



Special Events Policy and Procedures



The Woodlands Township

Revised August 2016

Special Events Policy & Procedures

General Policy Statement

The Woodlands Township sponsors, co-sponsors and encourages its residents and businesses to sponsor special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community. To facilitate the use of Township-owned, leased or managed recreation and park facilities, the Township has established Orders, policies and procedures to ensure the success of such events by providing a system for advanced planning, standard information, and basic ground rules that allow special event sponsors and facility users to achieve their mutual goals, while minimizing the impact of the event on the community.

It is the purpose of this policy and related procedures to regulate Special Events held in the Township so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact on non-participating residents minimized.

The Woodlands Township recognizes that the Township is not the only governmental authority in The Woodlands. Approval from other entities may be required in order to complete the Township Special Event approval process. The Woodlands Township does not own, manage or maintain the roads and streets in the community. Therefore, any athletic race event that will utilize roads under the authority of Montgomery County, Harris County, or other City and/or County must also adhere to County and or City's policies and obtain County Commissioner and or City Manager/City Council approval. Events utilizing private streets must obtain approval from the owner of the street. Events utilizing the Woodlands Waterway require additional approvals of The Woodlands Development Company/Howard Hughes Corporation and Brazos Transit District. It is the responsibility of the event organizer to ensure that all applicable rules are followed and authorizations received.

General Information

The Township provides a wide variety of facilities for special events and general leisure time use. When planning a festival, race, walk, parade, concert, rally, or any major event on Township property, a Special Event Permit Application must be submitted. The Township will then determine the review and approval process and the level of involvement or support service provision, if any, that the event requires. Usually, filling out a permit application is just the first step. Once the application is received, Township staff will guide applicants through the process for Township approval.

Special Event Permit Requirements

Special Event Permits are required for activities that are defined as Special Events per Township Order 019-09 and as described herein. Special Event Permits are not required to reserve use of recreation and park facilities. Special Events are:

Pre-planned temporary major activities involving use of Township property. Such activities are customarily held for purposes of entertainment, celebration, amusement, cultural recognition, fundraising, arts and crafts displays and/or sales and sports demonstrations or competitions aimed at drawing crowds that may impact surrounding neighborhoods and traffic flow.

Commercial Events

Per Township Order 019-09, a “Commercial Event” means a large event, more than 300 people, held by for-profit organizations which are open to public participation (fee or free) and may include, but are not limited to: a fair, festival, exhibition, carnival centered around music, art, culture, food, car/truck/vehicle, etc. These events require an approved special event application and are only permitted to be held at Town Green Park, Gosling Sportfields, Bear Branch Sportsfields and Alden Bridge Sports Park. Other Park Rules may be applicable to these parks. A donation to a nonprofit does not constitute the event being a noncommercial event.

Obtaining/Submitting Applications

The Township’s Parks and Recreation Department is responsible for distributing, receiving and processing all applications for Special Events and for coordinating review of applications by appropriate Township departments and, if required, the Township Board of Directors, The Woodlands Development Company/Howard Hughes Corporation and Brazos Transit District. The Parks and Recreation Department is located at The Woodlands Township Town Hall – 2801 Technology Forest Boulevard; The Woodlands, Texas 77381. The hours of operation are 8 a.m. to 5:30 p.m. Monday through Friday. For additional information, please call 281-210-3800. Special Event Permit Applications can be found on the Township’s website at www.thewoodlandstownship-tx.gov or by calling 281-210-3800.

The Township’s Parks and Recreation Department is also responsible for distributing, receiving and processing all Facility Reservations for the use of Township-owned athletic fields, park pavilions, outdoor courts, swimming pools, the Recreation Center and Town Green Park. Reservations at these facilities for the purposes of conducting anything other than a Special Event do not require a Special Event Permit. Facility Reservations can be made online on the Township’s website at www.thewoodlandstownship-tx.gov or by calling 281-210-3800.

The Special Event Application approval process does not necessarily automatically reserve facilities. In some cases, park areas that can be reserved that are impacted by the event will require a Facility Reservation so not to further impact a park patron. A Facility Reservation does not provide exclusive use of the entire park and/or facility. The general area of the park, pathway and/or facility must remain open to the public.

Application Processing Time Frame

While all special events require the same application, the application review and approval period and required permits(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the Township and if necessary, the appropriate County Commissioner. Permits and approvals for events, facility use or support services are issued on a first-come, first-served basis. Applications should be submitted within the time frames specified for the types of events proposed. When a request involves an athletic race event that will utilize Montgomery County and/or Harris County roads or streets within the Township, the Applicant must provide proof of County Commissioner approval. Contact information for County Commissioners:

Montgomery County Commissioner Precinct 2 281-259-6492
Montgomery County Commissioner Precinct 3 281-367-3977
Montgomery County Commissioner Precinct 4 281-577-8919

Special Event Permit Applications must be received by the Township:

90 days prior for:

- Athletic races, walks, events along The Woodlands Waterway and all new events (those events which did not occur in the Township within the past year) which involve a County road or street. All new events requiring a road or lane closure or impacting traffic flow will require Township Board of Directors approval. A renewal of a previously held Special Event must follow the same policy and procedures as approved for the prior year's event. All organized event walks must take place on pathways unless streets are specifically requested or required due to high anticipated attendance. Event walks on pathways do not require County approval but may require a Certificate of Insurance/Indemnification and other restrictions. Law Enforcement/Security requirements and/or traffic control requirements for walks on pathways will be determined based upon an evaluation of the level of services needed. All events to be held along The Woodlands Waterway require additional Certificates of Insurance and approvals by The Woodlands Development Company/Howard Hughes Corporation and the Brazos Transit District.
- Community Festival - Defined by one (1) or more of the following activities occurring:
 - An admission fee is charged;
 - Vendors selling good, products/wares or services;
 - Food and beverage are provided (NOTE: County Health Permit may be required);
 - Games, amusement rides, or bounce houses are offered (NOTE: Insurance certificate/Indemnification may be required);
 - Purpose of event is a fundraiser;
 - Amplified sound, music and/or bands will be present;
 - Event is advertised to the general public;
 - Event will impact parking and safe movement of pedestrians and/or vehicular traffic in the area; and
 - Alcoholic beverages are consumed (NOTE: A – Insurance Certificate/Indemnification is required; B – Law Enforcement and/or Security requirements will be determined based upon an evaluation of the event; and C – TABC licensing may be required).

30 Days prior for:

- Private events, weddings, ceremonies or parties involving any of the following:
 - Tents larger than 10 feet by 10 feet;
 - Portable restroom facilities (i.e. porta potties);
 - The sale of any product, goods or service;
 - Amplified sound;
 - Fundraising; and
 - More than 150 anticipated guests.

7 Days prior for:

- Private events, weddings, ceremonies or parties involving any of the following:

- Tents larger than 10 feet by 10 feet;
- Amplified sound;
- Fundraising;
- The sale of any product, goods or service; and
- More than 50 but less than 150 anticipated guests.

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage or alcohol, do not use roads, streets or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation may be required.

The Woodlands Township President/General Manger may waive the submission deadline in extreme cases of unforeseen events.

Criteria for Approval/Disapproval

In issuing a permit for a special event, the Township considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area (e.g. athletic fields, picnic areas, trolley system, etc.);
5. The Applicant’s apparent ability to execute the event;
6. The Applicant’s apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies (i.e. County); and
9. All permit requirements have been met.

Required Approvals/Appeals Process

The application review process begins when the Township’s Parks and Recreation Department has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to The Woodlands Township Board of Directors, The Woodlands Development Company/Howard Hughes Corporation, Brazos Transit District and the County Commissioner(s). In the event that an application is denied by the Township, the applicant may appeal to the President/General Manager in writing within five (5) days of denial. The decision of the President/General Manager is final.

Fees

Township Order 020-09 establishes Reservation fees for the use of Township recreation and park facilities. A refundable security/damage deposit is required to secure the facility for the Special Event, and Reservation Fees are due at least one (1) week prior to the event. The Reservation Fee includes the use of the facility and existing utilities. Special Event Permit are applicable for commercial and

nonresident/non-profit events. Additional charges may be incurred by the Applicant if the facility used for the Special Event is damaged or not cleaned up including but not limited to trash, sign/barricade, and traffic control device removal. Permit holder is responsible for all costs associated with the Special Event such as tents, tables, chairs, sound, trash removal, portable toilets, insurance, security, medical services/first-aid, advertising, etc.

Traffic Control

If a proposed athletic race event utilizes Montgomery County or Harris County roads, the Counties have policies and requirements for traffic control. Such traffic control plans and County approval must be obtained prior to the final approval of the Township and issuance of the Special Event Permit. It is the sole responsibility of the event organizer to obtain these County approvals. The Township may require a Traffic Control Plan and/or Parking Plan for Special Events that may impact egress/ingress of the facility and parking in the area.

Public Notification

Special events that utilize the majority of a park or are a walk/run/race/bike ride will require a public notification plan. Plan may include, but is not limited to: Posting at the park or facility no more than one (1) week in advance of the event, advertisements in a local newspaper or The Woodlands Community Magazine, mailings to impacted neighbors and/or attendance at the impacted Village Association monthly meetings. Notices posted in the park or included in an advertisement shall be reviewed and approved by Township staff. All costs incurred as part of the notification plan shall be borne by the event organizer or sponsor.

Amplified Sound/Noise

Montgomery and Harris Counties have noise ordinances which prohibit excessive noise. The Woodlands Township Order 019-09 allows Amplified Sound pursuant only to a Special Event permit. Due to the nature of events and the fact that the majority of community facilities built near, adjacent to or in close proximity to residential areas, the following amplified sound policy has been implemented:

- Town Green Park/Riva Row Park - 8 hours maximum of amplified sound is permitted for live continuous music. Amplified sound/recorded music cannot be used earlier than 1 hour after sunrise and no later 3 hours after sunset of the day of the permit which shall not exceed past 11 pm, unless there is a Pavilion Concert than the cut off time will be 7 pm. Furthermore, if there is no Pavilion Concert within 60 days the time may be extended to 11 pm.
- Waterway Square and other Town Center Parks - 8 hours maximum of amplified sound is permitted for live continuous music. Amplified sound cannot be used earlier than 1 hour after sunrise and no later 3 hours after sunset of the day of the permit which shall not exceed past 11 pm.
- All Other Parks (Including Northshore and Rob Fleming) - 3 hours maximum of amplified sound is permitted for live continuous music. Amplified sound cannot be used earlier than 1 hour after sunrise and no later 2 hours after sunset of the day of the permit which shall not exceed past 9 pm for all parks with the exception of Rob Fleming whose cut off is 10:30 pm.
- No person shall conduct, permit, or allow any amplified sound source to produce a sound discernible at any location beyond the property lines of the property on which the sound is

being generated that when measured exceeds 85db during the permitted amplified sound time period

- Announcements over a speaker system are not included as part of the hour limit on amplified sound but shall be included in the window of time identified.

Additionally, The Woodlands Covenants prohibits any activity which may be an annoyance or a nuisance to surrounding Owners or Residents. It is the sole responsibility of the event organizer to familiarize themselves with these noise restrictions and ensure the event is in compliance.

Alcoholic Beverages

Township Order 019-19 prohibits the consumption of any Alcoholic Beverage at, in or within any Neighborhood Park, swimming pool or area of Town Center designated by the Township as a “Children’s Use” area. If alcoholic beverages are to be consumed at the Special Event at an alcohol-allowed facility: 1) A minimum of \$1 million General Liability Insurance coverage must be provided naming The Woodlands Township as additional insured and included a Waiver of Subrogation; and 2) Additional restrictions may apply such as Security.

Sale of Food

Where food is to be offered for sale, organizers are responsible for obtaining appropriate permits from the County. A copy of the permit(s) will be required prior to the issuance of the Special Event Permit.

| | |
|-------------------------------------|--------------|
| Montgomery County Health Department | 936-539-7839 |
| Harris County Health Department | 713-439-6000 |

Certain Township facilities may be subject to a contractual exclusive right to sell food which requires consent of the Concessionaire for the Special Event Permit holder to sell food.

Insurance

Special events organizers may be required to carry and provide proof of liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. Note: Events along The Woodlands Waterway must carry insurance coverage of five million dollars (\$5,000,000). The certificate must:

1. Name The Woodlands Township as an "Additional Insured" – Other entities may also be required to be named;
2. Contain a provision for ten (10) days prior written notice to the Township if the policy expires or is canceled or changed;
3. Not have exclusions in the insurance coverage regarding publicly owned or leased property or Township operations or personnel, employees, licensees or agents; and
4. Include a Waiver of Subrogation.

All costs associated with insurance are the responsibility of the event organizer. Sub-contractors, vendors and others associated with the production of the Special Event may also be required to meet this condition.

Site Plan/Race Course Route Maps

In order to understand the impact of the special event to the Township facility and the community, a detailed site set-up plan and/or route or race course map and parking plan may be required as part of the application process. For walks that only utilize the pathway system a staffing plan (or Pathway Management Plan) is also required to address all pathway/street intersections to ensure the safety of event participants and the movement of traffic. For walks the plan would ensure the movement of vehicles is not delayed by the event.

Event Impact Management

Alternate locations/routes may need to be developed to assist The Township in managing the number of events and walks/run in the community so that certain areas are not routinely impacted by events. The Board of Directors has determined that no public road or lane shall be closed for more than four (4) hours, except for those events that are Township events and/or have an agreement with The Township. In order to determine if an alternate location or route is needed, Township staff will review the following:

- Community impact issues with the respective walk/run in previous years
- Did a run/walk occur in this location/road/pathway in the two weeks?
- Will a run/walk occur in this location/road/pathway next two weeks?
- How many runs/walks are scheduled in this area in the calendar year?
- Is the size of the walk/run suitable for an alternate location?

If staff determines the impact of the event is significant, as defined by the bullets above, they are authorized to work with the organizer to:

- Change the date of the event to other times in the community to reduce the congestion of events in certain months
- Alter the route of the event to minimize the impact to various neighborhoods
- Modify the route to reduce the overall time of the road/lane closure (10 K to 5K, 26.2 miles to 13.1 miles)

If the organizer does not agree to the alternate location or date, they have the ability to appeal the decision of staff to the President/General Manager of The Woodlands Township. The decision of the President/General Manager is final.

Township Services

All regularly scheduled Township services will be provided during the normal work hours whenever possible. The Township does not have Special Event equipment, signs or supplies for loan or for rent. Parks and Recreation staff will provide Applicants consultation as may be reasonably necessary to resolve problems, answer questions and facilitate review by outside agencies at no charge to the applicant.

Use of Private Security

In reviewing applications, the Township and/ or Montgomery County Sheriff's Office District 6 and/or Harris County Constable Precinct 4 may require the applicant to provide internal security and a Security Plan. Private licensed security or off-duty law enforcement officers may be used to meet these requirements. All costs associated with Security are the responsibility of the permit holder.

Clean-Up

Permit holders are responsible for providing clean-up during and following the event including all trash and litter removal. If it becomes necessary for the Township to clean up any given area, the permit holder will forfeit any deposit and may be billed for all costs of the clean-up.

Restrooms

Organizers of Special Events may be required to provide portable toilets or make arrangements for restroom facilities, at the event organizer's expense. Portable toilets must be removed immediately following the event. The public restrooms at any Township facility typically must remain open to the general public during the Special Event.

Signs and Banners

All signs and/or banners to be displayed prior to and during the event must be approved prior to issuance of the Special Event Permit. Approval may be required by a design review committee, Township staff, and/or the County. Signs are not allowed in the road rights-of-way without approval of the County. Signs must be removed immediately after the Special Event. If it becomes necessary for the Township to remove any signs or banners after the approved displayed time, the permit holder will forfeit any deposit and will be billed for all costs of the removal. Banners on street light poles must be installed and removed by The Woodlands Township Parks and Recreation Department and are subject to a per banner fee.

Special Rules and Additional Procedures

Special rules and additional procedures may be required that are unique to certain Township facilities. All rules and regulations contained within Township Order 019-09 and Order 020-09, as may be amended from time to time, apply to Special Events. Most park and pathway areas cannot be reserved or permitted for the exclusive use of one (1) group, and access to the area by the general public may be required to be available at all times.

Events are permitted per this document and applicable Park Rules at The Fountains at Waterway Square that are sponsored by hotels within the boundaries of the Township and which are in conjunction with the hotel hosting a convention that includes the booking of a minimum of 200 room nights per applicable fees outlined in Park Order 020-09.

Approval of the event by any other entity does not imply approval by The Woodlands Township.

The Woodlands Township President/General Manager (or his designee) has the authority to cancel or stop an event, before or during the event, if the conditions required for approval of the event are not

being met. In addition, the President/General Manager and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare is being jeopardized and/or would be better served with additional restrictions or requirements.

The Woodlands Township's approval of a special event and / or issuance of a park permit does not grant or authorize use of "The Woodlands" trademark, brand or domain name, which is owned by The Woodlands Development Company.

Please note that Township staff and their respective contractors, shall have unrestricted access to the reserved facility or facilities at any time during the event (set up, tear down, event production) to execute the functions of their respective job or contract. Township staff and contractors will be identifiable through a uniform or Employee ID Badge.