TOWN GREEN PARK
PERMIT USE & GENERAL INFORMATION

- Town Green Park shall be for the use of the general public during the hours of operation as established by the Park Orders.
- Any person 18 years old and over may apply for a permit in advance of a planned activity or event.
- A security and clean-up deposit of $100 is required at the time of confirming the park reservation. Make checks to The Woodlands Township.
- Fees for use of the Park are established by the Park Orders. Fees are based upon all the regular park hours the event requires - including setup and take down. The fee is not based upon any overnight hours.
- Refund of the security clean-up deposit will be based upon the condition of the park at the close of the event. Provided the park is left in the same condition it was prior to the event, the deposit will be returned. Additional charges may be assessed if damage or clean-up exceeds $100.
- Permit applications can be obtained in person at The Woodlands Township office or via website – thewoodlandstownship-tx.gov/parksandrecreation/towngreenpark.
- Completed applications should be received at least 30 days prior to the date of the event. The larger the number of expected participants at the event, the more days prior to the event should the application be completed. Insufficient amount of time to review the application may cause a permit to not be issued.
- The Park Permit provides for use of all the area known as Town Green Park. However, exclusive use is limited and public access through the park to provide public transportation and the general public pedestrians access through the park must be maintained.
- Minimum insurance requirements may apply depending upon the size and/or nature of the event. For individuals or organizations producing an event that is limited to the park north of the tramway and providing vendors, entertainment, structures, amplified sound, inflatable's or selling food and beverage, $1,000,000 general liability is required. Events that utilize the park south of the tramway must provide $4,000,000 general liability insurance. Additional insurance may be required such as: Worker's Compensation; Employers' Liability; Auto Liability. A Waiver of Subrogation must be provided and The Woodlands Township must be named as additional insured. Other organizations may also be required to be named as additional insured.
- Parking arrangements are the responsibility of the permit holder. Limited parking for Town Green Park patrons is available in the Market Street Parking Garage. Additional public parking is available at the Waterway Square Garage. If you expect a large number of participants, it is recommended to contact the following entities regarding parking:
    - South Regional Library – Catherine Pells, Branch Manager
      936-442-7727, Ext. 351 or CPells@countylibrary.org
    - Market Street – Jenny Taylor, Activities Coordinator
      281-419-4770 or jtaylor@trademarkproperty.com

- Town Center Garage – Jeff Young, V.P. Operations – CWMP
  281-364-3010 or jyoung@woodlandscenter.org
- The Woodlands Mall – Gene Satern, General Manager
  281-363-3363 Eugene.Satern@ggp.com

- Security and traffic management are the responsibility of the permit holder. Events that anticipate an attendance over 500 and/or events that will involve alcohol must submit a security plan which provides for at least two peace officers to be on site during the event. A site/ set-up plan and security plan must be submitted with the permit application.
- If any food or beverage is to be sold, a Montgomery County Health Permit must be provided.
- Equipment needed for the event is the responsibility of the permit holder.
- Clean-up after the event is the responsibility of the permit holder. All trash and litter must be removed from the site.
- The public restrooms in the park are available for the event participants and must remain open and accessible to the general public. Additional restroom facilities may be required depending upon the size and nature of the event.
- Motorized vehicles used to facilitate setup and take down of structures and equipment are allowed on the tramway. Other access routes and driving upon the grass must be reviewed and approved in advance of the event.
- The tramway or trolley path cannot be blocked and must remain open for emergency access vehicles. The Brazos Transit District may consider rerouting the Trolleys in certain circumstances with adequate advance requests.
- Any damage to the park is the responsibility of the permit holder – see liability statement.