

## Parks Event Information - Outdoor Area(s)

<b>Name of Organization Applying</b>	
<b>Name of Contact Person</b>	
<b>Number of Contact Person</b>	
<b>Park Name</b>	
<b>Specific Area/Location within the park</b> <i>Provide a map of this area with a layout plan</i>	
<b>Day / Date</b>	
<b>Start Time (include set-up)</b>	
<b>End Time (include break-down)</b>	
<b>Event Name</b>	
<b>Estimated Attendance</b>	
<b>Purpose of Event</b>	
<b>Name of Sponsor(s) / Partner(s)</b>	
Is this event open to the public? Is registration required?	
<b>Will there be a charge to participate/enter?</b>	
<b>Will any media be in attendance? If so, who?</b>	
<b>How will you advertise?</b> ( <i>social media, radio, flyers, etc.</i> ) Advertisement / Social Media site(s): <b>NO PUBLIC ADVERTISEMENT BEFORE HPARD APPROVAL</b>	
<b>Will there be Vendors?</b> Will they sale? If so, what? How many vendors? Will there be booths or tables for each? Will they give items/literature away/resources and/or information?	
<b>What items do you intend to give away, for free, at your event?</b>	
<b>Will you sell food?</b> If yes, please list items. <i>Food/Ice Cream trucks are not allowed</i>	
<b>Will you sell non-food items</b> (shirts, caps, books, etc)? If yes, please list items.	
<b>What items, if any, will you set up for your event?</b> ( <i>e.g. tables, chairs, tents, etc.</i> )	

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Will you have any large items?

Moonwalk/Bounce House

Tent over 1200 sq. ft?

Other? Please list:

*Liability insurance is required in the amount of \$1 million that shows the City of Houston as an additional holder.  
An additional permit from the Fire Marshall's Office is required for Tents over 1200 sq. ft. Call 832-394-8811*

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Will you use propane at your event?

*An additional permit from the Fire Marshall's Office is required for Tents over 1200 sq. ft.*

Will you utilize amplified sound?

Are you anticipating having a DJ at your event?

*An additional permit will be required*

Will you have a professional photographer/  
videographer at your event?

Will you be renting a portable toilet for your event?

*Liability insurance is required in the amount of \$1 million that shows the City of Houston as an additional holder.*

If the park you're requesting does not have a parking lot or a small parking lot (sufficient parking), please provide us with a **PARKING PLAN** for your invitees.

Please provide us with any additional information regarding your event:

Please create an account in our online reservations site

[apm.activecommunities.com/houstonparks](http://apm.activecommunities.com/houstonparks)

**Please answer all questions and return to our office for review.**

Revised: 7/30/19