEC T FUNCTION: \$55.34	CK ALL THAT APPLY)*  PARADE: \$276.70	:	
All application fees must be in the form of <u>cash**, money order</u> or <u>cashier's check</u> payable to the City of Houston.  **Only exact change will be accepted.						
PLEASE NOTE: If you are contact the Mayor's Office			erating Parade you have th	ne option to submit an aff	idavit of inability to pay. Please	
			re been answered and all a ubmission of a Special Ever		ccordance with Sec. 25-107 and parantee event approval.	
FOR OFFICE USE ONLY		Mayor's Offic City H 901 B Houston Office of Special Events	e of Special Events all, 1st Floor agby Street , Texas 77002 accepts applications betweet gh Friday, except for City			
	EVENT TYPE*: PLEASE CHECK ALL THAT APPLY*:					
	☐ BLOCK PARTY ☐ CURB LANE CLOSURE ☐ DEMONSTRATION/EXPRESSIVE ACTIVITY/RALLY					
	☐ FESTIVAL/FAIR ☐ MARKETING/PROMOTION ☐ PRESS EVENT ☐ PRIVATE EVENT					
<u>o</u>	☐ REVENUE-GENERATING PARADE ☐ NON REVENUE-GENERATING PARADE					
	□ RUNWALK/BIKE/SKATE □ TV/FILM SHOOT □ OTHER (DESCRIBE)					
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)

	TIME*	DATE*		TIME*	DATE*			
SET-UP / TAKE-DOWN FROM*			THROUGH*					
EVENT LOCATION*	Please list the proposed your event:	Is this location a City of Houston Park?  Yes No						
EVENT 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 must accompany 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)							
	TOTAL Attendees Expec	ted*: # of Participa	nts/ Spectators:	# of Staff/Volunteers:				
EVENT SIZE*								
EVENT HISTORY*	Has this event been produced before*?	duced Has this ever Event Permit	ent previously received an from the City of Houston*?	Is this an Annual Event*?				
212111111010111	☐ Yes ☐ No	Į.	☐ Yes ☐ No	☐ Yes ☐ No				
	Previous Name(s) of Event:							
Are there any changes from previous years?	Previous Location(s) of the Event:							
Yes No	Describe Changes:							
	Previous Mayor's Office of Special Events - Event Coordinator (Name):							
	Previous Mayor's Office of	Special Events - Event	Coordinator (Name):					
		· 	Coordinator (Name):	e:				
EVENT PROMOTION	If open to the public, pleas	e check all advertiseme						
EVENT PROMOTION	If open to the public, pleas	e check all advertiseme	nt methods you plan to utiliz	ther:	oroval.			
EVENT PROMOTION	If open to the public, pleas  Print TV  PLEASE N	e check all advertiseme I Radio  Internet  IOOTE: You may not pro	nt methods you plan to utiliz	ther:	proval.			
EVENT PROMOTION	If open to the public, pleas  Print TV  PLEASE N	e check all advertiseme I Radio  Internet  IOOTE: You may not pro	nt methods you plan to utiliz Billboards  Posters  O  mote your event until you	ther:	proval.			
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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	REGULAR ADA 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 DECYCLING				
EVENT RECYCLING				
	PLEASE CHECK ALL FOOD/BEVERAGE ELEMENTS THAT APPLY:			
	☐SALE OF FOOD/BEVERAGES** ☐ DISTRIBUTION OF FOOD/BEVERAGES**			
FOOD/BEVERAGES	☐ SALE 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)			
EVENT INSURANCE*	(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.			
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**STREET FUNCTIONS:** (To be completed by Street Function Applicants) 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 Block: Block: Both Sides North South East West Block: ☐ Both Sides ☐ North ☐ South ☐ East ☐ West 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 \_\_\_\_\_ Company: \_\_\_ SERVICES\* 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 identif	AMP/STATE RIGHT-OF-WAY CLOSURE F fy entrance/exit closure(s) and include the p p Closure Application; TXDOT form 1560; In	proper documentation			
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*	LIST THE STREET(S) TO BE USED FOR PARADE DISBANDING*: (If you are using alternate areas for parade disbanding, a written approval from the property owner must accompany this application)					
		BETWEEN	AND	<del></del>		
		BETWEEN	AND			
		BETWEEN	AND			
METERED PARKING		ERED SPACES WITHIN YOUR PROPOSE f yes, please Indicate where):	D ROUTE, STAGING OR DISBA	ANDING AREAS?		
	Street:	Block:	Both Sides  North	n ☐ South ☐ East ☐ West		
	Street:	Block:	Both Sides  North	South 🗖 East 🗖 West		
	Street:	Block:	Both Sides D North	n ☐ 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*		y initialing here, the applicant/authorized a sinesses in and around the area where the				
complete unless al 107 and any othe Application does no	I applicable ques r documentation ot guarantee eve	the applicant/authorized agent ustions have been answered and all required by the Mayor's Office ont approval; a final permit will not be met as determined by the Mayor's office as determined by the Mayor's off	attachments included in of Special Events. Submi- oe issued until all approva	accordance with Sec. 25-ssion of a Special Event		
l,	(Pri	int Applicant Name/Authorized Agent*)	, am th	ne authorized agent for,		
	(Pri	int Organization/Business Name*)	, and a	ım capable of making		
decisions entering	into any and all a	greements on behalf of the above	entity.			
AUTHORIZED SIGN	ATURE*:		DA	TE*:		

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