



2025 PROPERTY OWNER/AGENT/EVENT COORDINATOR AUTHORIZATION FOR TEMPORARY FOOD PERMIT APPLICATIONS

INSTRUCTIONS

- This authorization form must be completed and included with all Temporary Food permit applications, except applications for events at a City of Houston park or on other City of Houston property that include the appropriate Parks and Recreation Department (PARC) or Mayors Office of Special Events (MOSE) authorization form.
- This authorization form must be signed by the venue owner/agent/event coordinator. However, it is the responsibility of the Temporary Food permit applicant to submit it along with their application for a temporary food permit.
- Do not submit this authorization form without including an application for a temporary food permit. The application for a temporary food permit and this property owner/agent/event coordinator authorization form must be submitted together.
- If the applicant for a temporary food permit is a regular vendor at the same address this authorization form may be completed once and submitted by the applicant for a temporary food permit with each application that is submitted for events through 12/31/2025 or the expiration date entered on the form, whichever comes first.
- Please email TempFoodPermit@houstontx.gov or call 832.393.5100 (Monday-Friday 8:00 AM-3:00 PM holidays excepted) for more information or if you have any questions.





*** INDICATES REQUIRED INFORMATION**

1. DATE(S) OF PERMISSION GRANTED FOR THE TEMPORARY FOOD PERMIT OPERATION

Today's Date: Effective Date*: Expiration Date*:

2. APPLICANT INFORMATION (Entity Applying for a Temporary Food Permit)

Applicant Legal Name (Must be same as on the permit application)*:
Applicant Phone: Applicant Email:

3. EVENT VENUE PROPERTY OWNER/AGENT/EVENT COORDINATOR INFORMATION

Owner/Agent/Event Coordinator Legal Name*:
Check one*: Owner: ☐ Agent: ☐ Event Coordinator: ☒
Attn:
Event Address*:
Mail Address If Different:
City/St/Zip:
Phone*: Email*:

4. EVENT DETAILS

Estimated # of food vendors. **DO NOT** include mobile food units operating with a valid City of Houston medallion at this event*:

Estimated # of mobile food units operating with a valid City of Houston medallion (permit) at this event (if any)*:

Estimated # of non-food vendors at this event (if any):

If there are more than 5 total food vendors at this event **Attach** an event site plan showing the location of all booths, stands, trucks, and trailers including non-food booths, stands, trucks, trailers, and other activities.

5. DISPOSAL OF WASTEWATER, RUBBISH, TRASH, AND GARBAGE

Who is responsible for the proper disposal of all wastewater, rubbish, trash, and garbage and for maintaining the property free from litter and nuisance during the total period of operation up to and including any clean up time required to remove all rubbish, trash, garbage, and litter resulting from the temporary food service operation (Check one)*:

WASTEWATER: Property Owner/Agent/Coordinator: ☐ Permit Applicant (Vendor): ☐

GARBAGE & TRASH: Property Owner/Agent/Coordinator: ☐ Permit Applicant (Vendor): ☐

Submitted by Owner/Agent/Event Coordinator Name (PRINT)*:

Hannah Gilbert-Egli

Signature*:

Hannah Gilbert-Egli

