

HOW TO APPLY

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WHERE DO I APPLY?

Complete and submit your application online 24/7 with the Austin Center for Events (ACE) planning portal: austintexas.gov/citystage, click the event planning box.

WHAT ARE THE APPLICATION DEADLINES?

Austin Center for Events (ACE) is implementing a new deadline for temporary permit applications in anticipation of Spring Festival Season being busier than normal in 2019

Applications for special events being planned between March 8 and March 17 must be submitted by 5 p.m. on Friday February 8, 2019*

Application fees may vary. Check the ACE Guidebook for complete details.

*ACE may limit the number of applications accepted. Consider submitting your event application as early as possible.

WHAT DO I NEED TO INCLUDE WITH MY APPLICATION?

A legible, detailed as possible event site plan and/or route map.

Check out some good and bad event site plan examples on pages two and three.

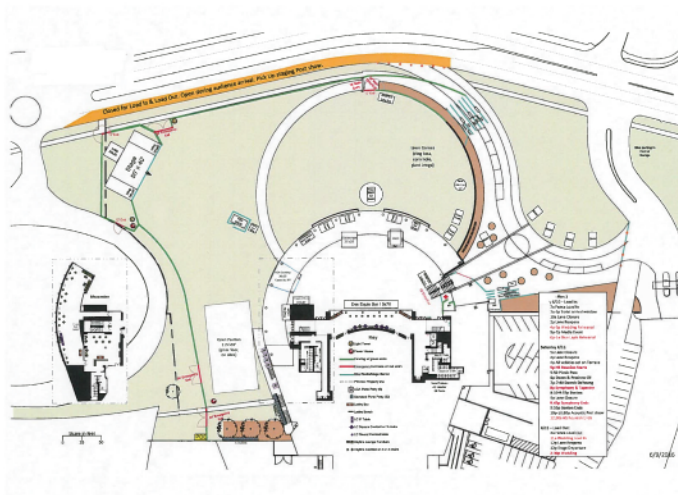
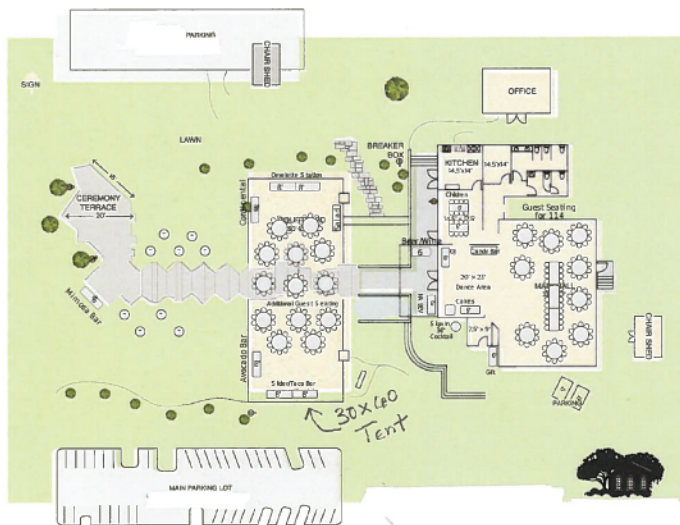


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GOOD SITE PLAN EXAMPLES:



Equipment List

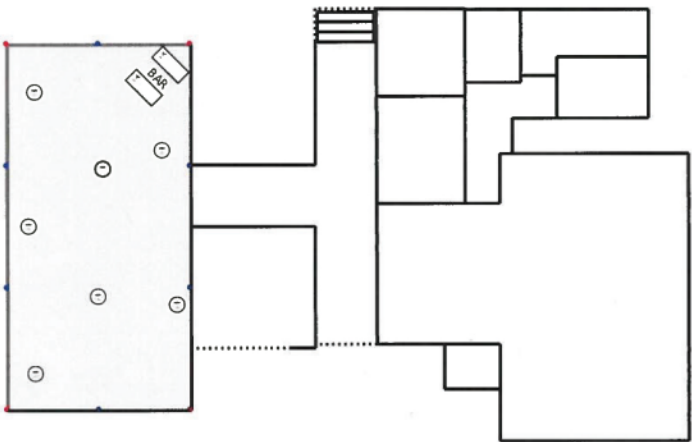
3 - 7ft x 3.25ft Rectangle Table
244 - 17" x 17" banquet Chair
22 - 5ft Round Table
1 - 3ft Round Table
7 - 6ft x 2.5ft Rectangle Table
9 - 8ft x 2.5ft Rectangle Table
1 - 3ft x 3ft Rectangle Table
9 - 3ft High Top Table
16 - 16" x 16" banquet Chair

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BAD SITE PLAN EXAMPLES:



Equipment List

- 7 - 2.5ft High Top Table
- 2 - 6ft x 2.5ft Bar
- 1 - 30ft x 60ft Pole Tent



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