



INTRODUCTION

These guidelines have been compiled for Town Center Park Association (TCPA) by Kingwood Business Services to assist event managers with organization of an event in Kingwood Town Center Park. The community is encouraged to use the park for events and the park owner and TCPA will assist in any way possible. There are few restrictions but they are important and adherence ensures that park will retain its natural beauty for the benefit of all. As the park is located in City of Houston there are some conditions to meet their requirements, but TCPA has worked with the various departments for many years and is able to guide event managers.

The park is owned by Kings Crossing Community Association (KCCA) with park management provided by Town Center Park Association (TCPA).

IN PARK EVENTS

These are events that do not require the streets to be closed. They are held within the area bounded by the perimeter sidewalk. The following are required:

1. Approval of KCCA Park Use Agreement
2. Clean-up deposit
3. Insurance certificate
4. City of Houston Sound Permit (if using amplified sound)
5. City of Houston Food permit (if serving food or beverage)
6. TABC Temporary License (if serving alcohol)
7. Port-a-potties
8. Peace officer

KCCA PARK USE AGREEMENT

The KCCA Park Use Agreement must be completed and faxed / e-mailed to TCPA who acts on behalf of the owner. The application form is included as Appendix A. Note the following:

- In the section looking for date and time of the event include set up and tear down time.
- Read the Special Events Policy included with the Agreement

CLEAN-UP DEPOSIT

A deposit of \$250 is required with the Agreement. This will be returned if all trash is removed at the end of the event and there is no damage to the park. Note that the Policy requires that you use trash bins in addition to the fixed ones in the park. Keep these serviced during the event and there will be a minimum of clean-up after the event.

INSURANCE CERTIFICATE

Submit a certificate of insurance for the event that includes KCCA as an additional covered party. Typically the cover should include \$1-million on any one occurrence with a \$2-million for General Aggregate.



CITY OF HOUSTON SOUND PERMIT

If the event will use amplified sound equipment then a Sound Permit is required from City of Houston. This is available from the City building at 611 Walker – 2nd floor – the cost is \$10. A letter of permission from KCCA (provided by CAM) is required to support the permit application. Note that the permit will not allow amplified sound after 10pm.

CITY OF HOUSTON FOOD PERMIT

If food and/or beverages are to be served then a food permit is required. Note that the permit is required even if the items are to be given away. An inspection during the event by the Health Inspector should be anticipated. The permit is obtained from the City Health Department on Old Spanish Trail and costs \$75. A copy of the KCCA permission to use the park is required with the permit application. A copy of the application (which includes the specifications for the food service area) is included as Appendix B.

TABC TEMPORARY LICENSE

If alcohol is to be served then a temporary license is required. Note that, as with food, a license is required if any charge is made for serving of the alcohol. This is available from TABC at 427 W 20th St, Houston. The cost is \$210 and two weeks notice is required. A copy of the KCCA permission to use the park is required with the application.

PORT-A-POTTIES

The number of port-a-potties required for an event is based on the expected number of attendees. Note that one of the port-a-potties should be suitable for the disabled. Typically there should be one port-a-pottie for every 300 people.

PEACE OFFICER

If alcohol is to be served at the event there must be at least one Peace officer on duty. It is recommended that a Peace officer be on duty at any event to assist with any crowd problems.

CONTACTS (MENTION TCPA WHEN CALLING)

TCPA	Tony Austin	(346) 600-2366 tony@towncenterevents.com
Insurance	Ed Dormer	(281) 360-3252
Port-a-Potties	Oakmont Rentals	(281)-444-1625
Peace Officer	Russell Ruth	(832)-687-8003
Stage Cover	Turnkey Event Rentals	(281) 449-7368



STREET CLOSURE EVENTS

These are events that do require the streets to be closed. They are held on the pavement of Town Center Place and Town Center Circle as well as the Park itself. In addition to the above requirements the following are required:

1. Street Closure Permit from City of Houston including certified Street Map, Security Control questionnaire and list of food vendors.
2. T CPA Approved Park Layout Map

STREET CLOSURE PERMIT FROM CITY OF HOUSTON

The permit application is fairly complex and must be submitted no later than 6 weeks prior to the event. A link to the city documents is provided on our website <http://www.towncenterevents.com/parkrental.html>. A letter of permission is required from KCCA to use the Park and it must be submitted with the permit application.

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Kingwood Town Center Park

Event Management Guidelines



TOWN CENTER PARK ASSOCIATION, INC
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Kingwood, Texas 77339
P O Box 6181, Kingwood, Texas 77325
Tel 346-600-2366 Cell 713-628-1886
info@towncenterevents.com

Department on Old Spanish Trail and costs \$25. A copy of the KCCA permission to use the park is required with the permit application. A copy of the application (which includes the specifications for the food service area) is included as Appendix B.

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PEACE OFFICER

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