



Event Application

Proposed Event Name

Contact Information:

Event Organizer

Contact Name

Phone Cell Fax

Email Address

Production Company Contact (PR firm, marketing company, etc.)

Sponsor/client

Is the event organizer a Houston-based 501 (c) 3 charitable non profit organization? Yes No
If YES, please attach a copy of IRS notification letter.

Proposed Event Information:

Proposed date(s) Rain date plan

Is your date flexible? If yes, list alternate dates

Start time End time

Note Live concerts must end by 10pm; all events must take place between 6am–11pm unless approved in advance.

Proposed Discovery Green venue (refer to map in Event Planning Guide)

Detailed event description

If your event involves street closures, you must obtain these permits from the Mayor's Office of Special Events. Please make this initial contact to determine if a route is possible before making application for space at Discovery Green.

Is the event public or private? Is there a ticket price? If yes, how much?

Who is the audience for your event?

Will there be live entertainment? Yes No

If yes, provide name, Web site, genre, description of performance and target audience

Do you plan to use a tent? Yes No If so, size? Do you plan to install flooring? Yes No

What is your decor plan?

Expected attendance number this this/each event?

Event purpose/goal

List all event sponsors

What is the promotion/marketing plan?

Will there be press conferences? Yes No On or off site? On Off Date

Why are you choosing Discovery Green for your event?

Have you considered other locations? Yes No Which ones?

Caterer(s), (if any)

Contact

Phone

Note Caterers must be listed on Discovery Green's Pre-Approved Catering List

Event Producers (if any)

Contact

Phone

Confirmation of Review Agreement Terms and Conditions

Applicant confirms that he/she has reviewed the following documents, agreement and appendices; understands the terms and conditions contained therein; and will agree to those terms and conditions if applicant desires to enter into a Venue License Agreement

Please initial each line to confirm that you have reviewed the document and/or subject

- _____ Event Planning Guide
- _____ Security Deposit
- _____ Limited Refunds and Cancellations
- _____ Rain and Weather
- _____ Exclusive Tent and Event Rental Provider
- _____ Applicant Responsibility for Restrooms
- _____ Pre-approved Caterers
- _____ Lights and Music Restrictions
- _____ Exclusive Audio/Visual Services at the Anheuser-Busch Stage
- _____ Electrical and Sign Requirements
- _____ Conservancy Approval of Subcontractors
- _____ Set-up, Breakdown and Applicant Responsibility for Security
- _____ Applicant Responsibility for Clean-up
- _____ Security
- _____ Traffic and Parking
- _____ Medical Services
- _____ Event Planning Guide Appendix B Insurance and Indemnification
- _____ Event Planning Guide Appendix C Mandatory Requirements
- _____ Event Planning Guide Appendix D Other Fees and Charges
- _____ Discovery Green List of Recommended Valet Companies

If your preferred caterer is not on the List of Pre-Approved Caterers, your caterer must apply for pre-approval and their event manager must successfully complete on-site training more than ten (10) days prior to the initiation of set-up for your event. The Conservancy reserves the right to reject any contractor that has previous negative history at Discovery Green. Applicants should submit names of all other contractors for review and approval by the Conservancy as soon as possible. Valet operators must be able to contract with the parking facility operator to provide access for a valet company. The Conservancy has no ability to require a parking facility operator to provide access for a valet company. The list of recommended valet companies provides those companies that have access to the Convention District Garage under Discovery Green (contingent on availability of spaces).

Required Attachments

- ✓ Draft Timeline including deliveries, load-in, event schedule, load-out and clean-up
- ✓ Draft Event site plan
- ✓ Assumptions about access to park walkways, public sidewalks and curb lanes of adjacent streets

APPLICANT:

Signature _____ Organization _____

Name (Printed) _____ Date _____