# OUTDOOR VENUES
Fish Plaza ♦ Jones Plaza

## CHECKLIST

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Completed</th>
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<tbody>
<tr>
<td><strong>VENUE HOLD REQUEST</strong></td>
<td>At the time of hold</td>
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<tr>
<td>An prospective Licensee may request at date be held by completing and returning the request to the Theater District Booking Office.</td>
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<tr>
<td><strong>LICENSE AGREEMENT &amp; RENTAL FEES</strong></td>
<td>30 days before event</td>
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<tr>
<td>License Agreement must be executed, rental and deposit must be paid a minimum of 30 days in advance of the first contracted date.</td>
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<tr>
<td><strong>SITE PLAN</strong></td>
<td>30 days before event</td>
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<tr>
<td>We must receive an event map of the venue that indicates proposed stages, tents, booths, inflatable structures, signs, banners, decorations, portable toilets, media/promotion vehicles and production vehicles. The locations of security and first aid personnel should be indicated as well. Site Plans may require the approval of the Fire Marshal.</td>
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<tr>
<td><strong>EVENT SECURITY PLAN</strong></td>
<td>30 days before event</td>
<td></td>
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<tr>
<td>The Event Security Plan form must be completed and returned to the Event Manager. Please refer to the Rules &amp; Regulations for complete Event Security requirements. The Event Security Plan must also be approved by HPD Special Operations Division.</td>
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<tr>
<td><strong>EVENT FIRST AID PLAN</strong></td>
<td>30 days before event</td>
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<tr>
<td>Sections I &amp; II of the Event First Aid Plan form must be completed and returned to the Event Manager. Please refer to the Rules &amp; Regulations for complete Event First Aid requirements.</td>
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<tr>
<td><strong>INSURANCE CERTIFICATE</strong></td>
<td>30 days before event</td>
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<tr>
<td>The certificate should be sent to the Theater District Booking Office. Please refer to the Rules &amp; Regulations for complete Insurance Requirements.</td>
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<tr>
<td><strong>SOUND PERMIT</strong></td>
<td>30 days before event</td>
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<tr>
<td>May be required for all events using amplified sound at Fish Plaza and Sesquicentennial Park, Sabine Promenade. For questions or more information about permit requirements, please call the City of Houston’s Administration &amp; Regulatory Affairs Dept. at (832) 394-8803 or visit the web site at: <a href="http://www.houston">http://www.houston</a> tx.gov/ara/regaffairs/commercial/noise.html.</td>
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<tr>
<td><strong>PROPANE PERMIT</strong></td>
<td>30 days before event</td>
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<tr>
<td>Required for all events using propane gas. For questions and more information about permit requirements, please call Inspector Mike Gonzalez with the Houston Fire Dept. at (713) 502-5388. The Houston Fire Dept. typically requires at least 2 weeks to process permits.</td>
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</tbody>
</table>
TENT PERMIT
Required for all events using tents 1,200 square feet and over. For questions or more information about the permit requirements, please call Inspector Ernest Johnson at (832) 394-8811 or visit the HFD web site at: http://www.houstontx.gov/fire/business/standard22.pdf

Due Date: 30 days before event
Completed: [ ]

FIRE HYDRANT TAP
Please contact Eugenia Smith, Public Works & Engineering, at (713) 641-9519.

Due Date: 30 days before event
Completed: [ ]

PRODUCTION EQUIPMENT
Licensee is responsible for providing staging (except at Jones Plaza), sound system, P.A. system and lighting. Production companies may contact the Event Manager for information regarding Load-in and Load-out.

Due Date: 30 days before event
Completed: [ ]

ENTERTAINMENT
Licensee is responsible for providing a list of all bands, performers and any activities scheduled during the event to the Event Manager.

Due Date: 30 days before event
Completed: [ ]

EVENT PROMOTION
We request a courtesy review of all press releases and media ads; including posters, flyers, radio and television ads prior to their release. Copies should be sent to the Event Manager.

Due Date: 30 days before event
Completed: [ ]

TABC PERMIT
Required for by state law for all events in which alcohol is being sold or given away. The Event Manager will assist in obtaining the permit. For questions or more information about TABC requirements, please call the TABC at (713) 426-7900.

Due Date: 3 weeks before event
Completed: [ ]

HEALTH DEPARTMENT PERMIT
Required for Public Events in which food and/or beverage items are being sold or given away. The Event Manager will provide a copy of the Health Dept. Permit Application. For questions or more information about this permit, please contact the Health Dept. at (832) 393.5100. The Health Dept. typically requires at least 7 working days to process permits.

Due Date: 3 weeks before event
Completed: [ ]

LANE/STREET CLOSURE PERMITS
A permit from Traffic Management is required for any lane or street closures. The Event Manager will assist in obtaining the permit. Please refer to the Rules & Regulations for more information.

Due Date: 2 weeks before event
Completed: [ ]

PORTABLE TOILETS (Not required for Jones Plaza)
Please refer to the Rules & Regulations for complete requirements. Delivery and pick-up should be arranged with the Event Manager. Please provide name of company, contact information and number of portable toilets ordered to Event Manager.

Due Date: 2 weeks before event
Completed: [ ]

EVENT CLEAN-UP
Thorough clean-up is required after the event, including trash removal and dumpster pick-up. Refer to the Rules & Regulations for complete requirements. Please provide name of company, contact information and number of trash containers and dumpsters ordered to Event Manager.

Due Date: 2 weeks before event
Completed: [ ]

ELECTRICITY & WATER
Limited sources are available on site. The Licensee is responsible for providing (at their cost) any additional electricity or water needed for their event.

Due Date: 2 weeks before event
Completed: [ ]