

Parks and Recreation Department SPECIAL EVENTS POLICY

The following is the Austin Parks and Recreation Department (PARC) special events policy for approval of special events. This policy sets the requirements for each event for public or private use of certain public parkland.

Definitions

Special events are defined as events with an estimated attendance of 500 or more which include, but are not limited to, carnivals, festivals, concerts, theater, dance, company picnics, family reunions, weddings, run/walks, tournaments and any other activity where groups join to participate in a particular activity. Special Event Venues are listed below. These events are defined by the following:

Amplification Device: shall mean any apparatus for the amplification of sounds from any radio, phonograph, band, orchestra or other sound-making or sound-producing device, including any apparatus for the amplification of the human voice.

Permits: documents required as specified.

Holiday: a historically or culturally recognized date.

Set Up: access to and limited use of venue prior to event for installing equipment and preparation of grounds.

Take Down: for purposes of packing and removing equipment/fencing in preparation for walk through with Site or District Manager.

Special Event Venue: any venue deemed appropriate for use for special events by PARC.

Venues for Special Events:

Current locations for special event venues are:

Auditorium Shores

Emma Long Metropolitan Park

Fiesta Gardens

Waterloo Park

Walter E. Long Park

Zilker Park

No water events to be held at Emma Long Metropolitan Park.

Limited special events such as Recreation Center carnivals or summer playground events will be allowed at neighborhood parks, with the appropriate permits acquired.

There shall be no private or special event rentals held at non-reservable parks or park areas.
ALL EVENTS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS IF APPLICABLE.

Limits on Number and Size of Events at Specific Sites:

Duration of events will be 3 days except for instances when the Holiday will fall on a Tuesday or Wednesday then consideration will be given to allowing 4 days. Event closures will be 10:00 p.m. Sunday through Thursday; 12:00 Midnight on Friday and Saturday. The event coordinator will comply with all pertinent city ordinances, rules and regulations. i.e., the teen curfew.

Due to the impact on the surrounding neighborhoods, a maximum of 25 event days will be scheduled annually for Auditorium Shores. Any given year that an event sponsor decides not to hold an event, a lottery process will be developed for the following year. The City of Austin will determine advertisement of the dates for the use of venue.

Only 1 special event will be held in Zilker Park annually, to be determined by the lottery process, as mentioned above.

Special events at Pease Park will be phased out through attrition.

Events which have occurred for 3 years and which have been in compliance with all special event policies and procedures can request an annual event status. A letter requesting next year's event is required no later than 7 days after the conclusion of the event by the appropriate sponsor/coordinator.

Sound Policy and Event Closure:

PARD requires all special events, which have amplified sound, to follow the policies or procedures as listed in the Noise Ordinance and as listed below.

This policy will not supersede any existing or future contracts. i.e., Aquafest.

1. All events with amplified sound must specify in their event agreement, and agreements with performers, the time period and decibel limits for amplified sound as regulated by the Noise Ordinance and the following.
2. Efforts must be made to minimize the impact of amplified sound on surrounding neighborhoods and businesses, e.g., placement of stage and direction of speakers. Wind conditions may warrant decibel levels at a lower level as specified by PARD.
3. For events with amplified sound, an independent monitor is required. All sound will be measured on the "A scale slow" and set for decibel levels at peak, not mean. The device used should allow for recording decibel levels throughout the event, and a log with entries every 15 minutes noting decibel level, location, time and weather conditions must be kept. The event organizer will pay the fee for an independent monitor. Failure to keep the peak sound levels at or below the required decibel level will result in revocation of the noise permit and/or on site cancellation of the event.
4. Sound monitoring will be accomplished according to the Noise Ordinance.
5. Notification of affected neighborhoods is required 14 days in advance of upcoming events. It is the responsibility of the organizer of the special event to post signs as approved by PARD.
6. Sound levels are restricted from 10:00 A.M. to 10:00 P.M. to 85 decibels; from 10:00 P.M. to event closure at 80 decibels.

Traffic Plan:

All proposed street closures and traffic plans must comply with the street closure ordinance.

All special events must file a parking and traffic plan within 60 days of the date of the event to PARD. Large events will have special requirements to reduce neighborhood impact as deemed by PARD. Depending on expected attendance there may be requirements to close streets. In parks with limited parking the event organizer(s) must arrange for alternative parking and shuttles as deemed by PARD.

Event sponsors are required to notify adjacent residents/businesses and appropriate neighborhood associations of upcoming special events in accordance with the street closure plan. Sponsors are also required to develop a traffic plan with input from the adjoining neighborhood associations.

Security:

Two certified peace officers are required for each 500 estimated attendance for crowd security. Additional security personnel are required for specific locations such as bank security, entrance gates and stage security. Events are expected to comply with all relevant park rules and ordinances. An approved evacuation plan for all fenced events must be reviewed by the Austin Fire Department and approved by PARD within 60 days prior to the event. If an event requires fencing, a minimum of 1 peace officer or security agent should be stationed at each exit to prevent alcoholic beverages from being taken out of the enclosed area.

Emergency Medical Services:

Those events with an estimated attendance over 5,000 or which involve high risk activities are required to have at least 1 First Aid Station with a minimum of 2 Emergency Medical Technicians (EMT's) at the station and a minimum of 2 additional EMT's roving the crowd. A copy of a site plan and a written contract between the parties detailing the above must be submitted to PARD.

Solid Waste Plan/Portable Toilets:

A solid waste plan is required for each event. PARD Site or District Manager must approve locations for trash collection. Trash and portable toilets are to be delivered the day before the event and are to be removed the day following the event, if they are not an additional take down fee will be charged for every day that the receptacles remain. In addition, a paid confirmed contract is due to PARD 60 days within the date of the event. PARD encourages recycling. If applicant fails to clean up debris in a timely manner, the City of Austin shall provide the clean up and deduct the cost from the applicant's security deposit. The applicant shall reimburse the city for additional costs that exceed the amount of the security deposit. Should an event organizer violate park rules, City of Austin ordinances, or State or federal laws during the course of an event, the deposit paid for the event may be forfeited in whole or in part as specified in the event agreement. In addition, the event organizer may be required to pay additional fines or penalties.

A minimum of 2 portable toilets per each 500 estimated in attendance are required. Separate portable toilets are required for entertainers and food handlers, 20% of the portable toilets must be wheelchair accessible. The portable toilets must be in place prior to start of event. Placement shall be at a location designated by PARD Site or District Manager and should allow for servicing of the toilets during the event.

Liability Insurance:

Comprehensive general liability insurance is required for all public events and some private events, particularly: those with an estimated attendance of over 500, those that involve high-risk activities, running, biking or walking.

Liquor liability insurance is also required for those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission.

Alcoholic Beverage Consumption/Sales:

A Texas Alcoholic Beverage Commission (TABC) Permit is required for sale of alcoholic beverages. For all events where a fee is paid by the drink or as part of admission fee or donation to gain admission to an event, proof of purchase of a liquor liability insurance policy in the amount of \$500,000 naming the City of Austin as an additional insured is required. All rules, laws and regulations required by TABC shall be adhered to.

Electricity:

All requirements for electrical work must be coordinated with PARD and noted on a map for submission no later than 10 working days prior to the scheduled event. Failure to meet the 10 day requirement will result in the loss of electrical staff support by Austin Energy. A licensed electrician must complete all electric work, and a copy of the license is required. Charges for work completed by Austin Energy staff in direct response to electrical requirements of the event organizer will be billed by Austin Energy to the organizer.

Fencing/Exits:

Chain link fencing is required where alcohol is being sold and there is reason to control glass and weapons, etc. Fencing should be installed and be removed within the paid time frame. The time allowed for installation and removal of fencing will be 24 hours prior to the event and removed 24 hours after the event. The type of fencing to be used will be a minimum of 6 ft. in height with poles placed a maximum of 10 ft. apart and a minimum of 11 1/2 gauge wire. There must be at least 3 exits of 10 ft. spaced equally apart.

Fireworks:

Events that incorporate fireworks are required to follow the Fire Marshall's Office regulations.

Grass Permits:

A grass permit is required for all vehicles to drive on parkland. Grass permits are to be used for loading and unloading only. Vehicles are not to be parked on the grass. This will be strictly enforced. A limited number of permits will be issued per event. Permits must be displayed on the left front windshield area at all times when the vehicle is on the grounds.

Inclement Weather:

Upon application for the initial date an inclement weather date may be purchased dependant upon availability and approval through an additional charge. The designated start time of the event is the maximum allotted time for deciding to cancel the event due to inclement weather. Dependent upon the seriousness of the weather the City of Austin reserves the right to close an event.

Fees:

Fees:

A clean up and damage deposit will be required for each event. Direct and indirect expenses not recoverable by the deposit will be charged back to the vendor and paid in full within 14 calendar days.

25% of the total fee is due 60 days prior to the event and/or at the time of signing of contract. (Whichever comes first.)

These fees are non-refundable and approved by City Council annually and subject to change.

City Event (PARD): a public event, which is totally implemented and promoted by PARD and which, supports the mission of PARD and is not subject to fees.

Co-sponsored Event (PARD): a public event, which supports PARD's mission and is implemented and promoted by an officially recognized advisory or community group. PARD will determine the level of co-sponsorship on a case by case or year by year basis. PARD will be kept well informed by the group requesting the sponsorship of the planning and execution of event and approval of plans. Groups wishing to hold a co-sponsorship event must apply to the Director in writing for approval 60 days prior to the date of the event. If approval is not given, then fees that apply to a private or public event will be required.

Rental Event: a public or private event which is totally implemented and promoted by a private individual or organization is subject to all fees and penalties.

Failure to comply with the special events policy and procedures may result in cancellation of the event.

In the best interest of the City, the City of Austin reserves the right to refuse reservations to any group.

PROGRAMS SUBCOMMITTEE MEETING
MONDAY, JULY 13
12 NOON

- I. Call Meeting to order – Erma Linda Cruz-Torres – 12 noon
- II. Guest Speaker -Austin Nature and Science Center
- III. Updates
 - A. Aquatics – handouts
 - B. Teen Academy-Mini
 - C. Advisory Conference Update – Ray
- IV. Announcements/Comments
- V. Other
- VI. Adjourn