CITY OF CONROE
Est. 1904

Special Event Permit Guide



2026

Informational guide to assist event organizers in obtaining a City of Conroe Special Event Permit

Created by the City of City of Conroe
The Special Event Permit Guide and the information enclosed is based on ordinance adopted by the City of Conroe on **/**/****. You are welcome to review the City of Conroe Special Events Ordinance at any time.



The City of Conroe is a community where people come for entertainment, heritage displays, activities, special events and lots of fun!

On behalf of the City of Conroe, thank you for contributing to our community through your event.

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WHEN DO I NEED A SPECIAL EVENT PERMIT?

Not every event requires a Special Event Permit. If your event is held on or impacts City or public property (such as parks, roadways or sidewalks) then it's a good idea to review the requirements below to help determine whether or not a permit is needed.



If your event is held exclusively on private (residential or commercial) property you will not need a Special Event Permit unless it would cause significantly increased traffic. There may be other requirements such as a Temporary Food Event Permit or Fireworks permit so we recommend checking with the appropriate department to make sure you have the right permissions to hold your event.

Special Event Definition & Examples

The City of Conroe ordinance defines a *Special event* as an occurrence which takes place on a periodic basis, or a stand-alone occasion, wholly or partially on the city's rights-of-way, public property, or private property which may cause an interruption of regular activities and involves one or more of the following activities:

- Closing a public street for a special event;
- Blocking or restricting access to public property and streets;
- Sales of merchandise, food or beverages on public property;
- Sale of alcoholic beverages on public or private property where otherwise prohibited;
- Erecting a tent or canopy on public property, or on private property where otherwise prohibited by ordinance;
- Installing a stage, band shell, van, trailer, portable building, grandstand or bleachers on public property;
- Installing a stage, band shell, van, trailer, portable building, grandstand or bleachers on private property where otherwise prohibited by ordinance;
- Placing portable toilets on public property, or on private property where otherwise prohibited by ordinance;
- Hosting a fireworks display; or
- Parades as defined by this article and Chapter 66, Article IV of the Conroe Codes of ordinances.
- Sidewalk Cafes beyond regulations specified in Chapter 58, Article II, Division 4, Section 58-93, Conroe Codes of Ordinances.

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Examples of Special Events include: parades, bike races, marathons, run/walks, fireworks displays, outdoor concerts, carnivals/festivals, charity fundraisers, cultural and religious celebrations and company fun days/picnics.

Essentially, any event held in city parks or on city streets and right-of-ways will likely require a Special Event Permit. If you're not sure if your event would require a permit, answer the following the questions and/or follow the instructions at the bottom of the next page for further clarification.



TO HELP YOU DETERMINE WHAT IS BEST SUITED FOR YOUR EVENT ANSWER THE FOLLOWING QUESTIONS

City of Conroe

Will your event take place on or impact City/Public property?

Examples Include: Public parks or temporarily blocking roadways for a parade or run/walk.
If your event takes place on public property or your event takes place on city streets or you will block traffic for a distance event (Such as a 5K, bike race, or parade) then you will likely need a Special Event Permit. ***Important Note: Events held on private property (regardless of attendance) do not require a Special Event Permit unless they would cause significant increased traffic. Some individual aspects of the event may still require their own permit, such as food & beverages, tents, fireworks, etc., but a Special Event Permit is not required for the event itself.***

Will your event include 25 people or more?

Events that include fewer than 25 people do not require a Special Event Permit. However, if your event includes some of the other things listed below there may be permits specific to those items.

Will your event include any of the following?

- **Temporary Structures**
- **Food, Beverages or Alcohol**
- **Amplified Sound**
- **Sale of Merchandise or Fundraising**

Even if your event doesn't qualify for a Special Event Permit, these items do typically require individual permits that can be acquired by contacting the appropriate Permit Department.

Will your event be an atypical use of the event location?

Examples include: A festival at a sporting facility or a swap meet in a public park
Most facilities and parks are designed for specific activities or have crowd capacities to ensure public safety and reduce the risk of damage to those locations. If an event falls outside of that designated use, a Special Event Permit may be required.

If your answer to one or more of these questions was "Yes" then your event may require a Special Event Permit.

When in doubt, feel free to fill out a Special Event Permit Application **or reach out to the City of Conroe Permits Department at permits@cityofconroe.org or call 936-522-3610.**

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SPECIAL EVENT PERMIT PROCESS



It is important to understand the steps involved with the Special Event Permit process. During this process the City of Conroe does their best to be transparent and helpful in order to ensure every application is reviewed fairly and the necessary city resources are available to provide the best environment in which to hold your event.

This guide walks you through the Special Event Permit process from application to the issuing of a permit.

When you are ready to submit an application for a Special Event Permit and have gathered the necessary documents and information you are welcome to fill out the Special Event Application Form.

The Special Event Permit Process

The Permit Technician reviews the application and determines if the event meets the requirements for a

The Review Committee reviews the application and provides a Notice To Proceed or requests more

The Permit Technician creates a checklist of all information/documents required to issue a permit for the

Once all requirements are met, the documentation is sent to the Review Committee for a final review and an

The Special Event Permit is issued by the Events Permit Technican

Before you submit an application it is helpful to determine whether or not your event requires a Special Event Permit. If you're not sure, feel free to check out ***"When Do I Need A Special Event Permit?".***

Special Event Permit Process In Depth

1. Complete the Special Event Permit Application. Applications must be submitted at least 180 (180) days prior to the event date. For more details on filling out the application see the ***Permit Application Guide***.

2. Your application will be reviewed by the Review Committee to determine if the City would allow a permit for the event or if there are factors that would inhibit our ability to issue a permit. Some considerations factored in include:
   - Availability of City resources & staffing
   - Location limitations for the event area
   - Traffic limitations of the event impact area
   - Reasonably expected attendance for location
   - Incomplete application

3. Once the review is complete, the Review Committee will either give the Permit Technican a Notice to Proceed with the permit process (*this does not mean an approval of the event or the issuance of a permit at this point*), or they will give justification as to why they cannot authorize the continuation of the permit process. Either outcome will be communicated to the event organizer or applicant. Events should not be advertised until a Notice to Proceed is given.

4. If given a Notice to Proceed, the Permit Technician will send a checklist to the event organizer. This checklist will detail all of the information and documents required in order for the Review Committee to review and approve or deny the issuing of a permit. The checklist is customized based on the permit application so not all items in the example will apply to every event.

   Throughout the checklist portion of the permit process, the Permit Technician will act as liaison between the event organizer and the city departments represented in the Review Committee. It is important that the event organizer **meet all deadlines listed on the checklist** and bring questions or concerns to the Event Permit Coordinator in a timely manner to avoid delays that would prevent a permit from being issued**. If the deadlines provided are not consistently met by the event organizer a denial of the permit may be issued at any time during the permit process (per City Ordinance)**. If you anticipate any delays in acquiring the necessary requirements, please actively communicate with the Permit Technician.

5. Once all of the requirements on the checklist have been met, the Review Committee will conduct a final review and either issue an approval or denial for the permit. If an objection is raised during the review, the Permit Technician will give the event organizer guidance on how to correct the issue, if time allows. If the objection cannot be corrected in a timely manner, the objectionable aspect will not be allowed at the event or, if the objections involves public safety or security, the Special Event Permit as a whole will be denied and the event must be cancelled.

6. After the final approval has been given, the Permit Technician will issue a Special Event Permit, authorizing the event organizer to hold their event with the details that were submitted. The permit will not take effect until it is signed by both the event organizer and the Director of Community Development. If elements of the event change, the permit will be placed on hold and the changes will need to be reviewed and approved before making the permit active again.

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PERMIT APPLICATION GUIDE

Whether you are new to planning events or just new to the permit process for the City of Conroe, applying for a permit can be intimidating. This section of the guide is designed to help make the application process easier and as stress-free as possible so you can spend more time planning your event. If you are unsure whether or not your event qualifies for or requires a special event permit, please check out ***"When Do I Need a Special Event Permit?"***.



Before You Apply

Before you start your application we suggest having the following information & documents ready and available:

- Name and description of event
- Reasonably expected attendance for each day of the event
- Date(s) and time(s) of the event
- Contact information of the event organizer and the on-site contact
- Preliminary Event Site Plan (see ***Site Plans & Route Maps*** for more details)
    - For distance events (5k, parades, triathlons, etc.) also include a preliminary route map
- Detailed information concerning activities to take place during the event
- Information regarding whether or not your event will include the following:
    - Blocking or restriction of City owned property or city streets
    - Sale of merchandise, food, or beverages (Including alcohol)
    - Number and size of tents/canopies to be erected during the event
    - Installation of a stage, band shell, trailer, portable building, grandstand or bleachers
    - Placement of portable restrooms and other sanitization services
    - Placement of temporary signs
    - Installation of amusements such as bounce houses, animal attractions, rides, etc.
    - Usage of sound amplification
    - Usage of generators

By having the above information ready before you begin you can avoid delays or an incomplete application and reduce your chances of the application being denied by the Review Committee. Once you have gathered the information and documents listed above you can fill out the application **here**.

Fees

Filing the application has a non-refundable application fee of $500

Actual cost of the permit will depend on the cost of city resources after the review committee has completed the review process

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Application Filing Deadlines

Applications must be submitted six (6) months in advance of the event and may be submitted up to twelve (12) months prior to the event. If your event is an annually repeating event, a new application and documentation are still required for each year's event. Applications for repeat events may be prioritized over new events when time or space is limited.

Application Review and Approval/Denial

The permit application review provides the Review Committee with an opportunity to review the details of your event and raise any concerns that would inhibit the City's ability to allow the event.
For more information regarding what happens after the application is received, please check out ***Special Event Permit Process***.

Why my application (or permit) may be denied

During the application review and permit process, the Permit Technician will act as a liaison between the Review Committee and the Event Organizer. If any objections are raised during the initial or final review, you may be asked by Permit Technician to clarify the information provided or provide additional documentation. If this request is not replied to in a timely manner or the information provided does not meet city requirements, the application may be denied. An application or permit may be denied for (but not limited to) the following reasons:



- A permit has been granted for another special event at the same place and time or within two hours of the end of the previously permitted special event;
- The proposed special event will unreasonably disrupt the orderly flow of traffic, and no reasonable means of re-routing traffic or otherwise meeting traffic needs are available;
- The applicant fails to comply with, or the proposed special event will violate, a city ordinance or other applicable law, unless the prohibited conduct or activity would be allowed under this article;
- The applicant makes a false statement of material fact on an application;
- The applicant has had a special event permit revoked within the preceding 12 months or the applicant has committed two or more violations of a condition or provision of a special event permit or of this article within the preceding 12 months;
- The applicant fails to adequately arrange for: the protection of the event participants, maintenance of public order in and around the special event location, crowd security, taking into consideration the size and character of the event, emergency vehicle access; or safe sanitary conditions for the preparation of food concessions;
- The applicant fails to provide proof that the applicant possesses or is able to obtain a license, insurance or permit required by city ordinance or other applicable law for the conduct of all activities included as part of the special event;
- The applicant fails to pay any outstanding costs owed to the city related to a past special event permit;
- The applicant fails to submit the required deposit or pay for reimbursable expenses;

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- If the deadlines provided are not consistently met by the event organizer a denial of the permit may be issued at any time during the permit process;
- The proposed special event would unduly burden city services; or
- The special event begins or ends outside the city limits, unless the applicant supplies proof of approval of any other affected governmental entity.
- Charging for parking on or within public right-of-ways, public parks, and city owned property.

If you have any questions feel free to fill out a Special Event Permit Application or reach out to the City of Conroe Permits Department at permits@cityofconroe.org or call 936-522-3610.



SITE PLANS & ROUTE MAPS

As part of the permit process, the City of Conroe requires a preliminary and final site plan for all events. The site plan is a simple, visual representation of every structure, activity, amusement, and vendor included in the event. It is important to ensure the event is set up in a way that provides safety and convenience to everyone involved, including Police and Fire Department personnel in case of an emergency.

In addition to the site plan, if the event is a distance event such as a 5K, marathon, parade, march, etc., a route map showing the route your attendees will take is also needed. See ***Parades, Run/Walk & Distance Events*** for more details on requirements for distance events.

This guide will help you create a site plan/map that meets the requirements of the City. Please see below for site plan and route map examples.

Site Plan/Map Requirements

Here are the aspects of any event that should be included on the site map:

- Entrances & exits
- Barricades & cones in/around event space
- Food, merchant, or sponsor booths
- Bar (where alcohol will be served)
- Fencing
- Stage & Music-DJ/Band
- Signage
- Restrooms & hand wash stations (including handicap accessible)
- Tables & chairs
- Food trucks
- Amusements/bounce house(s)
- Animals
- Trash receptacles/dumpster
- Handicap & regular parking stalls and drop off area
- Ride Share station
- Event information booth/Lost and found
- Loudspeakers
- Generator(s)
- Pyrotechnics display/launch area
- Balloon launch area
- First aid station

Not every event will include everything on the list above. The more detailed you are with your site plan, the less likely you are to run into delays or questions during the permit approval process. Each item on the plan should be clearly labeled or a key provided. We understand elements of the site plan may change during the event planning process. This is why we ask for a preliminary site plan and a final plan during the permit process.

Not everyone has the ability to create or modify a digital map so hand-drawn site plans or route maps are typically accepted but they must be clear, legible, and provide the same details requested above.

Route Map Requirements

Route maps should include the following details:

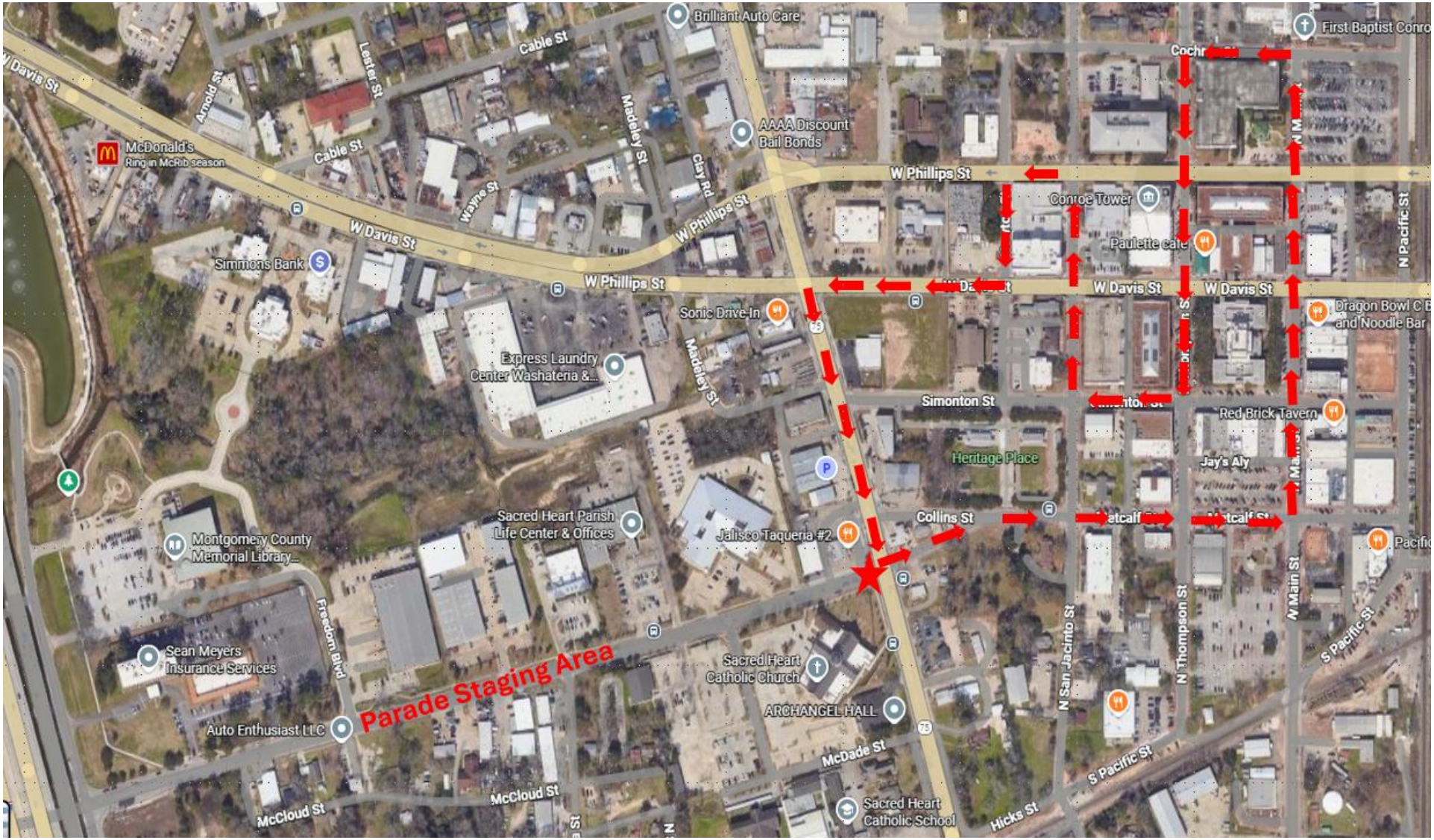
- Start/Finish line or location
- Arrows indicating the direction participants will travel
- Signage (including directional signage for participants)
- Water/rest stations

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EXAMPLE SITE PLAN



EXAMPLE ROUTE MAP



FEES, PERMITS & OTHER COSTS



The costs associated with an event are as unique as each event. This section of the guide is designed to provide a consolidated list of the potential fees, permits and other costs typically associated with hosting a Special Event in the City of Conroe.

Once you have submitted your ***Special Event Permit Application and non-refundable application fee*** the Permit Technician will provide you with a checklist that will confirm which of the aspects of your event may require additional fees or permits. Many of these fees are calculated based on information gathered during the permit application and approval process so accuracy is important. In the case of an under-estimation in city costs, an additional invoice may be issued after the event.

The fees listed below are subject to change. Please reach out to the permits department for confirmation or email permits@cityofconroe.org for more information.

City of Conroe Special Event Associated Fees

Special Event Application Fee	Filing the application has a non-refundable application fee. (Actual cost of the permit will depend on the cost of city resources after the review committee has completed the review process)	$500
Police Officers for security or traffic control	Per hour / per officer. Minimum 2 officers per /100 Persons See **Public Safety/Police** for further details. Conroe Police Dept. will determine number of officers (if any) required for event. Estimate/schedule will be based on information gathered during application and permit process.	$100 per hour/per Officer
Temporary Food Permit Fee	Standard temporary food permit from Montgomery County Health Department for each food vendor and upload a copy as part of the application process , Late fees may be applied for late applications. See **Food, Beverage & Alcohol for further details.**	
Fireworks & Pyrotechnics Permit Fee	Fireworks Permit (includes City inspection). See **Fire, Fireworks & Pyrotechnics** for further details. Fireworks coordinator is responsible for acquiring a permit from the City for each event.	$500

Other Potential Event-Related Costs

There are a few common non-city-related costs associated with holding an event on City property. When planning your event keep the following costs in mind:

Barricade & Cone Rental	For street closures and separating event space from vehicle travel or parking areas, eight (8) foot A-Cade barricades with hi intensity prism reflectivity on both sides, Cones must be Orange in color, and 36 inches in height are required by the Public Works Department. Barricades and cones are not provided by the City and must be rented from a 3rd party rental vendor.
Portable Restrooms	Some event locations may not be equipped with permanent restroom facilities. The Special Event Ordinance requires all event organizers to provide adequate restroom facilities for the estimated participants. See ***Sanitation and Waste Management*** for further details.
Custodial /Porters	Events with a significant focus or presence of food & beverages may require upkeep of the restrooms during the event or you may be required to contract a 3rd party waste management service to handle garbage and maintain the event site. See ***Sanitation and Waste Management*** for more information.
Insurance	Event organizers are required to provide a Certificate of Insurance that confirms the organizer is covered in the case of an emergency and protects the City of Conroe from liability. See ***Event Insurance*** for further details.
Temporary Alcohol License	If you are considering serving alcohol at your event, the state of Texas requires a temporary Alcohol Service license. See ***Food, Beverage & Alcohol*** for further details.
Generators	Some event locations have limited access to electricity or power outlets so you may need to rent or provide generators to power event elements such as food trucks, bounce houses, lighting, etc. and must be installed by a licensed electrician and comply with all current codes.

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FOOD, BEVERAGES & ALCOHOL



Food, drinks, and alcohol can often be integral parts to special events. Whether it's bottled water and protein bars given to the participants at a 5K Run/Walk or the "fair-style" food sold by food trucks, the event organizer need to ensure everything made available to eat or drink at an event is safe by utilizing the guidelines below. As part of the permit process, the Permit Technician will work with you to determine whether or not food or alcohol permits are needed.

Food & Beverage Service Requirements & Exceptions

If your event is advertised as "open to the public" and you will be serving food and/or beverages you are required to obtain a Temporary Food Event Permit from Montgomery County Health Department for each food vendor and a the vendor must have it displayed for the public. This is in addition to the Special Event Permit and will be coordinated directly with the City of Conroe Permits Department. You will be asked to provide the name and contact information of any vendor or individual who will be serving or preparing food and/or beverages at the event.

More information, please contact the City of Conroe Permits department at permits@cityofconroe.org or 936-522-3610.

If you are serving **only** the following, you will not be required to obtain a Temporary Food Event Permit:

- Unopened, commercially pre-packaged food or beverages (protein or granola bars, bottled water, etc.)
- Unpeeled, uncut, raw fruits that have a rind/peel (such as bananas or oranges)

Alcohol Requirements

If alcohol will be sold or provided on premises, the Event Organizer must acquire a TABC (Texas Alcoholic Beverage Commission) Temporary Event Permit and proof of Host Liquor Liability Insurance, prior to issuance of the Special Event Permit. For more information on how to acquire a TABC license, click the link below.

https://www.tabc.texas.gov/services/tabc-licenses-permits/



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Additional Alcohol Requirements

- If any condiments, mixers, or ice are served with the alcohol, a Temporary Food Event Permit from Montgomery County Health Department for each food vendor and a the vendor must have it displayed for the public is required in addition to the TABC Temporary Event Permit.
- If liquor (not including beer or wine) is served, sold, or consumed at the event, temporary fencing must be placed to restrict access to the area of sale/service to adults 21 or older and the presence of additional security officers may be required by the City of Conroe Police Department.
- If the Special Event will include the sale or consumption of alcohol and any part of the event is located on private property, the Event Organizer is responsible for obtaining approval from the property's owner for such activity.

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PARADES, RUN/WALK & DISTANCE EVENTS

Some events are stationary like festivals while other events involve traveling on city streets, right-of-ways or park trails. These are known as “distance events” and can include 5K or 10K run/walks, marathons, triathlons, bike races, parades, marching bands, and processions.



Distance events have additional requirements to a stationary event in order to ensure the safety of all participants and the general public during the event.

Distance Event Requirements

- 5K, 10K, and Fun Run start times may be modified by the Special Events Police Sergeant and the Public Works Department in order to work around heavy traffic patterns. Event organizers must adhere to this scheduled start time.
- The event organizer is responsible for providing a contract or invoice for a Certified Traffic Control Plan for Cones, Barricades, and applicable signage during the permit process if any part of the event takes place on city streets or if the event is located where vehicles could potentially enter the event space (such as a parking lot).
- Distance event routes impacting city streets or right-of-ways must be approved by the Conroe Police Department and Public Works Department.
- **If any road or lane closure is involved, the event organizer is responsible for notifying and receiving signatures in agreement in writing from any property owners that will be impacted by the closure at least ninety (90) days prior to the event**.
- Distance events are permitted on City roadways but additional costs for traffic control will be added to permit.

Park Property/City Trails

The trails at City Parks are the only public trails in Conroe where run/walk events are allowed. No other pedestrian pathways may be used for a distance event. Note: Distance events (including 5Ks) are permitted on City roadways but additional costs and consideration will be added to the event for the presence of Conroe Police to ensure public safety and the safety of participants.

- Run/Walk event routes on City trails are not allowed to utilize boardwalks or travel across bridges.
- Signs are required to be posted at intervals around the trail to inform casual trail users of the event.
- All routes must remain current trails. No improvised dirt paths or trails are to be utilized during an event.



Ther event rout must be approved by the Review Committee and Parks Department.

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TENTS & TEMPORARY STRUCTURES

Canopy tents are great at providing protection from the sun or rain for attendees, vendors, and other aspects of your event. You might also wish to utilize other temporary structures like stages or bleachers during your event. If so, there are restrictions that are set in place by the State of Texas Fire Code and the City of Conroe for the safety of everyone involved.



During the permit process, you will be asked to provide information regarding tents and other temporary structures that will be used during your event. The Event Permit Coordinator will work with you to ensure you meet all of the necessary requirements.

Tent Restrictions & Requirements

The City of Conroe has dopted The International Fire Code, 2009 Edition, of the International Code Council, Inc.

- A Certificate of Flame Resistance is required on all tents 200 sq. ft. (20' x 20') or larger.
  - The certificate must be received no later than fourteen (30) business days before event for permit approval.
- **10'x10' tents may be combined in groups of no more than two (2) and must have a 20' (twelve foot) separation between the groups to meet fire safety requirements.**
- The number, size(s) and location of all tents/canopy tents must be included on the event site map.
- All tents must be a minimum of 20 feet from existing buildings and vehicular traffic – parked or moving.
- **Staking tents on city property is prohibited**. Tents must be weighted down. Many city parks have irrigation systems that could be damaged by tent stakes so alternatives such as barrels, sand bags, or cinder blocks must be used instead.

Temporary Structure Restrictions & Requirements

- All temporary structures including but not limited to stages, bleachers and bandstands must be inspected or authorized by City of Conroe Building Inspections.
- A state certificate of inspection must be provided by the rental company or owner of the temporary structures.

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Tents for Non-Permitted Events on Private Property



If your event is on private property (not owned by the City) but you would like to utilize tents for your event, you may need a permit from the Permits Department. For more information regarding the requirements for tents on private property please contact the City of Conroe Permits Department at 936-522-3610.

Tent Permit Fee 20x20	**$50.00**
Tent Permit Fee larger than 20x20	**$150**

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PUBLIC SAFETY / POLICE



As the nature of events evolves and the unfortunate occurrence of dangerous situations increases, event organizers are tasked with the responsibility of ensuring safety and security for their attendees and participants. The Conroe Police Department is committed to assisting in that task by staffing events to provide security as well as road crossing safety officers.

As part of the permit process, the Permit Technician will work with you to determine whether or not law enforcement officers should be present for the event.

Security Considerations and Requirements

Event considerations used to determine the number of law enforcement officers include, but are not limited to:

- General traffic conditions in the area requested, both vehicular and pedestrian, as well as the proximity of the event to mass transit and roadways
- Route to be taken, if the event is a Parade or Distance Event
- Time, date, and duration of the event
- Whether all or any portion of a roadway will be closed
- Reasonably expected amount of people who will attend
- Alcoholic beverages available for consumption at the event
- Fireworks and/or other pyrotechnics at the event
- Physical security features of the location and the need for safety zones (firework launch area, balloon/helicopter launch or landing area, etc.)
- Criminal intelligence regarding the risk and threat level associated with the event
- Potential presence of dignitaries and/or media personnel
- Ease with which public safety resources can access all portions of the venue during the event taking into consideration the layout and concentration of people within the venue
- Whether this event or similar events have resulted in a need for crowd control in other cities or in the past in the City of Conroe

The number of police officers required will be determined by the Review Committee and the Police Department. The fee for police presence at a Special Event is **$100** per hour per officer. Minimum 2 officers per / 100 Persons.

If the presence of law enforcement officers is deemed necessary, you will be responsible for reimbursing the city for the cost of providing police personnel. The cost for police personnel will be the actual cost for the services provided. This cost will include salary, overtime, and any equipment usage costs. The City estimated cost must be paid to the City before a permit can be issued.

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The Supervising Police Officer at a special event may, at his or her discretion, reduce or increase the number of peace officers posted as needs change. This could result in a change to the estimated city costs.

Conroe Officer	**$100 per officer/ per hour**

Private Security

If given permission by the Review Committee, you may hire private security for personal safety or property security during the event to supplement the services provided by the Conroe Police Department.

Private security may only be utilized for internal event security. Conroe Police officers must be utilized for any traffic control or street-crossing.

Private Security employed must:

- Be in uniform
- Be able to contact City Police, Fire or Emergency Medical Services, if necessary
- Remain on-site during the Special Event
- Be licensed by the State of Texas
- Not consume alcoholic beverages

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FIRE, FIREWORKS & PYROTECHNICS

Whether it's fireworks, pyrotechnics, or simply grilling with an open flame, the Conroe Fire Department takes your fun and your safety very seriously.



Safety is our biggest priority and we want to make sure the public understands that fire or fireworks, while visually appealing and crowd-pleasing, can get out of hand quickly so event organizers are tasked with taking every precaution to prevent dangerous situations while still allowing the crowd to enjoy the spectacle.

Event organizers must comply with all applicable **Fire Code** requirements including, but not limited to:

- Fire lanes and public safety access
- Theatrical flame or laser performance
- Occupant loads, exiting and egress
- Use or storage of propane or other type equipment
- Tents and canopy placement
- Fireworks, pyrotechnics, open flames
- Use of decorative materials and finishes
- Crowd Management

Fire & Firework Requirements/Restrictions

All fireworks or pyrotechnics displays in the City of Conroe must be provided by an insured and licensed professional display vendor. The fireworks or pyrotechnics vendor is required to apply for a fireworks or pyrotechnics permit from the **Conroe Fire Marshal's office**. Prior to the event the Fire Marshal will determine whether or not conditions are acceptable for the activity requested. If conditions are determined to be unsafe, the fireworks/pyrotechnics/fire will not be allowed at the event.

Personal fireworks (including sparklers) are strictly prohibited within CONROE city limits. Event organizers are encouraged to use alternatives that do not involve sparks or flames such as flashlights, battery-powered lanterns, electrical/LED light displays, etc.

Cold Sparks/Sparklers/Gerbs

"Cold Sparks" are created by burning titanium powder (or other powdered metals) to create a shower of sparks that are cooler to the touch than typical sparklers. Due to the materials used to create the sparks and the potential for those materials to spontaneously combust, **cold sparks are still classified as a pyrotechnic by the National Fire Protection Association and therefore they require a licensed professional vendor and a pyrotechnics permit from the Fire Marshal's office to be used within the City of Conroe.**

A Fireworks or Pyrotechnics Permit may be obtained through the Fire Marshal's office at 936-522-3080.

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Fire/Open Flame

Any open flame including but not limited to grills (flat-top, wood burning, charcoal, or gas/propane), chafing dishes (used in keeping food hot for extended periods of time), smokers, and fire pits, must be shown on the site plan and must be located on a concrete/non-flammable surface. Fire extinguishers must be present.

For more information **contact the Fire Marshals Office at 936-522-3080.**



Emergency Vehicle Access

Any event that blocks or utilizes city streets or right-of-ways must maintain a 20' (twenty foot) wide safety lane clear of any tents, structures, amusements or other obstructions that would prevent emergency vehicles from accessing any part of the event or the adjoining buildings in case of an emergency.

The Special Events Review Committee will review the site plan for the event during the permit process and if any objections are made, the site plan must be corrected before the permit may be issued.

Fireworks Permit Fee	**$25**
Fire Marshal Fee	**$500**

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EMERGENCY MEDICAL SERVICES

As an event organizer, you must provide a safe and secure environment for your event. This may include the presence of Emergency Medical Services (EMS) personnel. They can respond to a variety of situations that may arise during your event. Having these Firefighter Paramedics at your event means they are ready and able to provide immediate assistance in an emergency situation.

EMS (Emergency Medical Services) Considerations

During the preliminary application review, the Conroe Fire Department will determine if EMS personnel and resources will be required for the event.

Event considerations used to determine the number of Fire/EMS personnel include, but are not limited to:



- Weather conditions, such as extreme hot or cold, etc.
- Alcohol distribution or consumption on site
- Duration of the event
- Potential animal interactions
- Participant activity, such as a parade or distance event
- Time of day
- Previous need for EMS at similar events in the City of Conroe

Conroe Fire Department will provide event organizers with a quote and invoice based on the following rates:

Note: Minimum of 4 hours to be charged to the event as established by ordinance.

Conroe Fire Fighter Crew	**$ 86 per Fire Fighter/ per hour**

When the presence of City of Conroe Fire Department personnel is necessary for the event, as determined by the Review Committee, the Event Organizer is responsible for reimbursing the City for the cost of providing those personnel. These costs may include salary, overtime, and any equipment usage costs.



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SANITATION & WASTE MANAGEMENT

Sanitation is not the prettiest part of the event planning process but it is vital to making sure your attendees and participants are safe, happy, and comfortable so your event is fun and successful.

As part of the Special Event Permit process you will be required to provide a sanitation and waste management plan that encompasses the duration of the event and the cleanup afterwards. The following guidelines and requirements will help to ensure your event meets the sanitation and safety standards expected of any special event in the City of Conroe.



Portable Restrooms

If permanent restroom facilities are not available to your attendees or participants, portable restrooms are required. Portable restrooms may be rented from a local service provider/vendor. An internet search should provide you with a list of potential vendors for your convenience.
The City of Conroe will not provide portable restrooms.

Event organizers are required to adhere to the guidelines provided by the Portable Sanitation Association International. The list of guidelines can be found here.

The Americans with Disabilities Act (ADA) requires at least one (1) ADA-compliant portable restroom for every twenty (20) units at your location. You are also required to have one (1) ADA-compliant restroom within every grouping of portable restrooms.

The following chart is helpful in determining the number of units that would typically be necessary based on the duration of your event and the number of expected attendees.

NUMBER OF UNITS REQUIRED WHEN NO PUMPING SERVICE IS PROVIDED:

Average Crowd Size	Average hours at the event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1000	4	6	8	8	9	9	11	12	13	13
2000	5	6	9	12	14	15	17	29	23	25
3000	6	9	12	16	20	24	26	30	34	38
4000	8	13	16	22	25	30	35	40	45	50
5000	12	15	20	25	31	38	44	50	56	63
6000	12	15	23	30	38	45	53	60	68	75
7000	12	18	26	35	44	53	61	70	79	88
8000	12	20	30	40	50	60	70	80	90	100
10000	15	25	38	50	63	75	88	100	113	125
12500	18	31	47	63	78	94	109	125	141	156
15000	20	38	56	75	94	113	131	150	169	188
17500	22	44	66	88	109	131	153	175	197	219
20000	25	50	75	100	125	150	175	200	225	250

Helpful tip

If the expected attendance of your event is less than 500, the minimum required number of portable restrooms is 1 standard unit and 1 ADA-compliant unit. For most events of this size we recommend placing 3-4 units (depending on the duration of the event).

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Waste Management



Your event's participants can produce a surprising amount of garbage/debris. This needs to be taken into account during the event planning process. Access to garbage receptacles and frequent emptying of those receptacles are integral to maintaining a clean and pleasant experience for your guests and ensuring the event space is clean and in good condition after the event has ended.

During the permit process you will be asked to provide a waste management plan. This should include the following details.

- Approximate number of waste receptacles (one for approx. every 50 people)
- Location of receptacles in the event (including any dumpsters)
- Plan/schedule for emptying garbage during the event
- Plan for disposal/removal from the location after event
- Contract or invoice with a waste management and/or dumpster contractor if one is being used

Dumpster Rental

There is multiple 3rd party waste removal organizations authorized to place and service trash containers (dumpsters) within the City of Conroe. The City recommends Frontier Waste as the dumpster rental as they are the waste management vendor for the City of Conroe. **The City of Conroe will not provide waste dumpsters for an event, it is the sole responsibility of the Event Organizer**.

If you have any questions regarding sanitation or waste management requirements for Special Events in the City of Conroe, please contact the City of Conroe Permits Department at permits@cityofconroe.org or 936-522-3610.

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AMUSEMENTS, INFLATABLES & BOUNCE HOUSES



Amusement rides, inflatable or interactive games and bounce houses are often fun and memorable parts of Special Events. The City of Conroe wants to ensure those amusements are safe and secure so your event attendees can create lasting memories without additional risk.

The state of Texas requires all amusement rides, bounce houses, and other inflatable entertainment to be inspected annually to ensure safe operation. As an event organizer, it is in your best interest to make sure every amusement included in your event is inspected and properly maintained to protect your attendees and ensure a successful, fun event.

Amusement Ride/Inflatables/Bounce House Requirements & Restrictions

You are required to submit the following documents in order to allow amusement equipment to be present for your event:

- A State of Texas Certificate of Inspection
  - A list of current certified amusements can be found here.
- A State of Texas Certificate of Insurance
  - This can be obtained from the rental vendor for the amusement

All documentation is due prior to the notice to proceed for permit approval. If the required documents are not received by the deadline provided, the amusements/bounce house/etc. will not be included in the final Special Event Permit and thus will not be allowed at the event. If amusement equipment at the event site is found to be in violation of the permit on the day of the event, city personnel/officials will require the un-permitted equipment to immediately cease operation and be removed from the event site.



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EVENT INSURANCE



As an event organizer, your goal is to reduce or mitigate potential risks, including financial ones. This includes providing insurance coverage for your event. The City of Conroe requires each event host organization to provide a proof of insurance to make sure both the event organizer and the City are protected in any unforeseen circumstances.

As part of the Special Event permit process, you will be asked to provide a Certificate of Insurance (COI) for your event. The Event Permit Coordinator can assist you if you have questions or concerns with meeting this requirement.

Event Insurance Requirements (Ordinance Section 11-343)

The applicant shall, at its own expense, procure, pay for and maintain the following insurance through an insurance company with an A.M. Best A+ rating, authorized to do business in the State of Texas and acceptable to the city. The applicant shall furnish certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions.

- Commercial general liability insurance, including but not limited to, premises operations, personal and advertising injury, products, operation, independent contractors and contractual liability, with minimum combined limits of $1,000,000.00 per occurrence, $1,000,000.00 products/completed operations aggregate and $2,000,000.00 general aggregate;
- A block party meeting the definition listed in section 6-130 of the Special Event Ordinance shall provide insurance coverage of that equal to a typical homeowner policy coverage for the event.
- The host organization must provide proof of insurance as required by the City of Conroe Special Event Ordinance. Insurance must be in the host organization's name as it appears on the application.
- The applicant must possess or obtain insurance to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event that impacts or occurs on city property, including city facilities and city streets, city sidewalks and other right-of-way.
- The insurance shall name the city, the city council and its members, the city's agents, officers, directors and employees as additional insured under the commercial general liability policy, including coverage for city with respect to liability arising out of the completed operations.
- The applicant is responsible for any expense incurred by the city for clean-up or remediation of environmental pollution or hazards resulting from the special event.
- Failure to maintain insurance immediately preceding, during the special event, and until the conclusion of the permit period is grounds to revoke the special event permit.
- The city will determine the necessary amount of insurance required based on the information

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provided in the application or during permit process.

- The insurance required by the Special Event Permit ordinance is not a substitute for insurance requirements that may be imposed by other city permits.

Indemnification

An applicant for a special event permit shall execute a written agreement in a form written by the city to indemnify and hold harmless the city and its officers, council members, representatives, agents and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the event.



SIGNAGE AND BANNERS



Signs and banners are extremely helpful to your event in so many ways. They can let your attendees know where to park or where to get food or beverages. They can also welcome attendees and allow your event staff/volunteers to focus on other tasks.

Signage and Banner Requirements & Restrictions

- All signs used in connection with a special event shall be professionally executed and must comply with all applicable ordinances, rules and regulations of the City of Conroe, and be approved in writing by the director.
- Written permission from the city must be obtained prior to placing signs on public property. The design and content of signs placed on public property must be approved by the city. Signs placed on public property must be designed and constructed such that they do not leave adhesive residue on property when removed. Inflated signs anchored to the ground, a building or other structure are prohibited. The release of balloons of any kind is prohibited.
- Permanent existing signs on public property may not be removed or covered.
- Special event signs are allowed on designated light posts and perimeter fencing only with the approval of the director. Such signs may only be hung by using the bracket provided by the city or a cable tie. Such signs may only be displayed according to the timeline approved by the director.
- No placard or other form of advertising may be displayed without the prior written approval of the director. Any placard or other form of advertising erected, maintained or displayed without such consent may be removed by the city at the applicant's expense.
- The city shall supervise the placement of all directional or promotional signs placed on public streets. The rental cost of directional signs is the responsibility of the applicant and payment may be required in advance of the event.

All attention getting devices including flags, pennants and banners must be in a good condition free from fading, rips, tears and tatters. Attention getting devices not meeting this standard may not be displayed.

Attention getting device means banners, cut out figures, streamers, ribbons, balloons and other inflatable objects, pennants, flags other than those of a federal, state, or local unit of government, flood lights, spotlights, flashing or strobe lights, or other similar devices or displays that attract attention. As defined in the City of Conroe Code of Ordinance Chapter 90.

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No attention getting device may be displayed without a permit. A permit for the display of attention getting devices is site specific and authorizes such a display for a two-week period specified by the permit. Subject to the additional requirements of chapter 90 of the City of Conroe Code of Ordinance, any combination of attention getting devices may be displayed during the permit term.

For more information regarding signage restrictions or requirements**,** please contact the City of Conroe Permits Department at permits@cityofconroe.org or 936-522-3610.

Attention Getting Devices Fee	**$ 50.00**

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Animals and Livestock

Animals are a beloved and celebrated part of our community and families. Including pets or livestock in an event in the form of a petting zoo, pony rides, or a doggy fashion show can be a great way to entertain your attendees and delight people of all ages.

In order to make sure both the animals and the people around them are kept safe there are guidelines that need to be followed any time animals are involved in an event. In some circumstances, an Animal Exhibition Permit may be
required.

If you have questions regarding the Animal Exhibition Permit, please contact the City of Conroe Permits Department at permits@cityofconroe.org or 936-522-3610

Definitions and Requirements

Animal Exhibition means any temporary spectacle, display, event, exhibition, or act featuring performing animals, including but not limited to circuses, pony rides, animal exhibits, weight-pull events and petting zoos. Such exhibitions do not include resident or non-resident dog and cat shows which are sponsored by the Animal Services Division. For this definition, temporary means lasting seven (7) days or less.

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OTHER HELPFUL RESOURCES

Noise Ordinance Information

All events are expected to adhere to and uphold the City of Conroe Noise Ordinance in order to reduce any impact to neighboring homes and businesses. For further details, please review the City of Conroe Noise Ordinance.

Parking

Parking fee or charges will not be allowed for parking for a special event on public right of ways or public parking areas without express written consent from the Director of Community Development.



Any questions? If you have any questions regarding sanitation or waste management requirements for Special Events in the City of Conroe, please contact the City of Conroe Permits Department at permits@cityofconroe.org or 936-522-3610.

We look forward to seeing your great event in the City of Conroe!