



Austin Center for Events Appendices



Austin Center for Events

Progress Report

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City of Austin Music Commission

Resolution, May 7, 2012

Commissioners in attendance from Regular Meeting on May 7, 2012:

Joah Spearman (Vice Chair), Rich Garza, Eve McArthur, Joe Stallone, Michel Feferman

WHEREAS, Austin's reputation as a place for great outdoor experiences, food, live music and other entertainment options is critical to the long-term sustainability, and convention and tourism branding of Austin.

WHEREAS, over the last two months the Austin Music Commission has held public discussion of the temporary event permitting process to ensure the City's process for handling such events is in the utmost standing and represents the most efficient and effective process for the City.

WHEREAS, there is no single, publicized point of contact for event organizers and general interested parties to obtain special event permit information.

WHEREAS, a cross-departmental team with a single-entry point and overall responsibility for special events would enhance Austin's ability to increase safety, foster event tourism, ensure permitting is properly reviewed and enforced by all relevant departments, and provide meaningful interaction with affected parties.

BE IT RESOLVED, that the Austin Music Commission recommends Council to take action and adopt an item from Council directing the City Manager to create a special events team that would act as a one-stop-shop for special events within the City.

BE IT FURTHER RESOLVED, that the Austin Music Commission recommends Council to further direct the City Manager to incorporate within that team, representatives from all departments and divisions that would be responsible for some level of approval including but not limited to: Transportation Department, Special Events Office/EGRSO, Music Office, Austin Police Department, Austin Fire Department, Planning and Development Review Department, Code Compliance, and Health and Human Services Department.

BE IT FURTHER RESOLVED, that the Austin Music Commission respectfully requests that once a team structure has been formulated, that the structure, authority and plan for implementation be brought back before the commission, prior to adoption for public comment.

Adopted by the Austin Music Commission on May 7, 2012, on a unanimous 5-0 vote.

Joah Spearman
Austin Music Commission, Vice Chair

Appendix B

RESOLUTION NO. 20120524-089

WHEREAS, following the completion of the 2012 South by Southwest Music Festival, the City of Austin Music Commission began a series of hearings examining the effectiveness of the City's handling of the multiple permit types associated with temporary, special events; and

WHEREAS, prior to the Music Commission's actions, City staff had begun an internal process of reviewing and revising operations with respect to special events and has begun to implement changes based on internal review and conversation; and

WHEREAS, the Music Commission determined that there was no single, publicized point of contact, nor a single responsible department or office for event organizers and interested parties to engage to obtain permit information and approval for temporary and special events creating confusion and distrust from affected parties; and

WHEREAS, feedback from industry stakeholders also found that there was: no scalability in permitting based on size of an event; multiple requirements were found in multiple sections of the City Code

creating confusion; no global checklist to ensure completeness in permitting; no ability to begin the permitting process online; and the Temporary Use Permit process operated outside of other traditional permitting processes; and

WHEREAS, the Music Commission recommended that Council direct the City Manager to create an interdepartmental special events team responsible for acting as a one-stop shop for special events; and

WHEREAS, the creation of such a team has the potential to streamline and consolidate planning efforts for multiple events throughout the year and provide a higher level of service to both producers and the public; and

WHEREAS, a team such as this would be best led by City staff who have direct knowledge and experience producing special events or working toward the production of special events at the City of Austin; and

WHEREAS, different from ensuring that there is a reduction in hazards and code violations as is the function of the Public Assembly

Code Enforcement team, a special events team would be focused on the holistic success of an event from conception to permitting to day-of compliance; and

WHEREAS, a retooling of the City's approach would promote both the safety and the success of special events, and would be in the best interest of the entire community; **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

The City Manager is directed to create a special events team, based on best practices from peer cities nationwide and responsive to concerns addressed through the Music Commission, that would act as a one-stop shop for special events within the City that can be operational starting in fiscal year 2012-2013; and

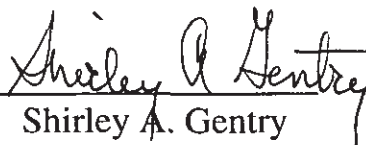
BE IT FURTHER RESOLVED, the City Manager is directed to identify any budgetary, ordinance, or staffing changes that would be necessary to implement the creation of a special events team and provide the necessary amendments; and

BE IT FURTHER RESOLVED, the City Manager is directed to incorporate within that team, representatives from all departments

and divisions that would be responsible for some level of approval including but not limited to: Transportation Department, Special Events Office/EGRSO, Music Office, Austin Police Department, Austin Fire Department, Planning and Development Review Department, Code Compliance, and Health and Human Services Department; and

BE IT FURTHER RESOLVED, that once a team structure has been formulated, the structure, authority and plan for implementation, including potential ordinance amendments, be brought back before the Music Commission for recommendation and public comment prior to review, comment, and approval from the City Council.

ADOPTED: May 24, 2012

ATTEST: 
Shirley A. Gentry
City Clerk

Appendix C

Special Event Permitting: Internet & Meeting Results -> COA Staff Response/Action	
Topic & Concerns (By Alphabetical Order)	COA Response
Parking <ul style="list-style-type: none"> Inadequate parking at some events <ul style="list-style-type: none"> —Event parking in neighborhoods —Inadequate ADA parking —Better communication about parking available Notification/Communication <ul style="list-style-type: none"> —Lack of notification especially for small events —Need better overall notification process —Ability to provide input during planning process Access <ul style="list-style-type: none"> —Events blocking residents in or out of neighborhoods —Events restricting access to homes, businesses, churches 	<ul style="list-style-type: none"> Staff is exploring a geo-coded system implementation for residents and business to call 311 for complaints and issues that will ID needed enforcement areas and hotspots for sanitation, parking and noise issues. A permanent downtown directional signage system will help direct motorists to parking locations. The city has also partnered with ParkMe to provide online and mobile parking indicator maps. We're exploring a one-stop, easy to find URL location, mobile apps and email updates; plus partnerships with web developers to develop online interactive features that have a responsive design that works on a smart-phone or tablet. Better cross-department collaboration underway now will enable the City to track and monitor event impact on neighborhoods better, which in turn enhances the event experience for patrons and impacted residents and businesses.
Frequency of Events <ul style="list-style-type: none"> Amount of road closures in general Amount of Lady Bird Lake bridge closures Amount of events in parks 	<ul style="list-style-type: none"> Right now, if an event applicant follows the rules and no stakeholders object to event all City of Austin staff are obligated to assist organizers reduce traffic and promote public safety. Road closures frequency changes would be a policy determination by the Austin City Council. A third-party study is underway now to determine what long-term impact events have on nearby areas, including event frequency, and that will be presented to the Council and public when completed. The City of Austin strives to ensure that events within the City limits are not only safe for those attending but also consider the impact on surrounding neighborhoods. A study prepared by economist Jon Hockenyo of Texas Perspectives found, music tourism was responsible for \$28 million in city tax revenue. It was also responsible for more than 10,000 jobs in 2010.

<p>Mobility</p> <ul style="list-style-type: none"> • Street Closures – frequency/location • Traffic/Congestion • Better detour routes/communication • Better promotion of alternate transportation • Keep downtown bridges open 	<ul style="list-style-type: none"> • ATD is currently implementing a state-of-the-art dynamic traffic control system that will enable engineers to monitor conditions and make real-time adjustments to relieve bottle necks at signals, among other improvements. • COA and Capital Metro are continuing to examine better ways to marry transit and special events. • COA is now requiring event promoters to provide bike parking for all city sponsored, fee-waived events and bike parking is encouraged for all events.
<p>Permitting Process</p> <ul style="list-style-type: none"> • Too many applications/departments • Disparate timelines/deadlines • No scalability – process/fees • No single point of entry • No online application • Too many fee waivers 	<ul style="list-style-type: none"> • The City, through the maturation of the Austin Center Events, is increasing cross-department collaboration and reducing redundant or inconsistent applications, permits and timelines and will present its recommendations to Council. • Having one application will enable the City to track and monitor events better, which in turn enhances the event experience for patrons and impacted residents and businesses. • The Austin Center for Events is actively creating an adjusted and consolidated fee amount and schedule. Among its plans is a “package” of services offered at a flat rate for smaller scope or resource-constrained events. • Fee waiver amount and frequency are determined solely by the Austin City Council.
<p>Public Safety/Health Safety/Enforcement</p> <ul style="list-style-type: none"> • Access issues for emergency vehicles during large events • Large events tie up public safety resources • Trash/Recycling issues • Not enough enforcement of City Ordinances at events (particularly noise) 	<ul style="list-style-type: none"> • As part of its continued efforts to protect the safety and quality of life of Austin residents, the City of Austin has formed the Austin Center for Events, which ties emergency responders all under one roof with traffic safety staff to ensure access and adequate planning. • Austin Resource Recovery is exploring requiring recycling receptacles at level equal to or near the amount of general trash receptacles at all events. • Enhanced communication and comprehensive applications process will increase the ability of departments to track and monitor events better, and prosecute code and ordinance violators, including dedicated noise ordinance enforcement.

Appendix D

Ordinances Pertaining to Special Events

Title 8. Parks and Recreation

- Chapter 8-1 Parks Administration
- Chapter 8-3 Restriction on Food, Beverages, and Containers

Title 9. Prohibited Activities

- Chapter 9-2 Noise and Amplified Sound

Title 10. Public Health and Sanitation

- Chapter 10-2 Emergency Medical Services
- Chapter 10-3 Food and Food Handlers

Title 12. Traffic Regulations

- Chapter 12-5 Section 38. Sidewalk or Right-Of-Way

Title 13. Transportation Services

- Chapter 13-2 Ground Transportation Passenger Services
- Chapter 13-5 Valet Parking Services

Title 14. Use of Streets and Public Property

- Chapter 14-6 Temporary Street Closure for Non-Construction Use
- Chapter 14-8 Temporary Closure for a Right-Of- Way Event
- Chapter 14-9 Traffic or Sidewalk Obstructions
- Chapter 14-11 Use of Right-Of-Way

Title 25. Land Development

- Chapter 25-2 Temporary Uses Described
- Chapter 25-10 Sign Regulations
- Chapter 25-11 Section 32 Building Permit Requirement

Various Deadlines*

Street Closures: 180 days before event

Health: 10 days before event

Music: 21-30 days before event

Building/Plan Review: No deadline

Fire Department: 7 days before event to apply for Temporary Change of Use for indoors; 10 days to apply for Temporary Use Permit for outdoors.

Capital Metro Rail: 60 days before event near rail

Capital Metro Bus Stop Closures: No deadline

Police Department: 5 days before a political/freedom of speech event

Parking: 2 days before blocking on-street parking

*Deadlines listed are simplified for this presentation and do not substitute for deadlines given on permits, applications or in consultation with city staff.

Appendix F

Austin Center for Events

Thank you for choosing Austin, TX to host your event.

Things you should know:

An application must be completed, signed and submitted to the Austin Center for Events (ACE) to process any required permits and applicable fees. All requested information in this application is in the interest of public safety and is for internal staff use only. Additional information may be requested.

Applicant and company agree to indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees (collectively called "Indemnitees") against any and all liability, damages, losses, claims, demands, and actions of any nature, due to personal injury (including, without limitation, Workers' Compensation and death claims), or property loss or damage of any kind which arises or is claimed to arise out of or is in any manner connected with the use of the City property or with the presence on the City property of Contractor, its employees, agents, invitees, or volunteers. The undersigned warrants that he/she has the authority to bind the organization to this indemnification provision. The undersigned declares he/she has the authority to bind the **Contracting Organization, or Legal Event Owner** for this indemnification.

By signing this application, the applicant grants permission to copy and to perform minor edits to promotional information from the event application, marketing or website material to use in posting a short publicly viewable information about the subject event on the City's website.

Contractor also agrees to pay City for all costs of repairing any and all damage to City property, including but not limited to any structures or plant life, caused by activities or by any act of Contractor, or Contractor's employees, agents or invitees, including the patrons of the attraction or function for which Contractor plans to use the property. It is expressly agreed that the Austin Center of Events Executive Team shall determine whether any such damage has occurred, the extent and amount of damage and the cost of repairing the damages.

ACE has the right to approve or deny any application. Please read through these documents thoroughly. Deadlines, requirements and related applications may vary by tier level "hyperlink" or event plan. ACE is here to guide you through this process.

**Applicant is responsible for any fees associated with this application. Applicant must be the signer of this application.*

APPLICATION REQUIREMENTS

The following are requirements for consideration of a Special Events Permit:

Safety/Security Plan, Waste/Recycling Plan, Parking plan (where applicable), adequate toilet facilities, outreach to affected Neighborhood groups. Applications will not be considered complete without the following documents, these are **required to schedule a meeting** with the Austin Center for Events review committee. Incomplete applications will not be accepted and may be subject to denial based on submission deadlines.

☐

Completed Application p. 1-"10"

☐

Scaled Site Plan/Event Route or Map

☐

Event Insurance (pending approval)



Austin Center for Events Application

505 Barton Springs Road, Suite 1070 Austin, TX 78704 512.974-8111

This application must be completed, signed and submitted to the Austin Center for Events (ACE) to process any required permits and applicable fees.

I. GENERAL EVENT INFORMATION

Official Event Title:

Venue Name:

If applicable.

Event Address:

Site plan and event map required for this application to be considered complete.

II. PRODUCTION INFORMATION

A list of all expected talent is required to be submitted # days prior to the event for safety planning, internal staff use only. Please answer all that apply.

Expected Daily Attendance

If more than 5 days are being requested, please indicate here and attach a duplicate sheet.

Load-in	Day:	Date(s):	Start Time:	End Time:	participants	volunteers/ staff
Example	Monday	dd/mm/yyyy	12:00 AM	11:59 PM		

EVERY EVENT REQUIRES AN ON-SITE INSPECTION PRIOR THE START OF THE EVENT.

Inspection scheduling will vary depending on required City Department availability. Inspections conducted between the hours of 9:00am-4:00pm, Monday through Friday will not incur additional fees.

Day 1	Day:	Date:	Start Time:	End Time:		
Day 2	Day:	Date:	Start Time:	End Time:		
Day 3	Day:	Date:	Start Time:	End Time:		
Day 4	Day:	Date:	Start Time:	End Time:		
Day 5	Day:	Date:	Start Time:	End Time:		
Load-out	Day:	Date(s):	Start Time:	End Time:	Total Attendance	

Advanced ticket sales shall not exceed 110% of maximum occupant load. Per Austin Fired Code: 403.4

III. APPLICANT INFORMATION

*Legal Event Owner:

*Mailing Address:

Producing Organization:

Mailing Address:

Is this a 501(c) organization?

*Applicant Name:

Applicant is responsible for any fees associated with this application. Applicant must be the signer of this application.

*Applicant Phone: *(with area code)*

*Applicant Email:

RESPONSIBLE PARTY, please identify the responsible party and required information.

*Responsible Party's Name:

(if different than applicant)

*Responsible Party's Phone: *(with area code)*

*Driver's License #:

(or government ID #)

*Date of Birth:

(MM/DD/YYYY)

*Responsible Party's Email:

Prior to the issue of the Special Event permit, a copy of the listed photo ID is required.

**Primary On-Site Contact:

**Primary On-Site Contact Phone:

(with area code)

Secondary On-Site Contact:

Secondary On-Site Contact Phone:

(with area code)

**Required Information. **On-Site contact must be available to meet on-site the entire duration of event, including load-in/load-out.*

IV. EVENT DETAILS**EVENT TYPE:** *Please check all that apply.*

- | | | | |
|-------------------------------------------------|-------------------------------------------------|-----------------------------------|--------------------------------------------------|
| <input type="checkbox"/> PARADE/PROCESSION | <input type="checkbox"/> CONCERT/PERFORMING ART | <input type="checkbox"/> RUN/WALK | <input type="checkbox"/> PROMOTIONAL/ADVERTISING |
| <input type="checkbox"/> PROTEST/RALLY | <input type="checkbox"/> BOATING/ROWING | <input type="checkbox"/> SWIM | <input type="checkbox"/> BLOCK PARTY |
| <input type="checkbox"/> FESTIVAL/FAIR/CARNIVAL | <input type="checkbox"/> TRIATHLON/MARATHON | <input type="checkbox"/> BICYCLE | <input type="checkbox"/> OTHER(S): |

Is this event?

- | | |
|----------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Annual | <input type="checkbox"/> Public |
| <input type="checkbox"/> Recurring | <input type="checkbox"/> Private |
| <input type="checkbox"/> One-Time-Only | <input type="checkbox"/> Admission Fee: _____ |

How will this event be advertised?

- | | |
|------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> TV/Radio/Print | <input type="checkbox"/> Billboards |
| <input type="checkbox"/> Social Media/Web | |
| <input type="checkbox"/> Advanced Ticket Sales | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Other(s): | |

Previous Name(s):

Number of Years:

*Ex: 10th annual**Additional comments:*

Any changes from previous years?

LOCATION: *Please check the box next to an item if any part of your event may apply.*

- | | | | |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Inside an existing | <input type="checkbox"/> Vacant Lot
<input type="checkbox"/> Parking Lot | <input type="checkbox"/> Impact the Right of Way
See ROW | <input type="checkbox"/> Cross or come within 200 ft of railroad tracks |
| <input type="checkbox"/> May change the authorized use of a building | <input type="checkbox"/> Private Property
<input type="checkbox"/> Public Property | <input type="checkbox"/> Need to reserve on-street parking spaces
See ROW | <input type="checkbox"/> Impact public transit/bus routes
<i>Ex: Will your event require closing any bus stops?</i> |

- ☐
- CITY PARK**
-
- ☐
- or waterway

Events held on the City of Austin parkland require additional permits. Please refer to [Special Events Policies and Procedures](#) for City parkland.

☐ Walter E Long Lake ☐ Lady Bird Lake ☐ Lake Austin

- ☐
- I have submitted a Park Special Event application.

- ☐
- CAPITOL COMPLEX**

If your event falls within the boundaries on the <[Capitol Complex Affected Area Map](#)>, you will need to coordinate with the [Texas Facilities Commission](#) and the [State Preservation Board](#).

- ☐
- I am in coordination with the Capitol Complex.

Depending on the location or specifics of your event other local agencies may need to be involved for coordination efforts. Examples include but are not limited to the following; check any you think may apply.

- | | | | |
|--------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Austin Convention | <input type="checkbox"/> Capital Metro | <input type="checkbox"/> The Long Center for the Performing Arts | <input type="checkbox"/> Palmer Events Center |
| <input type="checkbox"/> Texas Alcoholic Beverage Commission | <input type="checkbox"/> Texas Department of Transportation | <input type="checkbox"/> University of Texas at Austin | <input type="checkbox"/> Other: |

BUILDINGS/EQUIPMENT: *Please check the box next to an item if any part of your event may apply.*

- | | | | |
|---------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Tent or temporary structure(s) | <input type="checkbox"/> Electrical, plumbing or lighting installation(s) | <input type="checkbox"/> Generator/fuel type | <input type="checkbox"/> Amplified Sound (indoor or outdoor) |
| <input type="checkbox"/> Stage(s)/Scaffolding | <input type="checkbox"/> Flame effects, theatrical performance/open flame(s) | <input type="checkbox"/> Propane | <input type="checkbox"/> Other sound equipment (i.e. air horn, bull horn) |
| <input type="checkbox"/> Signage/Banner | <input type="checkbox"/> Inflatable's/Bouncy Toys | <input type="checkbox"/> Fireworks/pyrotechnics | <input type="checkbox"/> Projection/Wrapping* |
| <input type="checkbox"/> Fencing | | <input type="checkbox"/> Other: | <i>*Please note: projecting/wrapping is illegal.</i> |

Detailed, scaled site plans or event maps are required for every event. [<Click here for examples.>](#)

I. AMPLIFIED SOUND (21-30 day deadline)

Sound permits are not available for property zoned residential or property within 100 feet of residential zoning. It is always a good idea to inform your neighbors of your planned event.

Day 1	Day: <i>Monday</i>	Date: <i>dd/mm/yyyy</i>	Start Time: <i>12:00 AM</i>	End Time: <i>11:59 PM</i>	Decibel Limit: See Chapter 9-2. Noise and Amplified Sound
Day 2	Day:	Date:	Start Time:	End Time:	
Day 3	Day:	Date:	Start Time:	End Time:	
Day 4	Day:	Date:	Start Time:	End Time:	

II. EVENTS IN THE RIGHT OF WAY (180 DAY DEADLINE)

The public Right of Way (ROW) is typically defined as the roadway plus 10' behind the curb. This definition of the City Right of Way may vary depending on the physical conditions at any given location. If your event needs to utilize space in the street outside your event area for staging of vehicles, material, people or equipment; you may be impacting the ROW. [Transportation Special Events](#). Please answer all that apply.

ROWMAN Application Number: <i>example ROWMAN number</i>		PARTICIPANT INFORMATION		
Have you submitted a Street Closure Information Form? <i><hyperlink example of form></i>	<input type="checkbox"/> Yes	TYPE	Participant ages (human)	NUMBER
	<input type="checkbox"/> No	Adults		
Who will prepare a Traffic Control Plan (TCP) for the event? <i>< hyperlink example of a TCP></i>	<input type="checkbox"/> City of Austin	Children		
	<input type="checkbox"/> Other Registered PE	Animals/Pets		
IMPORTANT EVENT TIMES <i>Please answer all that apply.</i>		TOTAL PARTICIPANTS:		
Registration/Check-in time: <i>11:59 PM</i>		Assembly time for onsite participants: <i>11:59 PM</i>		
Walk/Run start time (1 st wave): <i>11:59 PM</i>	(2 nd wave): <i>11:59 PM</i>	Staging location:		
Will any of the following street(s)/bridge(s) be affected?		De-staging location:		
<input type="checkbox"/> 11th Street <input type="checkbox"/> Cesar Chavez St (Mopac to IH 35) <input type="checkbox"/> Lamar Blvd (btwn 30th and Ben White Blvd) <input type="checkbox"/> Guadalupe St & Lavaca Street <input type="checkbox"/> Congress Avenue <input type="checkbox"/> Rainey Street <input type="checkbox"/> Ann Richards/ Congress Ave Bridge <input type="checkbox"/> Drake Bridge (S 1st Street Bridge)		Number of floats:		
		BARRICADE COMPANY		
		Company Name:		
		Primary Contact:		
		Mobile Number:		
Will the event enclose a geographic area? <input type="checkbox"/> Yes <input type="checkbox"/> No		Additional comments:		
What dates and times are you requesting street closures?				
Is this a City or State of Texas Legal Holiday? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date: <i>dd/mm/yyyy</i>		End Date: <i>dd/mm/yyyy</i>
		Start Time: <i>12:00 AM</i>		End Time: <i>11:59 PM</i>
Any event in the ROW, will require to a ROWMAN application, a Street Closure Information Form and have a Traffic Control Plan made or provide sealed plan from a Registered Professional Engineer. SpecialEvents@austintexas.gov				

III. EVENT SECURITY

All applications will require a security review, please check all that apply.

[Austin Police Department Special Events](#)

Will you be using Austin Police Department (APD) or a private security agency?

- ☐ APD (On Duty) ☐ Private (or off duty APD) ☐ Texas Department of Public Safety
☐ APD Special Events ☐ Secondary Contract

Private Security Provider Name:

On site Security Contact Name:

Private Security Provider Name:

On site Security Contact Phone:

Number of Vehicles requested:

Number of Officers requested:

What is the purpose of security?

APD.SpecialEvents@austintexas.gov

IV. EVENT MEDICAL

All applications will require a medical review, please check all that apply.

[Austin-Travis County Emergency Medical Services Special Events](#)

Will you be using Austin-Travis County Emergency Medical Services (ATCEMS) or a private provider?

- ☐ ATCEMS ☐ Private

Private Medical Provider Name:

On site Medical Contact Name:

Private Medical Provider Email Address:

On site Medical Contact Phone:

How many of the following will you be having?

Fixed Medial Locations:

Automated External Defibrillators:

Mobile Medical First Responders:

Basic Life Support (BLS):

Total number of Medical Providers:

Advanced Life Support (ALS):

Any Other Capabilities: (RN, MD, First Aid Volunteers, etc.), please list type and number

ATCEMS.SpecialEvents@austintexas.gov

V. FOOD/BEVERAGE

If you are planning to sell food or provide food vendors at your event, separate permits from Health & Human Services may be required. Please check all that may apply.

[Health and Human Services Business Applications and Guides](#)

☐ Packaged food

☐ Packaged beverages

☐ Food vendors

☐ Prepared food
(hot or cold)

☐ Open beverages

Number of vendors:

[Temporary Food Event Permit Application](#)

A copy of the permit is required prior to the issuance of a Special Event permit.

☐ **Alcohol**

Events that plan to serve alcohol are required to coordinate with the [Texas Alcoholic Beverage Commission \(TABC\)](#).

☐ I have coordinated with TABC

Echu.service@austintexas.gov

VI. TRASH AND RECYCLING

You will need to identify on your site plan the location of all dumpsters and/or roll-offs.
www.austintexas.gov/zerowasteevents Please indicate the number of each item needed for the event.
*Trash and Recycling capacity must be equal **Composting is not a requirement but encouraged

Number of receptacles/containers to be used for collection of materials onsite during the event.		Number and size of dumpsters and/or roll-offs to be used at the event.		
TYPE	NUMBER	TYPE	SIZE	NUMBER
Trash*		Trash*		
Recycling*		Recycling*		
Compost**		Compost**		
DELIVERY OF DUMPSTERS AND/OR ROLL-OFFS		DUMPSTER/ROLL-OFF COMPANY		
DELIVERY DATE: <i>dd/mm/yyyy</i>	DELIVERY TIME: <i>11:59 PM</i>	Company Name:		
REMOVAL DATE:	REMOVAL TIME:	Company Telephone Number:		

ARRspecialevents@austintexas.gov

VII. ENVIRONMENTAL SUSTAINABILITY REQUIREMENTS

Section # of the special events ordinance requires all Tier IV events have a Sustainable Event Plan in place to mitigate negative environmental impacts and improve sustainability outcomes. The Sustainable Event Plan should incorporate a reasonable and effective combination of strategies identified in the special events guidance document.

Please attach a narrative detailing the strategies planned. The plan should include all sustainability and environmental impact mitigation activities, campaigns, promotions, and incentives associated with this event.

VIII. NOTIFICATIONS and COMMUNICATION

Notifications to affected persons will be required for all special events. Delivery method will be determined by <Event Tier>.

Depending on the location or specifics of your event other local agencies may need to be involved for coordination efforts. Examples include but are not limited to the following; please check any you think may apply. ACE will be happy to assist you with these.

IX. OTHER INFORMATION

The City also requires the following information be supplied for the event to qualify for approval. Some may be dependent on <Tier Level>.

- EVENT SAFETY PLAN
- EVENT RESTROOM FACILITIES PLAN
- EVENT TRASH, RECYCLING AND/OR COMPOSTING PLAN
- EVENT COMMUNICATION PLAN WITH NEIGHBORHOOD GROUPS
- EVENT INSURANCE (Specifications available)

The City of Austin strongly encourages promoting and using alternative transportation options to event participants and planners. For example: carpooling, biking or using CapMetro transportation options.

Please attach any additional information to the application.

X. INSURANCE

Proof of insurance must be provided to the Special Event no later than " ____ " (#) days prior to the start of the event.
A Special Event Permit will not be issued until all insurance requirements have been received, verified and approved.

XI. SIGNATURE

I certify that the information contained in the foregoing request is true and correct to the best of my knowledge.

IF approved, applicant agrees to comply with all Federal, State and City regulations, and to abide by and uphold City of **Austin Center for Event Rules, and related Code, etc...**

IF approved, organizer will not bring or permit anyone to bring or keep anything onto the Property that will or may adversely affect the Property. Organizer will not bring any personal property onto the Property or place or put up any decorations that may damage Property without the consent of Austin Center for Events. ACE reserves the right at any time to require Organizer to remove from the Property any participant, animals, furniture, fixtures, wiring, exhibits, or other thing in its sole discretion.

APPLICANT SIGNATURE:

APPLICANT PRINTED NAME:

DATE:

☐ I agree to conduct this transaction with the City of Austin by electronic means and that my electronic signature and acceptance of terms and conditions, including release of liability and indemnification through electronic means is binding on me and anyone that I acknowledge I have authority to bind herein.

☐ I hereby acknowledge and agree that a signed faxed, scanned copy or electronic signature of the Indemnification Agreement, shall be treated as an original document and signature binding me to the terms and conditions contained in the agreement. I authorize the City of Austin to accept the faxed, scanned copy or electronic signature, of the Release of Liability, and Indemnity Agreement as the original document and signature.

Austin Center for Events staff use only

The following documents have been received and are complete:

- ☐ Completed Application
- ☐ Scaled Site Plan/ Event Route or Map
- ☐ Event Insurance (pending approval)

Application submission date: _____

Received by

Name: _____

Department: _____

Basic Application Process

The basic proposed application process for applying for Special Events Permits is outlined in the graphic below. It is important to note that public input and feedback will be a key component of the approval process. This stage will commence once the application is accepted and posted for public input. The exact process for stakeholder objections and the promoter appeals process will be outlined in the ordinance and proposed tiers.

Proposed basic application process

