



AUSTIN  
PARKS &  
RECREATION

*Cultural Places, Natural Spaces*

# OFFICE OF SPECIAL EVENTS

AUSTIN PARKS AND RECREATION DEPARTMENT (PARD)

PRESENTATION TO:

PARKS AND RECREATION BOARD

SEPTEMBER 23, 2014

<http://www.austintexas.gov/parkevents>

# Events in Parks – “THE BIG PICTURE”

1. Event Metrics-- Number, Types & Venues
2. Applicable Polices & Codes
3. Requests, Review & Approval Process
4. Austin Center for Events (ACE)\*
5. Events w/ Alcohol Requirements
6. Compliance, Follow-up & Close-out
7. Questions

(\* Only when applicable)



# Special Event Facts

## Types of Events



## Special Event Venues



# KEY PARD Event Policies and Codes

- ❖ Austin City Code: Chapter 8
- ❖ PARD Board Special Events Policy
- ❖ PARD Reservation Policy
- ❖ PARD Special Event Policy



# Event Request, Review & Approval

1. Application Process
  - Staff Review and Approval
  - ACE Process- Where applicable
2. Required Event Submittals (Permit Completion Process)
3. Payments, Deposits, Fees, \$/Ticket
4. Pre/Post Walk-Through
5. Compliance Monitoring
6. Post Event Requirements

## Opening Day Schedule for Events:

- Annual Events – yearly renewal, Citywide process
- New Events – 10 month application, Citywide process
- Regular Reservations (picnic sites/facilities) – 6 months, PARD only process



# Events w/ Alcohol



- ❖ Request received with initial application.
- ❖ Permit Requirements:
  - All public events with alcohol service (BYOB or free) require:
    - ❖ Liability insurance.
    - ❖ Service in a controlled environment (building or 6' fence)
    - ❖ Licensed peace officer review and staffing.
  - In addition, public events with alcohol sales require:
    - ❖ TABC permit review and approval.

# Event Compliance & Monitoring

- ❖ Minimum Insurances
- ❖ Pre/Post Event Walk-Through
- ❖ Set Up/Take Down
- ❖ Public Safety & Security Plan
- ❖ Transportation Plan
- ❖ Parking
- ❖ TABC and Other Permits
- ❖ Curfew, Sound, Grass Restrictions
- ❖ Close-Out





Questions?

[www.austintexas.gov/departments/parks-special-events](http://www.austintexas.gov/departments/parks-special-events)