



OFFICE OF SPECIAL EVENTS

AUSTIN PARKS AND RECREATION DEPARTMENT (PARD)

PRESENTATION TO:

OPEN SPACE, ENVIRONMENTAL, AND SUSTAINABILITY
COUNCIL COMMITTEE

March 25, 2015

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

Events in Parks – “THE BIG PICTURE”

1. Event Metrics-- Number, Types, Venues
2. Applicable Policies & Codes
3. Requests, Review & Approval Process
4. Compliance, Follow-up & Close-out
5. Questions



Special Event Facts

Types of Events



Special Event Venues



KEY PARD Event Policies and Codes

- ❖ Austin City Code
 - ❖ PARD Code Chapter 8
- ❖ PARD Board Special Events Policy
- ❖ PARD Reservation Policy
- ❖ PARD Special Event Policy
- ❖ City Code, Policies and Procedures



Event Requests, Review & Approval

1. PARD or Citywide ACE Application Process
2. ACE Citywide Meeting, Follow-up Meetings, Site Visit(s), Organizer Site Plan Development
3. Required Event Submittals (Permit Completion Process)
 1. Public Safety/Medical Plans, and Fire Inspection
 2. Health, and TABC/Alcohol Permits
 3. Building, Electrical, Sound, and Grass Permits, and PARD Forestry Review
 4. Transportation and Parking
 5. Required permit submittals – toilets, fencing, litter control, etc..
4. Payments, Deposits, Fees, \$/Ticket

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



Event Compliance & Monitoring

- ❖ Insurance
- ❖ Pre/Post Event Walk-Through
- ❖ Set Up/Take Down, and Event Day Monitoring by Staff
- ❖ Close-Out and Post Event Requirements





Questions?

www.austintexas.gov/departments/parks-special-events

PARD Sample Event Checklist

Event Name		First Event Day	Saturday, July 04, 2015	
July 4, 2015		Est. Attendance	15000	
EVENT PLANNER				
Approved Item	Item Description (permits/contract requirement)	Format Required	Due Dates	
X	APPLICATION			
	Unified Citywide Special Event Application and Site Plan	Online Application	January 5, 2015	
	CONTRACT			
	Event Contract	Signed Contract	April 5, 2015	
	INSURANCE AND SITE PLAN			
X	Payment of Fees (25% non-refundable deposit due)	Check	June 4, 2015	
X	Site Plan (cost-like detailed computer drawing)	Site Plan	June 4, 2015	
X	Insurance Certificate - General Commercial Liability Insurance.	Copy of Certificate	June 4, 2015	
X	<u>liquor liability</u> (public event, and/or events where alcohol is sold)	Copy of Certificate	June 4, 2015	
If applicable	Moonwalks/Rockwalks - General commercial liability certificate, COA listed as additional insured AND be inspected/licensed by the State of Texas. (NO water slides, no trains)	Copy of Certificate	June 4, 2015	
If applicable	Fireworks/pyrotechnics (insurance specs per AFD)	Copy of Certificate	June 4, 2015	
X	Site Visit with City Staff	On Site Meeting	June 4, 2015	
X	LOGISTICS, OPERATIONS, AND SAFETY			
	Event Contract List (form)	Parkas Form	June 4, 2015	
X	Notice Signage (park, closed parking lots, key ingress/egress areas)	Organizer Provided Signage	June 20, 2015	
X	EMS Services/Plan	Copy of provider contract or plan.	May 20, 2015	
X	Public Safety Plan	Detailed safety operations plan. Covers set up, overnight, and grounds security for event hours. A comprehensive plan that documents licensed peace officers (for alcohol events), traffic security, and other security in a unified operations plan.	May 20, 2015	
X	Fire Department Inspection - afdspecial@event@autritexas.gov	Pay AFD fees, AFD forms.	May 20, 2015	
X	Fire - Emergency Exit Signage. Approx 7" or higher over gates, white background/red letter signage. Must be lit after dark.	Installation of signage by inspection time.		
X	Inclement Weather Plan.	Written plan for notice of participants, public and contractors of cancellations or delays.	June 4, 2015	
X	Fencing Contract (mandatory with alcohol)	Contract Copy	June 4, 2015	
X	Turf Protection Decking/Material Contract (copy of PARD APPROVED decking, LD panel, or turf protection material contract)	Contract Copy	June 4, 2015	
X	Tent contract copy (NO STAKING ALLOWED) Contract must clearly show provision of water bowls in contract.	Contract Copy	June 4, 2015	
X	Portable Toilet and Hand Sanitizer Plan Includes number and types, hand sanitizer installation, and daily service from paved surfaces.	Contract Copy	As a starting point, the vendor required - 60	
X	Trash and Recycling Contract/Plan-- dumpsters, recycling, trash containers, and grounds/area litter control. Must all be documented in contract - including general surrounding area clean-up.	Contract Copy	June 4, 2015	
X	Litter control plan - documentation of active litter control plan during event hours (may be included if fully noted in your trash/recycling plan)	Contract Copy	June 4, 2015	
X	Dumpster Contract	Contract Copy from a Licensed Hauler.	June 4, 2015	
no	Water Safety Plan Approval	Plan Copy. Reviewed and approved by Aquatics, AFD, Lake Patrol, and EMS. A template is available.	May 20, 2015	
no	EMS Approval		May 20, 2015	
no	AFD Lake Patrol Approval		May 20, 2015	
no	PARKS Aquatics Approval		May 20, 2015	
no	City Council Approval of a swimming event (Lucky Bird Lake)	City Council Action Item	June 4, 2015	
no	Notice to affected waterway concessionaires (Lanier Riverboat, 1x Rowing Center, Austin Rowing Club, the Rowing Club)	Copy of advance Notice	June 4, 2015	

X	TRANSPORTATION, PARKING AND SHUTTLES			
If applicable	Traffic Control Plan (Engineered street closures)	Permit Copy		June 4, 2015
	Street Closures which close or affect TxDOT right of way required 30 day advance approval by TxDOT policy.	State Sign Off		June 4, 2015
	Transportation and Parking Plan	Template Form is Available to Complete		
X	Private Parking Garage Approval and Listing	Approvals organizer has received from private garage owners.		June 4, 2015
If applicable	City Garage Request (form) (Palmer, City Hall, OTC and TJC)	Parks Form		June 4, 2015
	City Hall Approval			
	One Texas Center Approval			
	Palmer Events Center Approval			
X	ADA Parking designated (advertised publicly on website)	Verification of Information Posted Online		June 4, 2015
X	Shuttle Plan and Schedule (if sample public posting is not secured and documented on the transportation form)	Contract Copy. Verification of Information Posted Online.		June 4, 2015
X	Shuttle route maps - color, clearly legible and labeled.	Contract Copy.		June 4, 2015
X	Bike Rack for bicycle parking. City Sponsored events must provide bike rack for 5% of expected attendees.	Contract Copy. Verification of Information Posted Online		June 4, 2015
X	Cap Metro Trip Planner posted on Event Website	Verification of Information Posted Online		June 4, 2015
X	Alternative Transportation Messaging - website presence to discourage neighborhood parking, highlight bike and bus opportunities (largest posting like bike rack sign)	Verification of Information Posted Online		June 4, 2015
no	DMC request submitted by City - (variable message boards)	City of Austin		June 4, 2015
	PERMITS	Permits are released AFTER all other contracted items are submitted.		
X	Sound Permit PARD (fees apply)	Limited to 10 am to 10 pm if approved by PARD.		Not released until all other event items are completed.
If applicable	Sound Impact Plan (Required if event hosts 7500 or more on any given day. (fees apply)	Copy of Sound Impact Plan.		June 20, 2015
If applicable	Alcohol Permit Review (TABC Application Signature) Fee to PARD (\$30)			June 20, 2015
If applicable	TABC Permit Approval	Copy of FINAL permit from the State (Note: TABC permits are signed after receipt of insurance, fees, and all other contract requirements)		June 20, 2015
If applicable	Grass Permits for Park	Template Form is Available to Complete		June 20, 2015
If applicable	Electrical Permit Required for any direct wire ("pigtail") connections, or wire to wire connections. NOT required for SOLE use of a cordless or Edison plug system.	Copy of Permit		June 20, 2015
If applicable	Electrical's License (valid date)	Copy of License		June 20, 2015
If applicable	Health Permits (Austin Travis County Health Department) TPI - Organizer should complete the form for all vendors at event and submit at once.	Copy of Permits		June 20, 2015
NONE	Pyrotechnics Permit	Copy of Permits		June 20, 2015
X	Building Permit - structures covering 120 sq. ft or that are used for 10 or more people. REFERENCE BUILDING INSPECTION DOCUMENT	Copy of Permits		June 20, 2015
If applicable	Tree Permit - required for any event impact that is under a tree canopy or in the critical root zone area. Review by PARD Forestry and/or City Arborist.	Copy of Permit		June 20, 2015
If applicable	Designated Smoking Area Application (if desired) If no application received, NO SMOKING at event. Organizer must actively message and enforce regulations.	Application Form, Detailed Site Map. Verification of website information posted.		January 5, 2015
Checklist	POST EVENT NOTES AND REMINDERS			
X	Post Event Final Report (damages, clean up, etc)	PARKS		August 3, 2015
X	Process and Release Deposit (minus billable expenses / damages)	PARKS		August 3, 2015
If applicable	Annual Events Must Immediately Submit Application/ Request for Future Years.	Citywide ACE Application		August 3, 2015
If applicable	\$1/ ticket PER DAY submitted with ticket manifest (must be on ticket company or ESSER letterhead)	Organizer check		August 3, 2015
If applicable	Rebuild street closure information for upcoming year. (6 month deadline by ordinance)	Organizer Point of Information		