



# Special Events Policy and Procedures



Revised October 2023

# The Woodlands Township Special Events Policy and Procedures

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## GENERAL POLICY STATEMENT

The Woodlands Township sponsors, co-sponsors and encourages its residents and businesses to participate in and produce 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 organizers, 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 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 is required to obtain County Commissioner and or City Manager/City Council approval. Events utilizing private streets must obtain approval from the respective property owner. Events utilizing The Woodlands Waterway may require additional approvals of The Woodlands Development Company/Howard Hughes Corporation. It is the responsibility of the event organizer to ensure that all applicable rules are followed and authorizations received.

## FACILITY USE AND PERMIT INFORMATION

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 and The Woodlands Development Company/Howard Hughes Corporation. The Parks and Recreation Department (Special Events Division) 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.

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 Centers, 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 reservation requests for pavilions and tennis courts can be made online at the [Township's website](#) or by calling 281-210-3800. Recreation Centers, swimming pools, sports fields, Rob Fleming Park and Town Green Park cannot be reserved online.



The Special Event Application approval process does not necessarily or automatically reserve facilities. Park areas that are impacted by the event will require a facility reservation so not to further impact a **park patron**. A facility reservation and/or Special Event Permit **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. Access to the general public may not be restricted at any time, regardless of whether or not the event is gated and/or charging admission unless further approvals are granted including a host venue sponsorship agreement.

## DEFINITIONS

[Per Township Order 019-09.](#)

### **“Commercial Event”**

A Commercial Event is a special event held by for-profit organizations which is open to public participation (fee or free) and may include, but is 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 or The Woodlands Waterway. Use of The Woodlands Waterway must be in conjunction with a park reservation. Sports tournaments and events considered Commercial are permitted to take place at Gosling Sportsfields, Bear Branch Sportsfields, Alden Bridge Sports Park. Other Park/Facility Rules and Policies are applicable to these locations. A donation to a non-profit does not constitute the event being a non-commercial event.

### **“Special Event”**

A special event is a pre-planned temporary major activity involving use of Township property (owned, operated and/or managed) or County roads. 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, traffic flow or the community as a whole.

### **“Tournament”**

A tournament is a pre-planned temporary series of games or contests involving use of Township sports complex locations (Alden Bridge, Bear Branch and/or Gosling). Such tournaments are customarily held for purposes of competitions aimed at drawing crowds that may impact surrounding neighborhoods, traffic flow or the community as a whole.

### **“Townwide Park”**

A large recreational area developed to accommodate large gatherings and events.

### **“Village Park”**

A large recreational area, usually between six (6) and 10 acres in area and developed centrally within a Village to encompass an approximate one (1) mile service radius, which includes a swimming pool.

### **“Area Park”**

A recreational area, usually between two (2) and four (4) acres in area and developed centrally within several neighborhoods to encompass an approximate one-half (.5) mile service radius, which contains tennis and basketball courts.

### **“Neighborhood Park”**

A small recreational area, usually between one-half (.5) and two (2) acres in area and developed centrally within the neighborhoods to encompass an approximate quarter (.25) mile service radius, serving as a recreational and social focus of the neighborhoods.

**“Special Event Pre-Application”**

The initial step in the special event permitting process. The pre-application is a form to present event intentions and requests for review.

**“Conditional Approval”**

Event approval, given certain conditions are met by specified deadlines.

**“Special Event Permit”**

Final signed permit authorizing event as detailed.

**“Deposits”**

A sum of money required to both secure the facility and date for a proposed event and coverage for any possible loss or damage. Such deposits are typically refundable upon conclusion of the event, provided the facility is left in acceptable condition, as per [Township Order No. 020-09](#).

**“Alcoholic Beverage”**

Any substance containing more than one-half of one percent (.5%) of alcohol by volume, which is suitable or intended for use as a beverage, either alone or diluted.

**“Amplified Sound”**

Music, sound wave, vibration or speech projected or transmitted by electronic equipment, including amplifiers or other devices.

## **SPECIAL EVENT PERMIT PROCESS**

The Township provides a wide variety of facilities for special events and general leisure time use. When planning a festival, race, walk, parade, concert, tournament, rally or any major event on Township property (owned, operated and/or managed) or a County Road within the Township boundaries, a Special Event Pre-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 pre-application is just the first step. Once the application is received, Township staff will guide Applicants through the process for Township approval and requirements to receive a Special Event Permit, if warranted. The Township does not issue Special Event Permits for events taking place on property not owned, managed or operated by the Township.

While all special events require the same application, the application review and approval period and required permit(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.

- ✓ **STEP 1:** Submit a Special Event Pre-Application.
- ✓ **STEP 2:** The Township will review and determine the level of involvement or

support service provisions, if any, that the event requires. A tentative permit/deposit payment will be made to hold the facility during the review period, if applicable.

- ✓ **STEP 3:** Notification of status or conditional status to include all applicable requirements needed.
  - **Fees:** Upon conditional approval, full payment is due.
  - **Required Documentation:** All applicable documentation including, but not limited to, approved traffic control plan, site plan/map, parking plan, trash plan, public notification plan and public safety plan must be submitted **14 days prior** to the event date.
  - **Insurance Requirements:** All applicable insurance documentation must be submitted **seven (7) days prior** to event date.
- ✓ **SPECIAL EVENT PERMIT:** If all documentation is received as required, a final Special Event Permit will be issued to the permit holder, and any other provisions that may be needed will be communicated to the event organizer.

## CRITERIA FOR APPROVAL/DISAPPROVAL

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

- 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;
- The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
- The proposed location is adequate for the size and nature of the event;
- The event does not unreasonably interfere with the intended use of the area (i.e., athletic fields, picnic areas, trolley system, etc.);
- The Applicant's apparent ability to execute the event;
- The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
- The event unreasonably conflicts with other scheduled special events in the community;
- Approvals by other governing agencies (i.e. County); and
- All permit requirements have been met.

## REQUIRED APPROVALS AND APPEAL PROCESS

The application review process begins when the Township's Parks and Recreation Department has received a completed pre-application. Applications for special events must be approved by all appropriate Departments, which may include The Woodlands Fire Department, The Woodlands Township Board of Directors, The Woodlands Development Company/Howard Hughes Corporation, and the County Commissioner(s). In the event that an application is denied by the Township, the Applicant may appeal to the President and Chief Executive Officer in writing within five (5) days of denial. The decision of the President and Chief Executive Officer is final.

Approval of the event by any other entity does not imply approval by The Woodlands Township. 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, or use of The Woodlands Township brand or logo.

## DEADLINES

Applications should be submitted at a minimum within the timeframes specified for the types of events proposed. Reservations are subject to availability and applicable reservation timeframes and guidelines described below. The Woodlands Township Chief Executive Officer may waive the submission deadline in extreme cases of unforeseen events unless the event is classified as a major street event or minor street event.

### **Park Pavilions and Town Green Park:**

Can be reserved up to one (1) year in advance and are subject to availability.

### **Court and Field Use:**

Subject to the [Court and Athletic Field Use and Allocation Administrative Guidelines](#) and are subject to availability.

### **Recreation Center:**

Subject to the [Recreation Center Rental Procedures](#) and are subject to availability.

### **Street Events, Walks and/or Runs:**

Must meet submittal deadlines for the respective precinct(s). Applicants are responsible for receiving approval from the appropriate County Commissioner(s) for use of a County road, as well as providing the required traffic control plan as determined by the respective Precinct office. This document does not attempt to track current County Commissioner deadlines, therefore it is imperative Applicants are aware of any and all requirements outside of those set forth by the Township. Traditionally, county deadlines for street events/ walks and runs are set at least 180 days prior to the event date.

- [Find Your Precinct](#) (Montgomery County)
- [Montgomery County Precinct 3](#)
- [Montgomery County Precinct 2](#)
- [Harris County Precinct 4](#)

## STREET EVENTS/WALKS/RUNS

### Pre-Application Deadline: 90 DAYS

\*Please note that county deadlines may vary by precinct and can be upwards of 180 days.

**Major Street Events:** Athletic races, walks and all events 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.

**Minor Street Events:** Events including walks and runs utilizing the pathway system which involve crossing over a County road or street.

**All other Walks and Runs:** Athletic races/walks that are not classified as a major or minor street events and events along The Woodlands Waterway. All organized event walks must take place on pathways unless streets are specifically requested or required due to high anticipated attendance.

## **SPECIAL EVENT/TOURNAMENT**

### **Pre-Application Deadline: 30 DAYS**

Events, including but not limited to, Commercial, non-profit, sports/athletic tournaments/events, community events and/or social gatherings defined as having one (1) or more of the following activities occurring:

- Tents larger than 10 feet by 10 feet;
- Portable restroom facilities (i.e. porta potties);
- Charging admission fees;
- Vendors selling goods, products/wares or services;
- Food and beverage are provided (NOTE: County Health Permit may be required and Insurance Certificate/Indemnification is required for all food and beverage vendors);
- Games, amusement rides or bounce houses are offered (NOTE: Insurance Certificate/Indemnification may be required);
- Fundraising is the primary purpose of the event;
- 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; or
- Alcoholic beverages are being sold (NOTE: Insurance Certificate/Indemnification is required; Law enforcement and/or security requirements will be determined based upon an evaluation of the event; and TABC Licensing may be required). Limited to Townwide and Village Parks.

## **GENERAL FACILITY USE**

### **No Pre-Application Required**

Private events, ceremonies, social gatherings, and parties that do not meet any of the above-mentioned criteria and facilities where parking can be accommodated onsite for the total number of attendees may not require a Special Event Permit. A facility reservation may be required.

## **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/ tournament, and reservation fees are due at least fourteen (14) days prior to the event. The Township reserves the right to increase the amount of the refundable security/damage deposit, at its sole discretion, based on the size and scope of the event. The reservation fee includes the use of the facility and existing utilities. Special Event Permit fees are applicable for commercial and non-profit events.

- Reservation Fees: See [Township Order 020-09](#)
- Security Deposit Fees (Special Event Permits):
  - \$100 - Northshore Park, Rob Fleming Park, Town Green Park, Alden Bridge Sports Park, Gosling Sportsfields and Bear Branch Sportsfields
  - \$25 - All other parks

- If deemed necessary by the Township, a Security Deposit amount not to exceed \$2,000 may be required. This will be determined solely at the Township's discretion and will take into consideration the nature of the proposed event and potential for damage based on the information provided.
- Special Event Permit Fees (Non-refundable):
  - \$1,000 – Commercial Festival
  - \$500 – Non-Profit

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, damage to turf, pathways or other parks amenities such as benches, poles and railings, trash and/or sign/barricade and traffic control device removal. Additionally, fees will apply if hours for set up or tear down exceed hours reserved. A refund of the security/damage deposit will be processed upon review of the facility by Township staff at the conclusion of the event; no later than 15 business days following the last day of the event reservation. Permit holder is responsible for all costs associated with the special event including but not limited to tents, tables, chairs, sound, trash removal, portable toilets, insurance, security, medical services/first-aid, advertising, etc.

## **EVENT IMPACT MANAGEMENT**

Alternate locations/routes may need to be developed to assist the Township in managing the number of events, tournaments 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 event in previous years
- Did a special event occur in this location, road and/or pathway in the last two (2) weeks?
- Will an event occur in this location, road and/or pathway next two (2) weeks?
- How many special events are scheduled in this area in the calendar year?
- Is the size of the event more 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 another date/time to reduce the congestion of events in certain months in the community;
- Alter the route/ event scope to minimize the impact to various neighborhoods; and/or
- Modify the route to reduce the overall time of the road/lane closure (10K 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 and Chief Executive Officer of The Woodlands Township. The decision of the President and Chief Executive Officer is final.

## **SITE PLANS, RACE COURSE ROUTE AND PATHWAY MANAGEMENT**

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 will 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.

## **PARKING, EVENT SET UP AND BREAKDOWN**

Applicants are required to submit an adequate parking plan for the event and activities being proposed. If utilizing parking onsite at a Township facility, the number of existing parking spots must accommodate the total number of attendees for the event. If onsite parking is not sufficient, event organizers will be required to secure authorization for additional parking areas, this does not include parking along the right of way or parking along shoulders/ roadways. Additionally, the Township will require written approval for offsite areas from property owners before the Special Event Permit is issued.

Facility reservation hours must include hours for set up and breakdown. Permit holders are not authorized to access the facility for set up outside of reserved hours and must vacate the park at the designated end time. Additional fees will apply if hours for set up or tear down exceed hours reserved.

## **TOWN GREEN PARK CONSIDERATIONS**

For events taking place at Town Green Park, use of the South Regional Library and Community Center for any reason, including parking and vehicular access into the park, is strictly prohibited at all times. Town Green Park may ONLY be accessed from the Lake Robbins entrance or Lake Front Circle trolley gate entrance. If utilizing Lake Front Circle and The Woodlands Waterway for equipment load-in, event organizers should be aware that all vehicles must pass under a bridge with a clearance of 10'11".

The Township will require a load-in and load-out plan from all Town Green Park Applicants that must include:

- Time(s) requested for vehicle load-in and load-out from Lake Front Circle trolley gate;
- Staff and/or volunteers at the Lake Front Circle trolley gate for the duration vehicles are accessing The Woodlands Waterway to ensure unauthorized vehicles do not enter the event space (failure to provide this will result in the gate being closed); and
- Plan to ensure pedestrian safety along The Woodlands Waterway during the time(s) vehicles are accessing these areas.
- Trolley impacts and solutions.

The Township may require additional information from Town Green Park Applicants for load-in and load-out based on the information submitted.

## **TRAFFIC CONTROL**

If a proposed athletic race or walk event utilizes Montgomery County or Harris County roads, the Counties have policies and requirements for traffic control. Applicants are responsible for receiving approval from the appropriate County Commissioner(s) for use of a County road, as well as providing the required traffic control plan as determined by the respective Precinct office.

For all Major Street Events, a detailed traffic control plan is required. A traffic control plan may be required for Minor Street Events utilizing the pathway system which involve crossing over a County road or street. 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 at the cost of the Applicant. **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.

**Applicants must meet all County Commissioner submittal deadlines. This document does not attempt to track current County Commissioner deadlines, therefore it is imperative Applicants are aware of any and all requirements outside of those set forth by the Township.**

## **PUBLIC SAFETY/SECURITY**

Applicants are responsible for providing a safe and secure event. Event organizers must ensure adequate personnel are present to provide general security, maintain order, enforce local laws and ordinances, provide medical assistance, traffic control, etc.

**Event organizers are required to utilize law enforcement officers under contract with the Township (Montgomery County Sheriff's Office and Harris County Precinct 4 Constable's Office).** All costs associated with public safety are the responsibility of the permit holder. Non-contracted Township law enforcement and/or private licensed security may only be used in conjunction with contracted law enforcement agencies and requires additional approval.

Events may be required to complete a Public Safety Questionnaire. The Public Safety Questionnaire will be reviewed by the Township's contracted law enforcement agencies. Based on the information provided in the Public Safety Questionnaire and as determined by contracted law enforcement agencies, the Township will provide event organizers with the public safety requirements for the event. Requirements are subject to change based on the type of event, activities being proposed, previous event history and/or if alcohol will be present.

If an incident or accident occurs at the event (i.e. medical transport, property damage, disorderly conduct), event organizers must notify the Township immediately by contacting the On-Call Supervisor. The On-Call Supervisor may be reached after hours by calling 281-210-3800 and selecting option 9.

## **PUBLIC NOTIFICATION**

Special events that utilize the majority of a park or are a walk, run, race and/or bike ride may 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 are the responsibility of the event organizer or sponsor.

## **TRASH AND LITTER**

Permit holders are responsible for providing clean-up during and following the event including all trash and litter removal. All permanent trash receptacles must be maintained during the event and left free of trash following the event. Organizers may be required to provide additional trash receptacles and dumpsters based on the event scope. The applicant/permit holder is solely responsible for arranging the additional trash needs and all associated costs. 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. The Woodlands Township reserves the right to determine location for dumpster units.

## 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, unless other arrangements have been made and approved by Township staff. The public restrooms at any Township facility typically must remain open to the general public during the special event. The Township may require event organizers to provide a restroom porter service (on-site vendor stocking and cleaning periodically throughout the day) for existing restroom facilities based on the information provided by the Applicant. All costs for porter services will be the responsibility of the permit holder. The Woodlands Township reserves the right to determine location for portable restroom units.

## SALE OF FOOD

Where food is prepared on-site and 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.

## 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. Alcohol sales restricted to Townwide Parks. If alcoholic beverages are to be sold or consumed at the special event at an alcohol-allowed facility:

- Applicant will be required to acknowledge any prohibited areas for alcoholic beverages as outlined above;
- A minimum of \$2 million General Liability Insurance coverage must be provided naming The Woodlands Township as additional insured and included a Waiver of Subrogation for alcohol sales; and
- Additional restrictions may apply such as security and submittal of a Public Safety Questionnaire.

## INSURANCE

Event 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 may be required to carry insurance coverage of five million dollars (\$5,000,000). The certificate must:

- Name The Woodlands Township as an "Additional Insured" – Other entities may also be required to be named;
- Contain a provision for ten (10) days prior written notice to the Township if the policy expires or is canceled or changed;

- Not have exclusions in the insurance coverage regarding publicly owned or leased property or Township operations or personnel, employees, licensees or agents; and
- Include a Waiver of Subrogation.

All costs associated with insurance are the responsibility of the event organizer. Subcontractors, vendors and others associated with the production of the special event may also be required to meet this condition including, but not limited to food/beverage vendors, activity vendors, caterers and/or event rental companies.

## 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:

- Amplified sound may include, but is not limited to, professional speaker set up, live music, DJ, bands PA announcements and/or streaming music. Any amplified sound will require a Special Event Permit. The Township reserves the right, at its sole discretion, to require a Special Event Permit for use of a portable/Bluetooth speaker at any Township facility as determined by Township staff.
- **Town Green Park** – Eight (8) hours maximum of amplified sound is permitted for live continuous music. Amplified sound/recorded music cannot be used earlier than one (1) hour after sunrise and no later three (3) hours after sunset of the day of the permit which shall not exceed past 11 p.m. In the event there is a concert taking place at The Cynthia Woods Mitchell Pavilion, the cut off time will be 7 p.m. Furthermore, if there is no concert scheduled within 60 days the time may be extended to 11 p.m.
- **Waterway Square and other Town Center Parks** – Eight (8) hours maximum of amplified sound is permitted for live continuous music. Amplified sound cannot be used earlier than one (1) hour after sunrise and no later three (3) hours after sunset of the day of the permit which shall not exceed past 11 p.m.
- **All Other Parks (Including Northshore and Rob Fleming)** – Three (3) hours maximum of amplified sound is permitted for live continuous music. Amplified sound cannot be used earlier than one (1) hour after sunrise and no later two (2) hours after sunset of the day of the permit which shall not exceed past 9 p.m. for all parks with the exception of Rob Fleming whose cut off is 10:30 p.m.
- 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.

It is the sole responsibility of the event organizer to familiarize themselves with these noise restrictions and ensure the event is in compliance via [The Woodlands Township Order 019-09](#).

## 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. Banners on street light poles must be installed and removed by The Woodlands Township Parks and Recreation Department and are subject to additional fees and approvals. Banners may not be hung on or suspended from existing light pole structures inside the parks.

## **FIREWORKS**

Fireworks, pyrotechnics or any type of flame effects of any class, kind or type requires additional applications, reviews and conditions for approval. Fireworks are regulated by the State of Texas, Woodlands Covenants, County Fire Marshall offices and The Woodlands Fire Department. Applicant must provide proof of approval and compliance with all requirements of such agencies at least 30 days prior to the event. **Fireworks are not permitted on property/land where WCA Covenants are imposed.**

## **TOWNSHIP SERVICES AND EVENT ACCESS**

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.

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.

**The Woodlands Township President and Chief Executive Officer (or 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/CEO 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.**

## **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](#), and 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 general park amenities by the general public may not be restricted at any time.

### ***Non-Reservable Facilities***

The following facilities are not reservable or available for external events (events that are not produced/sponsored/supported by the Township and/or Visit The Woodlands or required by agreement the Township is a party to):

- Waterway Square
- Riva Row Park
- Millennium Mew Park

- Koi Garden
- Creekside Park Village Green
- Hughes Landing Bandshell
- Lake Woodlands/ Lake Paloma

Events are permitted to take place at Waterway Square only when the following criteria is met:

- The event is produced, supported or sponsored by The Woodlands Township and/or Visit The Woodlands;
- The event is being held in conjunction with a conference or convention that includes the booking of a minimum of 200 room nights; and
- All park rules are followed per [Township Order 019-09](#).

Smaller-scale events (i.e. weddings, proposals) that are not advertised to the general public, do not include use of tables/chairs/professional set up, will not have amplified sound and do not require use of facility infrastructure (i.e. electrical access) are permitted to use the above-mentioned facilities. The park remains open to the public at all times, and no area of the park may be blocked off/restricted from the public at any time.

Effective September 1, 2019 by the Governor, the Township, cities, counties and local health authorities are prohibited from requiring a license, permit or park fee from an individual younger than 18 for the occasional sale of lemonade or other non-alcoholic beverages from a stand on private property or in a public park.

The Township reserves the right, at its sole discretion, to deny use of the facility or require the event to cease and organizer/attendees vacate the park in the event these policies are not adhered to.

## **POLITICAL ACTIVITY**

Political events/activity, including but not limited to, candidate meet and greets, conducting voter registration, Townhall forums and/or rallies, are permitted with the following considerations:

- All park rules are followed per [Township Order 019-09](#).
- Political meetings/events are not permitted inside Township meeting rooms (including Recreation Centers and Townhall).
- The activity does not interfere with existing park reservations, maintenance and/or special events.
- The activity does not impede access to any areas within the facility or cause a disruption to park patrons and surrounding residents.
- Certain exceptions may apply as required by law and determined by The Woodlands Township Legal Counsel.

## **OTHER CONSIDERATIONS AND APPROVALS**

By submitting an application for a Special Event Permit, Applicants agree to follow local, state and federal Orders or Declarations and/or Centers for Disease Control and Prevention (CDC) and Public Health Agency guidelines on disease control and prevention when organizing events

and gatherings. Guidelines for events and gatherings are available from various sources including, but not limited to, the CDC ([www.cdc.gov](http://www.cdc.gov)) and the Department of Human Health Services ([www.hhs.gov](http://www.hhs.gov)). The Woodlands Township does not accept any authority for or liability of the health and safety of the event Applicant, participants, attendees, volunteers, vendors or sponsors. Applicant assumes all liability related to the health and safety of all those attending the special event. The Woodlands Township does not disinfect or sanitize all park facilities including, but not limited to, equipment, amenities, restrooms and/or trash cans.