



# SPECIAL EVENT GUIDELINES & APPLICATION

THE CITY OF TOMBALL, TEXAS

Effective Date: 1/1/2023

**INTRODUCTION:** Any organized activity or event and open to the general public that involves the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas in the city of Tomball require prior approval and must meet certain requirements for consideration.

**PROCEDURES:** Several procedures and guidelines must be followed before any non-city staged event may take place. Those include, but are not limited to, the following:

1. A completed Special Event application must be submitted to the Tomball Department of Marketing & Tourism at least 180 days prior to any proposed festival or event. Tomball City Council approval is required if the event meets one of the following criteria: sale of alcohol, street closures or contains a request for in-kind donations from the city of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, a detailed site map, a list of planned activities, hours of operation, proposed vendors, food and beverage, entertainment, and any other relevant aspects of the event.
3. If a charity is involved, or is the beneficiary of funds raised, information about the charity needs to be included as a part of the application process, as well as proof of non-profit status. If requesting in-kind services, preference will be given to organizations providing donations to agencies within the city limits of Tomball.
4. A fee equal to the actual cost of city services to host the event will be required of for-profit event planners to be paid no less than ten business days before the event. Non-profit organizations may request city services as an in-kind donation.
5. A meeting will be scheduled with the Tomball Events Team (representatives of Tomball Police, Fire, Public Works, Marketing and Northwest Community Health EMS) to discuss the merits and feasibility of the proposed event. The applicant is required to be at this meeting to answer questions regarding the application. Failure to attend will result in the event being cancelled by the city of Tomball.
6. If approved by the Tomball Events Team, the proposed event will be presented to the city council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
7. Ten days prior to the event, proof of general liability insurance (\$1,000,000 minimum) must be provided by the event organizer naming the city of Tomball as additional insured.
8. Event coordinators must provide their own volunteers or staff; oversee food and beverage permits, vendors, site clean-up and other aspects of staging a festival/special event.
9. Failure to comply with the guidelines listed above will preclude applicant from staging future events.

For additional information, or to submit an event application, please contact:

Chrislord Templonuevo – Director of Marketing & Tourism

401 Market Street

Tomball, Texas 77375

(281) 290-1035 | Email – [ctemplonuevo@tomballtx.gov](mailto:ctemplonuevo@tomballtx.gov)



# SPECIAL EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, TX 77375 | (281) 351-5484

An application to stage an event within the city of Tomball shall be filed with the Marketing & Tourism Team at least 180 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by the Tomball City Council.

Date: 5/20/2026 Is this event Co-City sponsored? Yes  No

Request for permission to use a public venue for the following type of event (please check one):

Festival  Community Event  Arts & Crafts Event  Music Event  Other (specify) \_\_\_\_\_

1. Event title: Cancer Kiss My Cooley - 5k Cooley Run and Super Hero Dash

2. Sponsoring entity: Cancer Kiss My Cooley

3. Is this organization based in Tomball: Yes  No

4. Is this organization *non-profit*  or *for-profit*  \*Attach 501 (c) (3) tax exemption if applicable

5. Contact: Anthony Martin Phone: 630-687-0817

6. Contact address: 18 Botanical Vista Drive, Tomball, TX 77375

7. Contact email: amartin@ckmc.org

8. Event date: 10/24/2026

9. Event times: Start 9:00AM Finish 11:00AM Set-up 7:00AM Breakdown Noon

10. Is this event for charity? Yes  No

11. If yes, what charity? Cancer Kiss My Cooley Tax ID 27-4299146

12. If yes, what percentage of net proceeds will be donated to the charity? 100%

13. On-site contact: Anthony Martin Mobile #: 630-687-0817

14. Estimated number of attendees: 300

15. Detailed site map in attached: Yes  No

16. Is this event open to the public: Yes  No

17. Admission fee: \$ 35.00 Free

18. Time at which event staff will begin to arrive: 7:00AM

19. The applicant will defend and hold harmless the city of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses. Initial [Signature]

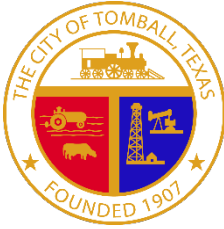
20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured. Initial [Signature]

21. Name of insurance carrier: Philadelphia Insurance Carriers

22. Are Fireworks included in your event?  No  Yes (Must submit Fireworks Event Application)

Signature: [Signature]

FOR OFFICIAL USE - Fee required: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_



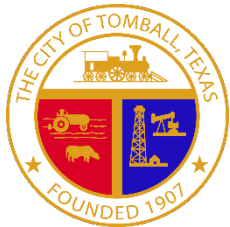
## FIREWORKS EVENT GUIDELINES & APPLICATION

**INTRODUCTION:** Any non-sanctioned city event, including but not limited to wedding, party, or other gathering, involving the use of any firework. A firework is defined as any firecrackers, cannon crackers, skyrockets, torpedoes, roman candles, sparklers, squibs, fire balloons, star shells, gerbs or any other substance in whatever combination by any designated name intended for use in obtaining visible or audible pyrotechnic display; and such term shall include all articles or substances within the commonly accepted meaning of fireworks whether specially designated and defined or not.

**PROCEDURES:** Several procedures and guidelines must be followed before any non-city sanctioned event may take place involving fireworks. Those include, but are not limited to, the following:

1. A completed Fireworks Application must be submitted to the Tomball Fire Department at least 90 days prior to any proposed festival or event. Tomball City Council approval is required if event meets one of the following criteria: sale of alcohol, street closures, fireworks, or contains a request for in-kind donations from the City of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, location, a detailed site map, hours of fireworks show, type of fireworks show (aerial or ground effects). **THIS DOES NOT CONSTITUTE A PERMIT FROM THE FIRE MARSHAL'S OFFICE.**
  - a. Aerial Fireworks Shooting Sites shall not be within
    - i. 1,000 feet of a structure on an abutting property
    - ii. 500 feet of a lot line where livestock are present
3. If approved by the Tomball Fire Department, the proposed event will be presented to City Council for final approval. The applicant is required to attend this meeting to answer any questions regarding the application if necessary.
4. If approved by the Tomball City Council, no less than 14 days prior to the event, the applicant's state licensed pyro-technician shall submit appropriate documentation for permitting to the Tomball Fire Department's Fire Prevention Division.
5. Failure to comply with these guidelines may result in a fine not to exceed \$2,000.

For additional information, or to submit a fireworks event application, please contact:  
Tomball Fire Department – Fire Prevention Division  
1200 Rudel Dr.  
Tomball, Texas 77375  
(281) 351-7101 | Email – [firecode@tomballtx.gov](mailto:firecode@tomballtx.gov)



# FIREWORKS EVENT APPLICATION

CITY OF TOMBALL, TEXAS | 1200 Rudel Dr | Tomball, Texas 77375 | (281) 351-7101

An application to stage an event within the City of Tomball shall be filed with the Tomball Fire Department at least 90 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by Tomball City Council and permitted by the Tomball Fire Department.

Date: \_\_\_\_\_

Request for permission to conduct and Fireworks Show for the following type of event (please check one):

Festival  Community Event  Wedding  Music Event  Other (specify) \_\_\_\_\_

1. Event title: \_\_\_\_\_

2. Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Contact address: \_\_\_\_\_

4. Contact email: \_\_\_\_\_

5. Event date: \_\_\_\_\_

6. Firework Show Event times: Start \_\_\_\_\_ Finish \_\_\_\_\_ Set-up \_\_\_\_\_ Breakdown \_\_\_\_\_

7. Fireworks Show Type (Check All that Apply):  Aerial  Ground Effects

8. State-Licensed Fireworks Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

9. On-site contact: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

10. Estimated number of attendees: \_\_\_\_\_

11. Detailed site map is attached: Yes  No

12. Is this event open to the public: Yes  No

13. Admission fee: \$ \_\_\_\_\_ Free

Signature: \_\_\_\_\_