

SPECIAL EVENT APPLICATION



Mayor's Office
Of Special Events

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*
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APPLICANT NAME/AUTHORIZED AGENT*: _____

ORGANIZATION/BUSINESS NAME*: _____

ORGANIZATION/BUSINESS TYPE*: FOR PROFIT NONPROFIT - TAX ID #: _____

ORGANIZATION/BUSINESS ADDRESS*:

Street / P.O. Box City State Zip

ORGANIZATION/BUSINESS PHONE*: _____ FAX: _____

PRIMARY CONTACT*: _____
(If different from applicant)

PRIMARY CONTACT PHONE*: _____ MOBILE: _____

E-MAIL*: _____

EVENT DAY "ON-SITE" CONTACT*: _____ MOBILE*: _____
(If different from primary contact)

EVENT INFORMATION HOTLINE (if available): _____

WEBSITE (if available): _____

NONREFUNDABLE SPECIAL EVENT APPLICATION FEES (CHECK ALL THAT APPLY)*:

PARK / OTHER: \$62.66 STREET FUNCTION: \$62.66 PARADE: \$313.31

All application fees must be in the form of cash**, money order or cashier's check payable to the City of Houston.

**Only exact change will be accepted.

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.

Applications must be submitted to:

Mayor's Office of Special Events
City Hall, 1st Floor
901 Bagby Street
Houston, Texas 77002

Mayor's Office of Special Events accepts applications between the hours of 8:00 a.m. and 5:00 p.m.
Monday through Friday, except for City-observed Holidays. Contact us: **832-393-0868**

FOR OFFICE USE ONLY

EVENT TYPE*: PLEASE CHECK ALL THAT APPLY*:

- BLOCK PARTY CURB LANE CLOSURE DEMONSTRATION/EXPRESSIVE ACTIVITY/RALLY
 FESTIVAL/FAIR MARKETING/PROMOTION PRESS EVENT PRIVATE EVENT
 REVENUE-GENERATING PARADE NON REVENUE-GENERATING PARADE
 RUN/WALK/BIKE/SKATE TV/FILM SHOOT OTHER (DESCRIBE) _____

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Received By: _____

Date: _____

Receipt No(s): _____

Application Fee(s) Amount Paid: \$ _____

EVENT INFORMATION: (To be completed by ALL Applicants)

SET-UP / TAKE-DOWN FROM*	TIME*	DATE*	THROUGH*	TIME*	DATE*
EVENT LOCATION*	<p><i>Please list the proposed event location and attach a map of the proposed logistical layout for your event:</i></p> <hr/> <hr/>				<p>Is this location a City of Houston Park? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
EVENT PARKING*	<p>WHAT PARKING ARRANGEMENTS HAVE BEEN MADE FOR THE EVENT? <i>(If you are using alternate parking lots for event parking, a letter of approval from the property owner must accompany this application)</i></p> <p>EVENT SET-UP:</p> <hr/> <hr/> <p>EVENT PARTICIPANTS(Production Trailers, Media Vehicles, Vendor Vehicles, Volunteers):</p> <hr/> <hr/> <p>EVENT ATTENDEES:</p> <hr/> <hr/>				
STREET PARKING*	<p>ARE YOU REQUESTING THE USE OF A PARKING LANE(S) FOR YOUR EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(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)</i></p>				
EVENT SIZE*	TOTAL Attendees Expected*:	# of Participants/ Spectators:	# of Staff/Volunteers:		
EVENT HISTORY*	Has this event been produced before*? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has this event previously received an Event Permit from the City of Houston*? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an Annual Event*? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Are there any changes from previous years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Previous Name(s) of Event: <hr/></p> <p>Previous Location(s) of the Event: <hr/></p> <p>Describe Changes: <hr/></p> <p>Previous Mayor's Office of Special Events - Event Coordinator (Name): <hr/></p>				
EVENT PROMOTION	<p>If open to the public, please check all advertisement methods you plan to utilize: <input type="checkbox"/> Print <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Billboards <input type="checkbox"/> Posters <input type="checkbox"/> Other: _____</p> <p><u>PLEASE NOTE: You may not promote your event until you have received final approval.</u></p>				
EVENT SCOPE*	<p>Briefly describe the scope of your event (attach detailed proposal- for new, larger scale events)*:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				

STRUCTURES	<p>PLEASE CHECK ALL STRUCTURAL ELEMENTS THAT APPLY:</p> <p><input type="checkbox"/> TENT(S) <input type="checkbox"/> BOOTH(S) <input type="checkbox"/> TABLE(S) <input type="checkbox"/> CHAIR(S) <input type="checkbox"/> STAGE(S) <input type="checkbox"/> FENCING <input type="checkbox"/> POWER GENERATOR</p> <p><input type="checkbox"/> OTHER STRUCTURES (DESCRIBE) _____</p>
UTILITIES	<p>PLEASE CHECK ALL UTILITY ELEMENTS THAT APPLY:</p> <p><input type="checkbox"/> ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> PROPANE/FLAME** <input type="checkbox"/> POWER GENERATOR **Additional City of Houston Permitting will apply.</p> <p>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.</p> <p><i>(Please reference Permit Fee Guide for cost breakdown)</i></p>
ENTERTAINMENT	<p>PLEASE CHECK ALL ENTERTAINMENT ELEMENTS THAT APPLY:</p> <p><input type="checkbox"/> AMPLIFIED SOUND/PA SYSTEM** <input type="checkbox"/> PERFORMER(S) <input type="checkbox"/> BAND(S) <input type="checkbox"/> INFLATABLE(S) <input type="checkbox"/> CHILDREN ACTIVITIES **Additional City of Houston Permitting will apply.</p> <p><input type="checkbox"/> OTHER (DESCRIBE) _____</p>
PORTABLE TOILETS	<p>PLEASE INDICATE THE NUMBER OF PORTABLE TOILETS YOU WILL HAVE AT YOUR EVENT:</p> <p>____REGULAR ____ADA ACCESSIBLE</p> <p><i>(At least 10% of the portable toilets must be ADA accessible)</i></p>
EVENT CLEAN-UP	<p>NAME: _____ MOBILE: _____</p>
EVENT RECYCLING	<p>PLEASE DESCRIBE YOUR RECYCLING PLANS FOR THE EVENT:</p> <p>_____</p> <p>_____</p> <p>_____</p>
FOOD/BEVERAGES	<p>PLEASE CHECK ALL FOOD/BEVERAGE ELEMENTS THAT APPLY:</p> <p><input type="checkbox"/> SALE OF FOOD/BEVERAGES** <input type="checkbox"/> DISTRIBUTION OF FOOD/BEVERAGES**</p> <p><input type="checkbox"/> SALE OF ALCOHOLIC BEVERAGES** <input type="checkbox"/> DISTRIBUTION OF ALCOHOLIC BEVERAGES**</p> <p>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</p> <p><i>(Please reference Permit Fee Guide for cost breakdown)</i></p>
EVENT INSURANCE*	<p>____(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.</p>
INDEMNIFICATION*	<p>____(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.</p>
EVENT SECURITY*	<p>THE APPLICANT AGREES TO PAY THE COST OF PROVIDING UNIFORMED CERTIFIED PEACE OFFICERS BY (CHECK ONE):</p> <p><input type="checkbox"/> Securing uniformed certified peace officers. If so, the applicant must submit a Security Control Plan (completing Sections I & II only) to the Mayor's Office of Special Events (MOSE) to be approved by the HPD Special Operations Special Events Division. Upon approval of your event, your Event Coordinator will provide you with a Security Control Plan.</p> <p>Coordinator: _____ Agency: _____</p> <p><input type="checkbox"/> Reimbursing the Houston Police Department (HPD) at overtime costs.</p> <p><i>(Please reference Permit Fee Guide for cost breakdown)</i></p>
EVENT NOTIFICATION*	<p>____EVENT NOTIFICATION (INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the director. PLEASE NOTE: If your event space is located on private property, you must submit written approval/notification letters from the property owner to the MOSE with this application.</p>

STREET FUNCTIONS: (To be completed by Street Function Applicants)

STREET/LANE CLOSURE FROM*:	TIME*	DATE*	THROUGH*	TIME*	DATE*
<p>STREET CLOSURES*</p> <p>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)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>METERED PARKING</p>	<p>IS A FREEWAY RAMP/STATE RIGHT-OF-WAY CLOSURE REQUESTED? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p> <p>_____</p> <p>ARE THERE METERED SPACES WITHIN YOUR PROPOSED STREET CLOSURE? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please Indicate where:</p> <p>Street: _____ Block: _____ <input type="checkbox"/> Both Sides <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West</p> <p>Street: _____ Block: _____ <input type="checkbox"/> Both Sides <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West</p> <p>Street: _____ Block: _____ <input type="checkbox"/> Both Sides <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West</p>				
<p>TRAFFIC CONTROL SERVICES*</p>	<p>THE APPLICANT AGREES TO PAY THE COST OF PROVIDING TRAFFIC CONTROL SERVICES BY (CHECK ONE):</p> <p><input type="checkbox"/> 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 <u>certified traffic control plan</u> (as provided by the contractor) to the MOSE at least ten (10) business days prior to the event.</p> <p>Contact: _____ Company: _____</p> <p><input type="checkbox"/> 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.</p>				
<p>EMERGENCY VEHICLE ACCESS*</p>	<p>_____(INITIAL): By initialing here, the applicant/authorized agent agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles.</p>				
<p>EVENT NOTIFICATION*</p>	<p>_____(INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the 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.</p>				

PARADES: (To be completed by Parade Applicants)

<p>TYPE OF PARADE*</p>	<p><input type="checkbox"/> INSIDE DOWNTOWN <input type="checkbox"/> OUTSIDE DOWNTOWN</p> <p>PARADE START TIME*: _____</p> <p><input type="checkbox"/> REVENUE-GENERATING: Any parade for which a participation fee is charged or for which cash is accepted or collected as sponsorship in support of the proposed parade.</p> <p><input type="checkbox"/> 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.</p>
<p>PARADE ROUTE*</p>	<p>PLEASE LIST THE PARADE ROUTE (MAP REQUIRED)*:</p> <p>_____</p> <p>_____</p> <p>_____</p>

	<p>IS A FREEWAY RAMP/STATE RIGHT-OF-WAY CLOSURE REQUESTED? <input type="checkbox"/> Yes <input type="checkbox"/> 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).</p> <p>_____</p>
STAGING*	<p>LIST THE STREET(S) TO BE USED FOR PARADE STAGING*: <i>(If you are using alternate areas for parade staging, a written approval from the property owner must accompany this application)</i></p> <p>_____ BETWEEN _____ AND _____</p> <p>_____ BETWEEN _____ AND _____</p> <p>_____ BETWEEN _____ AND _____</p>
DISBANDING*	<p>LIST THE STREET(S) TO BE USED FOR PARADE DISBANDING*: <i>(If you are using alternate areas for parade disbanding, a written approval from the property owner must accompany this application)</i></p> <p>_____ BETWEEN _____ AND _____</p> <p>_____ BETWEEN _____ AND _____</p> <p>_____ BETWEEN _____ AND _____</p>
METERED PARKING	<p>ARE THERE METERED SPACES WITHIN YOUR PROPOSED ROUTE, STAGING OR DISBANDING AREAS? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please Indicate where):</p> <p>Street: _____ Block: _____ <input type="checkbox"/> Both Sides <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West</p> <p>Street: _____ Block: _____ <input type="checkbox"/> Both Sides <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West</p> <p>Street: _____ Block: _____ <input type="checkbox"/> Both Sides <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West</p>
PARTICIPANTS*	<p>ESTIMATED NUMBER OF PARADE PARTICIPANTS*: _____</p> <p>ESTIMATED NUMBER OF PARADE SPECTATORS*: _____</p> <p>ESTIMATED NUMBER (IF ANY) OF THE FOLLOWING THAT WILL PARTICIPATE IN THE PARADE:</p> <p><input type="checkbox"/> Animals: _____</p> <p><input type="checkbox"/> Exotic Animals: _____</p> <p><input type="checkbox"/> Motor Vehicles: _____</p> <p><input type="checkbox"/> Motorized Displays (Floats): _____</p> <p><input type="checkbox"/> Marching Units or Organizations (Bands, Color Guards, Drill Teams): _____</p>
EVENT NOTIFICATION*	<p>_____ (INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required serve notices to residents and/or businesses in and around the area where the event will be conducted and to furnish evidence thereof to the director.</p>
<p>_____ (INITIAL)*: By initialing here, the applicant/authorized agent understands that this 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; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the Mayor’s Office of Special Events.</p> <p>I, _____, am the authorized agent for,</p> <p style="text-align: center;">(Print Applicant Name/Authorized Agent*)</p> <p>_____, and am capable of making</p> <p style="text-align: center;">(Print Organization/Business Name*)</p> <p>decisions entering into any and all agreements on behalf of the above entity.</p> <p>AUTHORIZED SIGNATURE*: _____ DATE*: _____</p>	