



**ALL ELECTRONIC APPLICATIONS MUST BE SUBMITTED TO:**  
**reservations@austintexas.gov**

## APPLICATION/REQUEST- PERMIT FOR PARK USE

This constitutes a request for permit approval by the Director.

If approved, this will constitute a permit for park use under City Code § 8-1-12.

**Incomplete applications cannot be reviewed and will require resubmittal of a complete application.**

### APPLICANT INFORMATION

Event Name:				
Organizer Name	("Applicant")			
Company or Organization Name:	("Applicant")			
Billing Address:		State:		Zip:
Mobile #:				
Email address:				

### EVENT DETAILS

Type of Event			
<input type="checkbox"/>	<b>Public Event</b>	(ex. fundraisers, advertised, posted, marketing event, or ticketed)	
	•	NOTICE – Insurance required for all public events.	
	•	<b>TIMING REQUIREMENTS:</b> Minimum of 4-6 weeks prior to proposed event day. Timelines are highly affected by facility availability & existing permit workload. 2 or more months are strongly recommended.	
	•	Events anticipating 1,000+ attendees must fill out an <a href="#">Austin Center for Events Application</a> instead.	
<input type="checkbox"/>	<b>Private Event</b>	(office employee party, family birthday party, wedding, NOT for fundraisers)	
	•	<b>TIMING REQUIREMENTS:</b> Reservations start 6 months in advance up until 14 calendar days prior to the proposed date.	
Detailed Event Description:			
Park Space Requested: _____ (, "the Facility")			
Park Address: _____			
Proposed Event Schedule		Event Hours/Times	# of Attendees
If set up starts before your event day(s), or take down ends later, please note below.		Event Day 1:	
First Set Up Day(s):		Event Day 2:	
Last Take Down Day(s):		Event Day 3:	
If there are additional event days please list dates:			



Event Details and Permits	Applicant Responses				
<b>Will there be an admission charge, ticket, participation fee or required donation?</b> <b>If yes, how much?</b>					
<b>Will amplified sound be present?</b> <i>A permit is required for sound coming out of any speakers. For most permits, sound outdoors must end by 10 PM.</i>					
<b>Sound Curfew Extension?</b> <i>(Code restricts eligibility)</i>					
<b>Occupancy Curfew Extension?</b> <i>(Code restricts eligibility)</i>					
<b>Will there be moonwalks or inflatables present?</b> <i>A State approved &amp; insured vendor must be utilized. <b>NO Miniature Trains, Water slides or Petting Zoos.</b></i>					
<b>Food and/or non-alcoholic drink present?</b> <i>Health permits required for food served/sold to public.</i>					
<b>Will there be alcohol present?</b> Check All that Apply: <table border="0"> <tr> <td>Beer and/or Wine</td> <td>BYOB</td> </tr> <tr> <td>Liquor/Mixed Beverages</td> <td>Catered</td> </tr> </table>	Beer and/or Wine	BYOB	Liquor/Mixed Beverages	Catered	
Beer and/or Wine	BYOB				
Liquor/Mixed Beverages	Catered				
<i>Public Events with alcohol must submit the Austin Center for Events Application. Public Events with alcohol require insurance, fencing, security plan and potentially a TABC permit.</i>					
<b>Will there be merchandise sales or other vendors present?</b>					
<b>State of Texas Sales/Tax ID number:</b> <i>State Law requires exempt organizations to collect sales tax on most sales of taxable items. <a href="https://comptroller.texas.gov/taxes/sales/">https://comptroller.texas.gov/taxes/sales/</a></i>					
<b>Tents</b>	None Up to 2 10 x10 tents (approved for picnic type uses) 20' x 20' or less (400 square feet or less) 20' x 20' or LARGER <b>(Citywide ACE Permit Required)</b> 700 square feet or more of side by side tents <b>(Citywide ACE Permit Required)</b>				
<b>Structures</b>	<b>(Citywide ACE Permit Required for the Following)</b> Bleachers/telescoping seating/grandstands      Tents with legs on platforms Structures/Platforms that are $\geq 120$ square feet, occupancy $>9$ , or elevated structure floor $>7''$ around perimeter height.				
<b>A trash/recycling plan may be required. Describe how litter will be collected and removed:</b> <i>Trash and recycling containers need to be provided and hauled for events with over 200 attendees.</i>					



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**Portable toilets**

*PARD will determine whether or not temporary toilet facilities will be required. Events over 250 attendees require portable toilets at a ratio of 2 toilets/500 attendees with at least 1 ADA unit.*

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**Co-Sponsorship Request or Council Fee Waiver?**

*Co-sponsorships require additional approvals and agreements.  
Fee waivers may be considered ONLY by the Austin City Council.*

**What is the recreational public benefit of the cosponsorship request?**

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**SIGNATURE:**

**Electronic Signature Authorization:** By typing or entering my name in the “signature” line, I attest that this constitutes and represents my signature “electronically”. I hereby acknowledge and agree that a signed, faxed, scanned copy or electronic signature of the Application 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 Application as the original document and signature.

I certify that the information contained in this Application is true and correct to the best of my knowledge, and that I am authorized to act on behalf of the Applicant and the Company or Organization listed in the Application. Attachment A – Permit Conditions, are hereby incorporated into this application.

This Application is executed by:

Signature:

Date:

Printed/Typed  
name and title:



## ATTACHMENT A -

### PERMIT CONDITIONS

*These conditions apply only if the Director approves the permit request.*

Applicant agrees to comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility to comply with all federal, state and local laws and regulations, and with all applicable City policies, rules and procedures.

Applicant shall not bring or permit its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility to bring or keep anything on City property that may adversely affect the Facility. The Applicant shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility to bring any items onto the property, or place any decorations or other items on the Facility that may damage any portion of the Facility, including but not limited to trees, grounds, or plant life, without the prior written consent of the Parks and Recreation Department Director. The City reserves the right at any time and at its sole discretion to require the Applicant to remove from the Facility any animals, furniture, fixtures, wiring, exhibits, or other items brought onto the Facility by the Applicant. The Applicant shall immediately remove any item upon City's request.

Applicant hereby grants permission to the City to copy and to perform minor edits to promotional information from the event application, marketing, or website material to use in posting short publicly viewable information about the Event on the City's website.

**Indemnification.** Applicant shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees ("***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 ("***Claims***") which arises or is claimed to arise out of or is in any manner connected with the use of the City property or the presence on the City property of the Applicant, its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility, except as to Claims which arise out or are related to City's negligence or intentional acts or omissions. The undersigned warrants that he/she has the authority to bind the Applicant to this indemnification provision.



OFFICE OF SPECIAL EVENTS  
200 South Lamar, Austin, Texas 78704 (512)974-6797  
<http://www.austintexas.gov/parkevents>

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***PARD OFFICE USE ONLY***  
**PARD PERMIT REVIEW**

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**Special Events Manager**

Review Status:

Notes/

Required Conditions:

Signature:

Date:

**PARD Director *(if required)***

Review Status:

Signature:

Date: