

MAYOR'S OFFICE OF SPECIAL EVENTS

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 30 DAYS to ONE YEAR in advance of event date. **The expedited fee of \$208.74 may be applied for permit applications filed fewer than 30 days before a special event.**
 - Park/Other: \$67.13
 - Outdoor Music Events on Private Property: \$67.13
 - Street Function: \$67.13
 - Parade: \$335.69 (Parade security & TCS cost for add'l intersections over 12 = \$1342.81 per/intersection)
 - Fee(s) must be in the form of a cashier's check, money order, or cash (*exact cash amount only*).

- **TEMPORARY HEALTH PERMIT** – A COH Temporary Health Permit is required if selling or giving away food and/or beverage 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](tel:832.393.5100)
 - Permit fee per booth/day: \$92.69 (\$79.45 + \$13.24 Admin Fee)
 - Processing fee: \$13.24
 - \$66.21 Express fee applied if the request is submitted less than 7 days prior to the event.
 - Note FEES ARE SUBJECT TO CHANGE
 - Cut and paste the link to your browser for a temporary food permit application:
[Temporary food dealers permit](#) | [Houston Permitting Center](#)

- **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](tel:832.394.8803)
 - Annual Permit: \$1,286.53
 - Daily Permit: \$33.43
 - Extended Daily Permit: \$79.46
 - Administration Fee: \$33.10
 - Note FEES ARE SUBJECT TO CHANGE
 - Cut and paste the link to your browser for a Temporary Sound Permit:
[ARA - Regulatory Permitting \(houstontx.gov\)](http://ARA-RegulatoryPermitting(houstontx.gov))

- **METER BAGGING PERMIT** – A COH Meter Bagging Permit is required for any curbside 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:
[Buy A Permit \(houstontx.gov\)](#)

MAYOR'S OFFICE OF SPECIAL EVENTS

STANDARD

SPECIAL EVENT REQUISITES

- **PROPANE PERMIT** – if you are using propane during your event for cooking or any other purpose, the Houston Fire Department requires a Propane Permit. FEES ARE SUBJECT TO CHANGE.
 - The number of inspectors required is based on the complexity of the event. If needed, we will facilitate a meeting with the Fire Marshal's Office to finalize these fees.
 - Fire Marshal contact: 832-394-8811
 - Standby Fees (4 hr. min): \$370.82
 - Each Additional Hour: \$87.76
 - LP Gas (Propane) App. Fee: \$397.31
 - Administrative Fee: \$33.10

- **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
 - A copy of the TABC permit (when applicable) for any MOSE permit is a required.

- **OTHER PERMITS** – Please check with your MOSE Event Coordinator to learn whether other permits are required or necessary for your event.

- **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.

- **POLICE SECURITY CONTROL PLAN:**

Producer must provide/hire a Certified Peace Officer/s (CPO) such as the Houston Police Department, Harris County Constables, or the Harris County Sheriff's Office, to uphold city and local laws throughout the event.

 - 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>

- **COMMISSIONED & NONCOMMISSIONED SECURITY GUARDS:**

Pursuant to the Texas Department of Public Safety (DPS) Regulatory Services Division, [Title 37 of the Texas Administrative Code \(TAC\), Part 1, Chapter 35.7](#)

 - Provides that a commissioned security or personal protection officer may only carry a firearm of a recognized category and for which he or she has received approved training. There are currently only three categories recognized by rule:
 - Semi-automatic handguns,
 - Non-semi-automatic handguns (revolver),
 - Shotguns.

MAYOR'S OFFICE OF SPECIAL EVENTS

STANDARD

SPECIAL EVENT REQUISITES

Only handgun and shotgun qualification courses are approved ([37 TAC, Part 1 35.145](#) and [35.146](#)).

- **Rifles** - By Department rule, **rifles** are not an authorized category of firearm, nor is there an approved training curriculum for commissioned security and personal protection officers to become certified.
- Individuals found to be in violation of carrying a rifle in the course of their duties may be subject to administrative fines of up to **\$500** for the first offense, with subsequent offenses ranging in a fine of up to **\$1,000**, suspension or potentially revocation of their license.

This information is also on the DPS website at the following link: [Carrying of Rifles by Commissioned Security or Personal Protection Officers | Department of Public Safety \(texas.gov\)](#)

****EVENT SECURITY GUARDS WILL NOT CARRY A RIFLE OR LONG GUN, AN UNAUTHORIZED CATEGORY OF FIREARM, AT ANY CITY PERMITTED EVENT.****

ALL SECURITY PERSONNEL WORKING AN EVENT MUST BE LAWFULLY AUTHORIZED AND PERSONALLY WILLING TO ENFORCE CITY OF HOUSTON LAWS AND ORDINANCES. THE SECURITY COORDINATOR MUST ENSURE THAT THE LISTED NUMBER OF OFFICERS ON THE SECURITY PLAN ARRIVE FOR TRAFFIC CONTROL. ANY ISSUES THAT MAY ARISE FROM ANY PERMITTED EVENT RESTS ON THE PRODUCER AND SECURITY COORDINATOR AND COULD LIMIT OR PREVENT APPROVAL FOR ANY FUTURE PERMITS.

- **EMT/MEDICAL SERVICES:** Must be organized by the event producer.
 - EMT/Medic personnel working your event must be lawfully certified and personally willing to provide the necessary EMT/Medical services based on the scale and scope of the event. Personnel must be willing to responsibly act in accordance to any medical situation.
 - Private EMT's, Houston Fire Dept. or other certified medical personnel are acceptable.
 - Information regarding certified medical personnel is **REQUIRED**.
- **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.

MAYOR'S OFFICE OF SPECIAL EVENTS

STANDARD

SPECIAL EVENT REQUISITES

- **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 \$62.50 each)
- **NON-PROFIT ORGANIZATION:** Must provide government tax ID number if producer is a non-profit organization.

Park's & Recreation Department 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 the 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 dbs. 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.

**MAYOR'S OFFICE OF SPECIAL EVENTS
STANDARD
SPECIAL EVENT REQUISITES**

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

ANY QUESTIONS, PLEASE GIVE US A CALL

**Mayor's Office of Special Events
901 Bagby, 1st Floor | Houston, TX 77002
(O) 832-393-0868 | (F) 832-393-0837**

www.houstonspecialevnts.org