



# TOWN GREEN PARK GENERAL INFORMATION

Town Green Park is located along the banks of The Woodlands Waterway®, between The Cynthia Woods Mitchell Pavilion and the South Montgomery County Library. The address is 2099 Lake Robbins Drive; The Woodlands, Texas 77380.

The 100<sup>th</sup> park to be dedicated in The Woodlands, Town Green Park opened on May 1, 2006. It was designed by SWA Group and constructed for \$3.5 million, with funding provided by the Town Center Improvement District on land donated by The Woodlands Land Development Company. The park was transferred to The Woodlands Township on January 1, 2010 as part of the transition in local governance.

The four-acre green space features:

- A great lawn, nearly two football fields long
- Children's literary labyrinth with life-size Aesop's fables books
- Children's amphitheater
- Perennial garden
- Texas Marine Medal of Honor Memorial Monument
- *The Way Home* Veterans Memorial
- Four Art Benches: *Bean* (1), *Amber* (2), *You Are Loved* (3) *Proud Souls* (4)
- *With Hope* sculpture
- *The Founder* (George Mitchell) bronze statue



Town Green Park is for the use of the public during the hours of operation as established by Township Order 019-09. Current hours are sunrise to midnight.

Town Green Park is intended to be a venue for special events and hosts many annual events including The Woodlands Waterway Arts Festival, the Red, Hot & Blue Festival & Fireworks Extravaganza, Lighting of the Doves, Memorial Hermann Ironman Texas and The Woodlands Marathon.



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General information regarding special events is provided below. Please see The Woodlands Township's Special Events Policy and Procedures for complete information.

- Any person 18 years old and over may apply for a Special Event Permit up to 365 days in advance of a planned activity or event. Early booking is highly encouraged.
- Special Event Permit Pre-Applications can be obtained in person at The Woodlands Township office or [online](#).
- Information submitted in the Pre-Applications will determine if the activity is allowed and if a Special Event Permit is required, and if so, the Submittal Requirements of any subsequent Special Event Permit Application.
- Submittal Requirements are due no later than 30 days prior to the event.
- Special Events that may have impact to traffic and residents may require additional approvals from Montgomery County and/or the Township Board of Directors.
- A \$100 security deposit is required to secure the park reservation.
- Fees for use of the park are established by Township Order 020-09. Reservation 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. Currently, the fee for non-profit organizations is \$500 for six hours and \$100 per hour thereafter; and \$2,000 per day for commercial events. There is a Special Event Permit fee of \$500 for non-profit organizations/non-residents and \$1,000 for commercial events.
- Refund of the security deposit will be based upon adherence to permit requirements and the condition of the park at the completion of teardown and exit. 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 is found or clean-up is required.
- Access to standard electrical outlets is available throughout the park and included in the fee (110V, single phase outlets – see attached map). If additional power is needed, event organizers should plan to provide at their own expense.
- Potable water is available in multiple locations in the park (see attached map).
- A Special Event Permit provides use of the area known as Town Green Park. However, exclusive use is limited and public access through the park to provide public transportation and for the public pedestrians' access through the park must be maintained (see attached map).
- 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 and 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.



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- Insurance is required for all food/beverage vendors as well as a valid health permit. Alcohol is allowed and subject to TABC regulations. Activity/entertainment vendors and event rental companies/contractors may also be required to provide insurance. The Woodlands Township must be named as an additional insured in all cases.
- Parking arrangements are the responsibility of the Permit Holder. Limited parking for Town Green Park patrons is available at 9669 Grogan's Mill Road (former GE Betz building). Limited, free curbside parking is available along Lake Robbins Drive, Waterway Avenue, Waterway Square Place and Timberloch Place. Paid parking is available at the 24 Waterway Parking Garage (located at the corner of Fountains Plaza and Lake Robbins Drive), the Waterway Square Parking Garage (between Fountains Plaza and Woodloch Court) and the surface parking lot at the corner of Waterway Avenue and Timberloch Place.
- Parking is strictly prohibited at the South Regional Library and Community Center. Event organizers are responsible for ensuring these areas remain free from event patron parking for the duration of their event.
- Access to Town Green Park for load-in/out is strictly prohibited from the South Regional Library and Community Center parking lot. Load-in/out must occur from the front of Town Green Park (Lake Robbins entrance) or Lake Front Circle trolley gate entrance to The Woodlands Waterway. If accessing Town Green Park from Lake Front Circle, please be advised vehicles will need to pass under a bridge with a clearance of 10'11". Organizers will be required to have staff or volunteers at the Lake Front Circle trolley gate for the duration of the load-in time to ensure unauthorized vehicles do not enter the event space or Waterway. Any vehicles traveling on the trolley path may not exceed 10 mph.
- If a large number of attendees is expected, it is recommended to contact the following entities regarding parking:
  - Town Center Parking Garage – Jeff Young, V.P. Operations (The Cynthia Woods Mitchell Pavilion)  
281-364-3010 or [jyoung@woodlandscenter.org](mailto:jyoung@woodlandscenter.org)
  - The Woodlands Mall – Ted Harris, Sr. General Manager  
281-882-3767 or [theodore.harris@brookfieldpropertiesretail.com](mailto:theodore.harris@brookfieldpropertiesretail.com)
  - Timberloch Colored Lots – Donna Basco, Sr. Property Manager (Madison Marquette)  
713-422-1199 or [donna.basco@madisonmarquette.com](mailto:donna.basco@madisonmarquette.com)
- Security and traffic management are the responsibility of the permit holder. Applicant must ensure adequate personnel are present to provide general safety and security, maintain order, contain liquor to licensed premises, provide medical assistance, etc. Events anticipated having over 250 in attendance or events that involve alcohol (consumption or sales) must be reviewed by contracted Law Enforcement Agencies. The Township will advise event organizers the public safety requirements, as determined by



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contracted Law Enforcement Agencies, for the event based on the information submitted. All costs associated with public safety and security are the sole responsibility of the permit holder.

- If any food or beverage is to be sold, a Montgomery County Health Permit must be provided. Alcohol is allowed and subject to TABC regulations.
- A site plan, set-up plan, trash collection plan, parking plan and additional information may be required depending upon the size and nature of the event.
- 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. Existing park trash cans must be maintained during the event and must be emptied following the event.
- Glass is prohibited. No items may be driven into the ground (i.e. stakes and anchors). Tents must be secured with sand bags or water barrels.
- Any damage to the park is the responsibility of the Permit Holder.
- The public restrooms in the park are available for the event participants and must remain open and accessible to the public. They are rated to accommodate events up to 500 people. Additional restroom facilities may be required depending upon the size and nature of the event.
- Motorized vehicles may be allowed to facilitate setup and take down of structures and equipment. Vehicles may be restricted to use on the tramway. Access routes and driving upon the grass or pathways in the area must be reviewed and approved in advance of the event. Any vehicles traveling inside the park may not exceed 10 mph.
- The tramway or trolley path cannot be blocked and must remain open for public transportation and emergency access vehicles. The Township may consider rerouting the Trolleys in certain circumstances with adequate advance requests made by the Township on behalf of the Permit Holder.
- Amplified sound is permitted but may be restricted after 7 p.m. on event days that the adjacent Cynthia Woods Mitchell Pavilion has a concert.
- Applications that are requesting fireworks or any type of pyrotechnic device must be submitted at least 90 days in advance of the event.

For more information, please email [specialevents@thewoodlandstowship-tx.gov](mailto:specialevents@thewoodlandstowship-tx.gov) or call 281-210-3800.