



## Designation of Area Subject to Private Function Exemption (Convention Centers, Hotels/Motels, and Other Meeting Facilities)

City of Houston  
Department of Health and Human Services  
Smoking Ordinance Enforcement Program

City of Houston Ordinance No. 2006-1054 ("Smoking Ordinance") prohibits smoking in most public places and workplaces. Section 21-242(6) exempts from regulation designated enclosed meeting areas within **convention centers, hotels, motels, and other meeting facilities**; provided that the owner must designate to the Houston Department of Health and Human Services ("Department") the enclosed area in which smoking will be permitted only while in actual use for a private function. A **meeting facility** is a building designed, operated, and used *primarily* for private functions. A private function is a gathering of individuals for the purpose of deliberation, education, instruction, entertainment, amusement, or dining, *where specific invitation is a prerequisite to entry and where the event is not intended to be open to the public*. The owner or manager of a convention center, hotel or motel need not demonstrate that the building is designed, operated, and used primarily for private functions.

The owner or manager of a convention center, hotel, motel, or other meeting facility must submit this form to designate an area that will be exempt from prohibitions against smoking only while in actual use for a private function. Such designation is subject to the following conditions:

- The designated area is separately enclosed from the rest of the building.
- Smoke from the designated area does not infiltrate into areas where smoking is prohibited.
- The Department shall receive this form no less than ten working days prior to the first private function to be held in the designated enclosed area.
- The Department may require the owners or managers to provide documentation that the building meets the definition of a meeting facility or other requirements in the Smoking Ordinance.

The Department will acknowledge the designation by issuing a permit to be posted or displayed at the entrance to and within the designated area at all times. The designation shall be valid for one year. **The Department reserves the authority to reject any designation that does not meet criteria specified in this form.**

Facility Name/Address: \_\_\_\_\_

Address: \_\_\_\_\_ Houston, TX Zip Code \_\_\_\_\_

Location (number or title of room or enclosed area): \_\_\_\_\_

Applicant: \_\_\_\_\_ Tel.: \_\_\_\_\_ Applicant is:  owner  manager

Building is  convention center  hotel or motel  meeting facility.

I declare that the information provided above is true and correct. The building and designated area meet all conditions described in this form. I understand that failure to meet these conditions may result in a fine up to \$2,000 based on violations of the applicable provisions of the Smoking Ordinance.

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Fax this form to (832) 393-5724 or mail to:**

Houston Department of Health and Human Services  
Smoking Ordinance Enforcement Program  
7411 Park Place Blvd., Suite 200  
Houston, TX 77087

For additional information call 832-393-5750 or go to [smoke.health@houstontx.gov](mailto:smoke.health@houstontx.gov)