Austin Center for Events Guidebook

City of Austin
Austin Center for Events
Overview

Austin is a vibrant community that hosts hundreds of local, national, and international events each year - from a wide range of events, such as music concerts, food festivals, and racing competitions, to parades, art exhibitions, and family fun. As Austin continues to thrive, the City of Austin's Austin Center for Event's goal is to keep all special events safe while promoting quality of life and boosting economic prosperity through the support of special events in Austin.

Austin Center for Events (ACE) oversees the permitting and planning for temporary special events and festivals in the City of Austin.

ACE is an interdepartmental team consisting of representatives from multiple city departments, including Austin Police, Austin Fire, Austin-Travis County Emergency Medical Services, Austin Transportation, Economic Development Department's Music & Entertainment Division, Parks and Recreation, Health and Human Services, Code Compliance, and Austin Resource Recovery. ACE also works with several local agencies, such as Capital Metro and the Texas Facilities Commission, for event planning and permitting.

The Austin Center for Events Guidebook assists event organizers through the city permitting process by providing requirements and guidelines necessary to produce a special event in the City of Austin.

On behalf of the City of Austin, thank you for contributing to the spirit and vitality of our community through the production of your event.

Table of Contents

City of Austin, Austin Center for Events Overview 2
Austin Center for Events Special Event Permit Application Process 4
- Application Submission 4
- Applicant Responsibilities 4
- Vendor Responsibilities 4
- ACE Special Event Meetings 5

Street Closure Permit Process 6
- Street Closure Submission Requirements & Deadlines 6
- Notice of Proposed Closure 7
- Traffic Control 8
- Insurance 8
- Issuance of Street Event Permit 10

Parks & Recreation Department Permit Process 11
- Park Use 11
- Lake Use 11

Temporary Use Permit (TUP) Process 12
Temporary Change of Use Permit (TCOU) Process 12
Other Special Events Related Permits 13
- Amplified Sound 13
- TABC/Alcohol 15
- Temporary Food Event Permits 15
- Tent Permit 16
- Food Truck Permit & Inspection 17
- Building & Stage Permits 17
- Electrical & Power Distribution 17
- Fireworks 18
- Flame Effect, Open Flame Performances 18

Event Infrastructure 19
- Fire Lane 19
- Signage/Banners 19
- Restrooms 20
- Trash/Recycling 20
- Lighting Installations 22
- Parking 22
- Fencing/Bike Racking 23
- Event Layout 23

Operational Plan 24
- Security 24
- Medical 25

Public Information 28
Special Event Permit, Operational, and Related Fees 28
Glossary 29

Appendix A: Sample Notice of Proposed Closure Letter
Appendix B: Notice of Proposed Closure Form
Appendix C: Sample Route Notification Sign
Appendix D: ROWMAN Application Process
Appendix E: Example of a Traffic Control Plan
Appendix F: Traffic Control Devices
Appendix G: Parking Permit for Special Events Request Process
Appendix H: Capitol Complex Area Map
Appendix I: Example Medical Plan
Appendix J: Austin-Travis County Emergency Medical Services Resource Matrix
Appendix K: Special Event Permit and Operational Fees

Austin Center for Events Special Events Permit Application Process

The City of Austin's special events permit process is managed by the Austin Center for Events (ACE). The ACE permitting process has been established to create a streamlined approach to the planning, review, and on-site management of events in the City of Austin.

Application Submission

The permitting process begins as soon as the event organizer submits the Austin Center for Events (ACE) Application. An event site map and/or route and supporting documentation should be submitted with the application. An application will not be accepted more than 364 days prior to the event date.

ACE will consider the following when reviewing event applications:

- Scope of events
- Traffic
- Parking
- Public safety concerns
- Surrounding areas and businesses
- Site and/or route layout
- Public transportation

Please contact ACE at SpecialEvents@austintexas.gov if you would like to discuss an event more than a year in advance.

Applicant Responsibilities

The applicant is legally responsible for all permitting fees, requirements and ordinance violations. The applicant shall secure all necessary permits from city departments and local agencies to host a special event. An Austin Center for Events Application from the City of Austin is required for all special events and provides references to the applicant for outside organizations that will require additional information and/or permits.

Vendor Responsibilities

It is important to relay the following information to any and all vendors associated with your special event:

- Approved load-in and load-out procedures before, during and after the permitted special event.
- All fire safety requirements must be complied with at all times while participating in the event.
- Have any/all required valid permits visibly posted.
- Be prepared for a fire inspection and a health inspection at any time during the event.

ACE Special Event Meetings

ACE hosts weekly meetings to discuss event proposals between the event organizer and city departments and other agencies. ACE meetings are held in a roundtable discussion format to review proposed events and discuss the permitting process and event requirements.

Information Required at Meeting

If requested to attend an ACE meeting, the event organizer will be responsible for presenting an event overview, and for providing sufficient copies of any route, site plan or any other documents requested. The following is a list of items typically discussed at an ACE meeting:

- Type of event (Ex. race or block party; free to the public or fee paid event)
- Location (route and/or site plan set up)
- Expected number of attendees
- Advertising
- Security
- Alcohol consumption (served or sold)
- Beverages and food (served or sold)
- Waste management plan
- Traffic Control Plan (barricade company, loading and unloading times)
- Parking
- Americans with Disabilities (ADA) Compliance
- Safety (medical plan, public safety plan, site plan)
- Additional required permits and approvals

Meeting Attendees

It is required that the applicant and primary contact of the event production company attend the meeting with an ACE meeting. Associated professional service providers for the event are welcome to attend.

Representatives from the following city departments and local agencies may be in attendance:

Austin Fire Department (AFD)	AFDSpecialEvents@austintexas.gov, 512-974-0180
Austin Parks and Recreation (PARD)	Reservations@austintexas.gov, 512-974-6797
Austin Police Department (APD)	APDSpecialEvents@austintexas.gov, 512-974-5032
Austin Resource Recovery	ARRspecialevents@austintexas.gov, 512-974-2801
Austin/Travis County Emergency Medical Services (ATCEMS)	ATCEMS.SpecialEvents@austintexas.gov 512-972-1044
Capital Metro	~service.impacts@capmetro.org, 512-369-6586
Development Services Department, Building Inspections	building.inspections@austintexas.gov 512-978-4000
Health Department	EHSD.Service@austintexas.gov, 512-978-0300
Management Services	SpecialEvents@austintexas.gov, 512-974-1000
Music & Entertainment Division, Economic Development Department	SoundPermits@austintexas.gov 512-974-1000
Office of Special Events, Transportation Department	TransportationSpecialEvents@austintexas.gov 512-974-6501
Right of Way, Transportation Department	512-974-1150

Street Closure Permit Process

Street Closure Submission Requirements & Deadlines

Event organizers must submit their application at least 180 days (6 months) prior to the event date. In addition, event organizers must submit other required documents to their event manager and/or receive approvals from other city departments and local agencies by the required date. The timetable below provides all required submission documents and deadlines in the special event permitting process.

180 Days

- ACE Application
- ROWMAN – Street Event
- Application Fee
- Amplified Sound Fee, if applicable
- Transportation Safety Inspection Fee
- Map of Area to be Closed
- Street Closure Description Form
- Contact Capital Metro
- Contact Capitol Complex and State Facilities

120 Days

- Scaled Electronic Map
- Preliminary Traffic Control Plan
- Letter of Intent from Barricade Company
- Copy of Promotional Literature
- Certificate of General Liability Insurance
- Notice of Proposed Closure Letter and Form (See Appendix A and B)
- APD, EMS, AFD, and PARD Approval
- ROWMAN – Parking Requests
- Route Notification Signs (See Appendix C for example)

* *Restrictions apply prohibiting route notification signs along Congress Avenue from Cesar Chavez Street to 11th Street*

- Toilet/Trash Arrangements
- Attend an ACE Special Event Meeting

90 Days

- Notice of Proposed Closure Letter Approved by Staff
- Staff Review and Mail Out Notice of Proposed Closure Letter and Form

45 Days

- Finalized Traffic Control Plan

  **If a revised route is necessary due to sufficient disapprovals, then a scaled electronic map of the revised closure area, in a form prescribed by the Director, shall be resubmitted to all persons in disapproval.*

10 Days

- Payment of fees for Street Event Permit, Traffic Control Plan (if applicable) and Sound Permit and Sound Impact Evaluation Fee (if applicable)
- Payment of Refundable Security Deposit

**Please note that not all may be required for your event.*

ROWMAN (Right of Way Management Approval Network) Application Submission

Any events requesting to use the public right-of-way (street, sidewalk, alleyway, or parking spaces), must submit an application through the Right of Way Management Network (ROWMAN) as well as an ACE Application. A ROWMAN application is required to ensure the event closure is included in the City of Austin's permitting system. This allows the event manager to identify any potential conflicts included construction and event closures. *See Appendix D for ROWMAN Application instructions.*

Note: Please keep in mind that acceptance of your application and the start of the permit process does not imply your application is complete or approved. Applications may be submitted online at the City Stage website, emailed to SpecialEvents@austintexas.gov or in person at One Texas Center, 10th Floor, Suite 1070 (505 Barton Springs Road, Austin, Texas 78704) between the hours of 9 a.m. and 4 p.m.

Notice of Proposed Closure

The event organizer must issue a notice of proposed closure to all affected persons within 200-ft. and neighborhood associations within 0.5 miles no later than the 90th day prior to the start of a right-of-way event. The notice of proposed closure must include a letter that describes the event components and alternative traffic routes, an event site map, and an approval/disapproval form. The City creates the notification lists for the event organizer and must approve the notice of proposed closure letter, map, and forms prior to mailing. Once approved, the event organizer must schedule an in-person meeting with ACE to review and mail out the notifications to all affected persons.

Approval and Disapproval Process

Affected residents and businesses within 200-ft. and neighborhood associations within 0.5 miles must submit their approval or disapproval form to the City by the 60th day prior to the event date. If the event receives a 20% disapproval from affected residents or businesses within one block of the event closure or one disapproval from an affected neighborhood association, the event is automatically denied and the event organizer may either appeal the denial or resubmit a revised route no later than the 45th day prior to the start of the event to all persons in disapproval (Section 14-8-13 (C) of the Ordinance).

Appeal Process

If the affected persons disapprove of the event and/or the revised route, the event organizer may submit a written appeal to the Director of Austin Transportation Department. Upon receipt of the appeal, the Director will submit the appeal to the Urban Transportation Commission to hold a public hearing and provide recommendation to Austin City Council on the appeal. At the public hearing, all affected persons and/or neighborhood association representatives must be present to discuss their disapproval. Once the Commission submits a recommendation to Council, then Council may vote on final approval/disapproval of the event.

Grandfathered Events

An event is considered a grandfathered event if it has been held for 10 years or more and has not received a violation or changed its character, location, or route. The Director of Austin Transportation Department may approve legacy events whether it satisfies the notice of proposed closure approval/disapproval process.

Traffic Control

Traffic Control Plan (TCP)

A traffic control plan (TCP) describes temporary traffic control measures and devices used to facilitate vehicular and pedestrian traffic around a temporarily closed area, such as a construction zone or special event. TCPs are required to be signed and sealed by a Certified Professional Engineer (PE), and the final engineer-sealed TCP **must be approved** by the City of Austin Transportation Department, Right-of-Way Division.

Please see Appendix E for an example of a TCP.

Traffic Control Devices

Traffic control devices are signs, barricades and other devices placed along the right-of-way to direct vehicles and pedestrians safely and efficiently around a temporarily closed right-of-way area, such as a construction zone or special event.

A traffic control device must be pre-staged so that the most traveled public streets are closed last. Unless approved by your ACE special event manager, devices must not be pre-staged more than 20 hours in advance of an event. Any device pre-staged in the public right-of-way before an event must not be located on an active travel-way, a curb ramp or in a manner that reduces the usable width of a sidewalk to less than five feet. A device must not be placed on private property without written consent from the property owner.

Upon conclusion of an event, each device must be removed in the manner required by the director. In areas of high volume roadway traffic during an event, a device must be removed from the active public street surface as soon as the event ends and participant safety is not compromised.

Please see Appendix F for examples of traffic control devices.

Insurance

Commercial General Liability policy with a combined single limit of $500,000 per occurrence for coverage's A&B including products/completed operations, where appropriate, with a separate aggregate of $500,000.

If this coverage is underwritten on a claims-made basis, the retroactive date shall coincide with the date of the permit and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The applicant shall maintain coverage for the duration of the permit and for six months following completion of the event. The applicant shall provide the City annually with a certificate of insurance as evidence of such insurance. The premium for the extended reporting period shall be paid by the applicant.

Applicant shall be responsible for deductibles and self-insured retentions, if any, stated in policies. If insurance policies are not written for amounts specified above, the applicant shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

Insurance shall be written by a company licensed to do business in the State of Texas at the time the policy is issued and shall be written by a company with an A. M. Best rating of B+ VII or better.

The applicant shall provide evidence of the following coverage:

- Naming the City of Austin, 505 Barton Springs Road, Austin, Suite 1070 Texas 78704 as additional insured.
- That obligates the insurance company to notify the City of Austin, 505 Barton Springs Road, Austin, Texas 78704, of any non-renewal, cancellations or material changes at least thirty (30) days prior to change or cancellation.

The "other" insurance clause shall not apply to the City where the City of Austin is an additional insured shown on the policy. It is intended that policies required in the permit covering both the City and the applicant shall be considered primary coverage.

The applicant shall not cause any insurance to be cancelled or allow any insurance to lapse during the term of the permit or the six months following completion for a "claims made" policy.

The City reserves the right to review the insurance requirements during the effective period of the permit and to make reasonable adjustments to insurance coverage, their limits, exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company, as well as the applicant.

Actual losses not covered by insurance as required by the permit shall be paid by the applicant.

Liquor Legal Liability Insurance

If the event producer is a business which manufactures, distributes, sells, or serves alcoholic beverages, and intends to serve or sell alcoholic beverages at an event, they must also submit a Certificate of Insurance providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy.

If this event producer hires a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must submit a Certificate of Insurance from the vendor providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy.

In either case, the minimum acceptable limit of liability per claim and aggregate is $1,000,000. This requirement applies to the business or group which serves or sells the alcohol.

The firm which is required to supply the liquor legal liability policy must list City of Austin and any City owned venues hosting an event as additional insureds on the policy providing the liquor legal liability insurance.

Host Liquor Liability Coverage

If the event producer is a business which does not manufacture, distribute, sell or serve alcoholic beverages but intends to serve or sell alcoholic beverages at the event, the event producer's commercial general liability policy should not include the ISO Form CG 2150 0989 -- liquor liability exclusion amendatory endorsement or similar exclusion limiting coverage for serving or selling alcoholic beverages.

If this same event producer decides to hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must follow the instructions under Liquor Legal Liability Insurance.

Issuance of Street Event Permit

Once your permit is approved, a Right-Of-Way Event Permit will be issued by your ACE event manager in the Transportation Department prior to your event. Please retain a copy onsite at all times.

An applicant who is found violating the terms of a permit issued under Chapter 14-8 may not apply for or receive another closure permit under this chapter for a minimum period of 24 months after the date of violation.

Parks & Recreation Department Permit Process

Park Use

The **Austin Parks and Recreation Department (PARD) Office of Special Events (OSE)** is available to assist with large scale event planning. Annually, Austin parks serve as the home for events, festivals and concerts. PARD staff are able to assist and provide an overview and understanding the City's requirements of logistical and behind-the-scenes planning to help ensure your event is safe, high quality, well-organized, and enjoyable for all of your guests.

Large scale event planning requires careful and deliberate consideration of many details including park protection, scheduling, safety and security planning, insurance coverage, road closures, special needs access, temporary permits, transportation and shuttle services, waste management and environmental measures, and much more.

Many events are annual, which means reoccurring. These events in Austin Parks receive standing reservations. Special events require **6 months to 1 year advance planning** and require extensive planning and development by the promoter/organizer to ensure safe and sufficient plans are developed to sustain the event.

It is strongly encouraged to FIRST determine if there is capacity/availability and PARD approval to add an event to the schedule, and then SECOND begin the citywide permitting process. For new events these conversations should take place 10 months to a year in advance of the requested event month or season.

Typical Special Event Requirements are substantial, and require extensive planning, budgeting and preparation with the expectation for the highest quality planning put into an event by the organizer.

Please note that if you **only require rental of the park**, then you only need to submit the PARD Special Events Request Form.

Please visit the Parks and Recreation Department website for policies, procedures facility information, and the online calendar.

A sample event checklist is available at the website for a glimpse into the scope of planning/requirements to host an event in the park.

Lake Use

Events held on waterways require additional planning, resources, and approval. Please refer to the City's Parks and Recreation Department for the Special Events Policies and Procedures. A comprehensive water safety operations plan must be provided which typically includes Lake Patrol, EMS, and PARD review. Water entry events are required to provide open water certified life guards, and hire Lake Patrol for water safety.

Temporary Use Permit (TUP) Process

A Temporary Use Permit (TUP) typically involves the short-term use of property that is not otherwise included in any existing site plan or certificate of occupancy. Factors such as current zoning, location and duration of the temporary use are considered when approving a temporary use permit. Temporary uses are authorized by Section 25-2-921 of the Land Development Code (Ex: use of a parking lot or vacant dirt lot). TUPs are not required on educational or religious properties.

An application and a site plan must be submitted 10 days before the requested date for beginning the temporary use.

Temporary use permit application fee is $50. Download the application here.

Temporary Change of Use Permit (TCOU) Process

The Temporary Change of Use to a Public Assembly/ Operational Permit is required for structures or portions of structures used as public assemblies that do not currently have a certificate of occupancy for that type of use. Under fire code definition, a “public assembly” consists of 50 or more people. (Examples are: use of a vacant building, warehouse, or a high rise office building/garage.)

Advanced ticket sales shall not exceed 110% of the maximum occupant load (Reference 403.4 International Fire Code).

The following may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event: inspection services, fire watch, onsite stand-by inspectors and stand-by fire apparatus. Conditions of approval will be provided after an applicant review process.

Visit austintexas.gov/citystage to download and submit the ACE application.

PHOTO BY MICHAEL KNOX

Other Special Event Related Permits

Additional permits may be required for your special event.

Amplified Sound

As prescribed in article Chapter 9-2 (Noise and Amplified Sound), a permit must be obtained in order to operate sound equipment that is audible to the public. Sound permits may not be issued for the use of equipment located within 100 feet of property zoned and used as residential; however, you can have amplified sound from 10am to 10pm, up to 75 decibels without a permit in a residential area.

Temporary Event Sound Permits (24-Hour or Multi-Day)

If the event has outdoor amplified sound and is NOT held on City parkland or in the Right-of-Way, such as a parking lot or patio, a Temporary Event Sound Permit is required. A Temporary Event Sound Permit is issued to event operators as a 24-Hour or Multi-Day permit for outdoor amplified sound. Multi-Day permits may include up to four consecutive days or four days within one month. A maximum of four Multi-Day permits, totaling 16 days may be issued to one site or property per calendar year. Multi-Day permits may not be issued within 30 days from the last event date to a new event date. No more than one permit may be issued for the same site or property during the Spring Festival Season.

Apply for a Temporary Event Sound Permit with the ACE Application and include a site plan, stage layout, sound equipment information, requested dates and times for amplified sound, lineup/expected talent, as well as the on-site contact person in charge of sound. Applications are reviewed by the Music & Entertainment Division and issued by Development Services Department. More information is available at the Music & Entertainment Division's website, www.austintexas.gov/department/sound-permits.

Temporary Event Sound Permits for Parks and Right-of-Way Events

If the event has outdoor amplified sound and IS held on Parks & Recreation property or in the Right-of-Way, a Temporary Event Sound Permit will be added to the Parks & Recreation or Right-of-Way Permit. A separate Temporary Event Sound Permit is not necessary to obtain from the Music & Entertainment Division; however a Sound Impact Evaluation may be required for the event.

Music & Entertainment Division Review/Sound Impact Evaluations

After receiving an application the Music & Entertainment Division conducts a Sound Impact Evaluation, which includes on-site inspections and sound measurements, discussions with nearby residents and business owners, and any additional research to assess potential impacts.

Temporary Sound Permit:

- Notification Fee, ONLY required for Multi-Day Event is $560.00, due at the time of application
- Sound Impact Evaluation, due at time of application $160.00
- Permit Fee, due at time the permit is picked up $125.00

OMV (Outdoor Music Venue) Fees:

- Notification Fee, due at the time of application $560.00
- Sound Impact Evaluation Fee $200.00
- Extended Hours Application $160.00, due at the time of application.
- Permit Fee due at the time the permit is picked up $281.36

If the application is for an event held in the Right-of-Way and the use of sound equipment is governed Chapter 9-2 (Noise and Amplified Sound), a Sound Impact Evaluation and fee of $40 is required. This will be invoiced by the Austin Transportation Department.

If the application is for an event held on city parkland that is likely to have 7,500 or more attendees on any day, and the use of sound equipment is governed by Chapter 9-2 (Noise and Amplified Sound), a Sound Impact Evaluation and fee of $160 is required. This will be invoiced by the Parks and Recreation Department.

Based on the investigation the Music & Entertainment Division creates a Sound Impact Plan recommending approval (with possible restrictions) or denial of the application. If necessary to protect public health and safety, the division may recommend limits on attendance and capacity and more restrictive decibel limits and hours of operation. The Music & Entertainment Division may also recommend any appropriate restrictions for stage construction and orientation; size, location and orientation of speakers; appropriate sound buffering; and on-site decibel meters.

Standard Hours of Amplified Sound and Decibel Levels (unless further restricted by the Sound Impact Plan)

Warehouse Entertainment or Sixth Street Entertainment Districts: Sound equipment may be operated up to 85 decibels or up to 70 decibels at a restaurant general (51% food sales), between the hours of 10:00 a.m. and 2:00 a.m.

Outside either district: Sound equipment may be operated up to 85 decibels or up to 70 decibels at a restaurant general (51% food sales), between the hours of:

- 10:00 a.m. - 10:30 p.m. Sunday through Wednesday
- 10:00 a.m. - 11:00 p.m. Thursday
- 10:00 a.m. - 12:00 a.m. Friday and Saturday

Outside either district within 600 ft. of a property with residential zoning & use: Sound equipment may be operated up to 85 decibels or up to 70 decibels at a restaurant general (51% food sales), between the hours of:

- 10 a.m. - 8 p.m. Sunday through Thursday (extension to 10:00pm possible with Music & Entertainment Division approval)
- 10 a.m. - 10 p.m. Friday and Saturday (extension to 10:00pm possible with Music & Entertainment Division approval)

Texas Alcoholic Beverage Commission (TABC)

Follow all Texas Alcoholic Beverage Commission (TABC) laws, rules and regulations and obtain any required TABC Permits. Licensing forms are available on the TABC website. Open and poured beverages require a Health Permit. Please visit the Health and Human Services website to submit an application.

If alcoholic beverages are to be sold and a temporary permit has been obtained from TABC, a Beer Garden must be erected within a separate closure area. A Beer Garden must be constructed as a chain-linked type fence that is at least six (6) feet high and once completed must remain enclosed for the duration of the event except for designated entrances and exits.

The exact location and number of entrances/exits will be depend upon the size of the enclosed area, and shall be approved by the Austin Fire Department, Austin Police Department, and Austin Transportation Department. The serving areas within the Beer Garden must be positioned so as not to interfere or impede pedestrian traffic entering or exiting the enclosure.

It is the applicants' responsibility to maintain a count of patrons entering each Beer Garden. A specified number of patrons may be allowed.

Temporary Food Event Permit

Individuals or organizations are required to obtain a Temporary Food Event Permit for any event in which they are offering food for public consumption.

If you serve food at your event and can answer "yes" to any of the following questions you will need to obtain a temporary food service permit:

- Is the general public invited to the event?
- Can a person other than a member of the organization and their family members or invited guest attend?
- Have you advertised the event or sold tickets to the general public?

*If you answered yes to a question above and are only serving pre-packaged, non-potentially hazardous foods such as bottled beverages or candy bars, no permit is required.

The event organizer is responsible for obtaining temporary food permits and must call the Health Department coordinator at (512-978-0300) at least 10 days prior to event. For large events, it may be necessary for the event organizer to meet with a Health Department coordinator one month prior to the event in order to properly plan food and sanitation facilities.

It is important to be familiar with the Temporary Food Setup Guide.

Tent Permit

You will need a permit for the following if:

- Tents in excess of 400 square feet (with or without sides) or a group of tents placed side by side in excess of 400 square feet that is located on or within 20 feet of a structure.
- Tents with any sides in excess of 400 square feet or a group of tents places side by side in excess of 400 square feet located greater than 20 feet from a structure or other tent.
- Tents greater than 700 square feet or a group of tents place side by side in excess of 700 square feet.
- Any air supported temporary membrane structure greater than 100 square feet.

AFD will have final determination on necessary permits. Tents set-up on site must be reviewed and approved by the AFD in compliance with the current fire code. Please refer to the AFD Tent Guidelines for requirements.

The Tent Permit fee is $50 per applicable tent. Contact AFDSpecialEvents@austintexas.gov or 512-974-0180 to request an application.

Propane

Each 10'x10' tent may have two appliances that use propane (100 lbs. per appliance, 200 lb. max).

Propane bottles must be placed securely at the rear of the tent for emergency access. Propane appliances must have Liquefied Petroleum Gas (LPG) stamped on their hoses. Spare propane bottles are not allowed in the tents or designated area for spare and empty propane tanks must be established. Fryers must be placed at the rear of the tent and NOT next to the propane bottle.

Please visit the AFD Food and Propane Vendors Guidelines online.

Grills & Pits

No grilling with charcoal or wood is allowed under any tented structure.

Any solid fuel appliances should have a cover (Ex. grills & pits).

Outside BBQ pits with stacks must have a 5 ft. clear circumference from combustibles, a 15 ft. clearance above the stacks and a distance of 10' from any permanent structure.

Homemade LPG appliances will be inspected individually and may not be authorized without an engineer's certificate.

Temporary Air Supported and Air Inflated Membrane Structures

- During high winds exceeding 50 miles per hour the use of doors shall be controlled to avoid excessive air loss and may not remain open.
- Their construction of the fabric envelope and the method of anchoring shall comply with ASI 77.
- Structures used as a place of assembly shall have a minimum of 2 blowers with adequate capacity to maintain full inflation in case of failure of one blower.

- For places of assembly for more than 200 persons, auxiliary power (generator) shall be provided to power one blower continuously for 4 hours.
- Doors shall swing in direction of exit travel and shall be automatic closing to prevent pressure loss. Exit doors shall open with 15 pounds or less of pressure.
- All temporary air supported and air inflated membrane structures may require AFD Engineer review.

Food Truck Permit & Inspection

Food trucks must operate under a valid City of Austin and/or Travis County Mobile Vending Permit in accordance with all of the rules and regulations of the Austin/Travis County Health Department. They may not expand their operations to areas outside of the mobile food establishment.

It is important to be familiar with the AFD Mobile Food Vending Checklist.

All mobile vendors/trailers at special events are subject to a fire inspection.

If you plan to have a food truck at your event, you are not required to obtain additional health permits. Please ensure the food trucks at your event have the proper permits with them on-site. Food trucks in a special event may require an onsite fire inspection.

Building & Stage Permits

The following will require a building permit:

- Any temporary structure that covers an area in excess of 120 square feet, including connecting areas and spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons.
- Bleachers, Folding and Telescoping Seating, and Grandstands. These types of structures that are movable to different locations will require a building permit.

Any structures exceeding these limitations will require Development Services Department (DSD) submittals, inspections, and building permits.

Exemptions include pre-engineered structures that are on a trailer or vehicle, and have a valid license will not have to be permitted. Mobile-mini type structures do not have to be permitted either.

For details on your specific structure requirements and to set up a building permit review meeting, email building.inspections@austintexas.gov.

Electrical & Power Distribution

If your event includes provisions to supply electrical power via generators, photovoltaic (solar) systems, or by connecting to existing permanent electrical systems, an electrical permit may be required by the Building Inspection Division of the Development Services Department. An electrical permit is required for electric power generating equipment 25 volts and higher.

Existing city maintained lighting and outlet circuits may not be used for event power use unless prior approval is obtained in writing before the event date and time. If you receive approval to utilize City of Austin power, you may be required to obtain an electrical permit. If

using Edison style plug to receptacle installations and/or cam-lock installations, you will not be required to obtain a permit. If using any “tie-ins”, “pig-tails” or bare wire to connect to a post/wire, you will be required to obtain a City of Austin electrical permit and all work must be completed by a licensed electrician.

Whether or not an electrical permit is required for your event, the installation of all electrical elements must comply with the requirements of the most recent NFPA 70 the National Electrical Code as amended by the City of Austin Electrical Code.

In some cases, electrical distribution plans and load calculations prepared by a Texas State licensed Master electrical contractor or electrical engineer may be required. Electrical inspection is required on or before the event date and time.
For equipment requirements and permit application instructions, visit the City of Austin Building Permits Guidelines for Special Events.

Fireworks

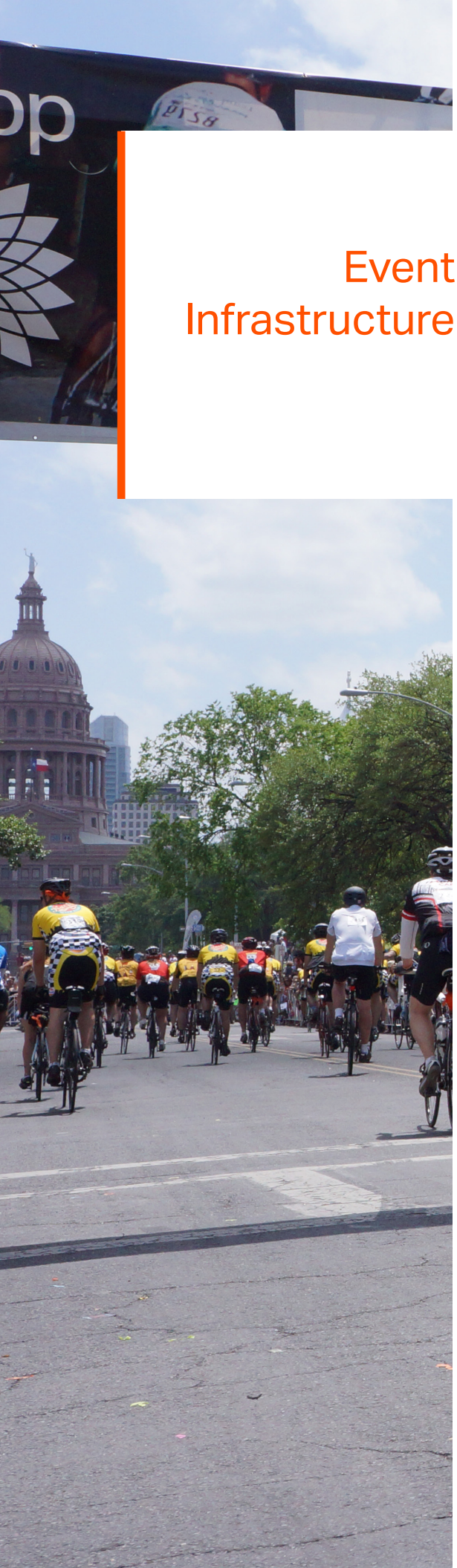
All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Austin Fire Department in compliance with the current fire code adopted by the City of Austin, Texas. (Examples of activities in this category include: outdoor fireworks and pyrotechnics.)

Please email AFDSpecialEvents@austintexas.gov for more information.

Flame Effect, Open Flame Performances

A flame effect is the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience. (Some examples include: hand-held burning torches, flaming batons or hoops, flame acts, fire walking, flaming sword dancers, open burning with religious services, candles or open flames in assembly occupancies.) A full demonstration to the Fire Marshal prior to the event date may be required.

Please email AFDSpecialEvents@austintexas.gov for more information.



Event Infrastructure

Fire Lane

Emergency vehicle access roads shall have an unobstructed width of not less than 25 feet. The unobstructed roadway width may be reduced to less than 25 feet for all or part of the required roadway so long as the access road complies with the appropriate minimum street width for dedicated City streets, and such fire access roadways, or portions of such road ways, which are less than 25 feet wide are not in locations where aerial apparatus deployment could be necessary to achieve control and/or extinguishment of a fire, and turning radii are adequate for maneuvering fire department and other emergency services vehicles. The Fire Chief shall have the authority to require an increase or permit a decrease in access widths when necessary to meet public safety objectives.

Vertical Clearance

An unobstructed vertical clearance of not less than 14 feet must be maintained on all overhead obstructions above any fire lanes at all times. This includes any obstructions positioned over roadways including but not limited to event starting lines, overhead banners, or event entry structural support systems.

Signage/Banners

Please refer to the Sign Regulation Ordinance (Section 25-10-158) for provisions and requirements if you have a sign or banner that is

- Located in the planning jurisdiction and/or downtown sign district
- Visible from a street right-of-way
- Used for advertising
- Projected

A permit may be required for projected and non-projected special event signs. Download application here.

Street Banner Program

The Austin Transportation Department offers community groups and event organizers a cost-effective, high-impact, place-based tool for engaging the public, promoting events, raising awareness and communicating key messages. Please visit the Street Banner Program website for more information.

Restrooms

Organizer will provide portable toilets in an amount not less than 2 per 500 attendees. Service contract must include portable toilet cleaning prior to start of the event day. Portable toilets must be removed by the time the organizer's contract expires, as noted in Section 1, Facilities and Terms.

- **Separate portable toilets** will be required for both entertainer(s), and food handler's areas.
- **Hand sanitation stations** shall be provided at all portable toilets installations of 2 or more toilets.
- Required plan must include a clearly documented **DAILY servicing plan** for multiple day events, which also includes **pumping from hard surfaces** to avoid driving onto park grounds.
- City reserves the right to request and approve adjustments to portable toilet services depending on event size, scope, and details.

Abide by ADA Standards for accessible routes, entry and exit as well as stable grounds. In addition, the greater of 20% (1:5 ratio) of portable toilets, and at any time no less than 1 ADA accessible rated portable toilet must be on site.

Waste Management Plan

General Requirements

Each event is required to develop and submit a waste management plan with part of their permit application. The plan should include details about access to any on-site landfill trash, recycling, and organic diversion.. This includes all areas of the event venue, surrounding areas leading to the event, during event set-up, and post event cleaning associated with your event.

Pre-Event Planning – When submitting a permit application, be prepared with the following information:

- Number of attendees anticipated at the special event;
- Materials to be recycled;
- Service capacities of landfill trash, recyclables, and organic materials;
- Any other quantities of materials recovered on-site (donations, etc.); and
- Contact information for the waste management service provider.

Material Bans and Prohibitions:

- Event planners, operators, and vendors may not distribute polystyrene (Styrofoam) to event employee or attendees at any event held on City park grounds (City Code 14-1-24);
* Event planners, operators, and vendors may not distribute glass containers to event employees or attendees at any event help on City park grounds (City Code 8-3-6); and
* Event planners, operators, and vendors may not distribute glass containers to event employees or attendees at any event within areas of glass prohibition (City Code 9-14-12) [downtown and east Austin].

Container Agreements – The location of all the container and/or roll-offs must be identified on the event's site included with the application. Event planners, operators, and vendors should ensure the following, at minimum:

- Any third party contracted to haul waste, recycling, or organics must be licensed by the City of Austin Code Department;
- All containers are clearly labeled to indicate whether they are dedicated for landfill trash, recycling, or organics diversion;
- Landfill trash, recycling, and organics diversion containers should be grouped in common collection areas to ensure access for employees, vendors, volunteers, and attendees.

The City recommends coordinating with your waste or diversion hauler to report the following information:

- weight of landfill trash collected;
- weight of recycling collected;
- weight of organics diversion tonnage collected;
- other form of waste diversion provided; and
- estimated contamination levels of recycling and organics diversion.

This information will aide in improving diversion efforts at future special events, and can be used in promotional materials.

Container Maintenance – The City of Austin encourages events to provide containers throughout the event footprint in common collection areas and is recommended to:

- Provide equal numbers of landfill trash, recycling, or organics diversion containers;
- Create common collection areas by grouping landfill trash, recycling and, organics diversion containers adjacent to one another;
- Identify types of materials collected at landfill trash, recycling, and organics diversion in iEnglish and Spanish, at minimum;
- Provide containers colored black for "landfill trash", blue for "recycling," and green for "compostable" material or "organics;" and
- Use clear liners for recycling, black liners for landfill trash, and green liners for organics.

Sample container signage and other resources are available at austintexas.gov/page/zerowastebusinessresources.

Keep Austin Beautiful provides clearstream recycling containers for free through their online container loan program, at keepaustinbeautiful.org.

Staff and Volunteer Education – The City of Austin encourages event planners and operators to provide education to staff, vendors, and employees:

- To direct special event participants and attendees to landfill trash, recycling or organics diversion common collection areas; and
- To screen and monitor appropriate material placement in landfill trash, recycling or organics diversion containers for the duration of the special event.

Post Event

- Event planners, organizers, and vendors should plan to return the event location to a

condition equal to or better than the condition prior to the onset of the special event.
- Events in need of street sweeping should be requested through the Austin Resource Recovery, ARRSpecialEvents@austintexas.gov.
- Event footprint and surrounding areas not returned to original condition, may result in the City of Austin providing the services and billing the event at full cost recovery rates for clean-up and/or repair.

Special Event Recycling Rebate – Event planners, organizers, and vendors are eligible to qualify to earn up to $750.00 towards recycling costs associated with equipment and staffing. Rebates are limited and offered on a first come, first serve basis. Apply at: austinrecycles.com/eventrecycling.

Lighting Installations

- Electrical lamps and lighting equipment must be kept away from combustible equipment.
- All lamps must be protected from accidental contact or breakage by means of a suitable fixture type or lamp holder with guard.
- Egress lighting must not be protected by a GFCI.
- Required egress lighting and exit signs must not be on the same circuit as general use receptacles or decorative lighting.

Parking

Events must ensure ample parking is provided for the number of event participants expected. Parking options should also be properly advertised to event attendees. Area parking garages are available for use and should be coordinated with the proper agencies. Please ask your event manager for parking garage contacts. Bicycle parking must also be available for event attendees at all types of events. The amount of bike parking will be determined through the planning process.

You must notify your ACE event manager if you would like to request reserved street parking outside of your closure.

Please see Appendix G for the parking permit request process.

Americans with Disabilities Act (ADA) Requirements

ADA accessible parking spaces that are temporarily displaced during your event must be reserved elsewhere close to the displaced location. For every one ADA parking space displaced, one must be reserved during the affected time.

Please meet the ADA Handicap Accessible Parking Regulations:

- A sign with the international symbol of accessibility must be located in front of the parking space and mounted high enough so it is not hidden by a vehicle parked in the space
- Accessible parking spaces should be the spaces closest to the accessible entrance and be located on level ground.
- An accessible route must be provided between the access aisle and the accessible building entrance.
- Van accessible spaces must have an access aisle that is at least eight-feet wide and

be designated by a sign with the international symbol and "van accessible."
- If you provide only one accessible parking space, it must be a van accessible space.
- Accessible parking spaces for cars must have an access aisle that is at least five-feet wide.
- The number of accessible parking spaces that should be provided is based on the total number of parking spaces that you provide.

Valet

If your event closes and/or prohibits access to a valet area, the event organizer must coordinate with their event manager and the valet operator to relocate the valet station to a temporary location. The event organizer is responsible for any costs associated with the valet displacement. Each valet operator must also apply for a Temporary Valet Parking Permit.

Fencing/Bike Racking

Fencing must be secured and able to withstand any potential weather hazards. Fencing is not allowed on the street or sidewalk unless permitted.

Fire exits are necessary for any fenced events. The amount of fire exits and location will be determined by AFD. Exit signage must meet the following requirements, unless otherwise specified by AFD:

- Should be lighted and have backup power
- Minimum height is 7-feet above grade
- Lettering shall be no smaller than 12-inches
- White sign with red lettering is preferred

Event Layout

Site Plan

A site plan is required for all events. It must include a scaled footprint of the event, and should include any or more of the following:

- Stages
- Tents and/or vendors (i.e. alcohol vendors, food trucks, etc.)
- Labeled streets
- Fire lanes
- Directional arrows
- Entrances/exits
- Restrooms
- Waste management containers
- Fencing
- Temporary structures and other elements that will reside within the event closure

Route Map

If you have a moving event, you are required to submit a route map with directional arrows for approval.

Operational Plan

Security

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through detailed pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day, and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed in depth and addressed in your security plan. The Austin Police Department can provide you with an Event Security Plan Form to assist if needed.

Once your security plan has been submitted, the Austin Police Department will review the plan and has final authority to require a minimum number of police officers, licensed private security guards, and volunteers to staff your proposed event. The Austin Police Department has the authority to adjust the scale and certain aspects of your event in order to ensure it is safe and secure.

During your event, the Austin Police Department closely monitors all situations and circumstances and has final authority over your event safety and security. The Austin Police Department maintains the right to shut down any or all components of your event and/or to provide additional department staff to supplement your security staff (police officers, licensed private security guards, and/or volunteers) in order to provide a safe and secure environment. Any additional department staff added to your event by the Austin Police Department will be billed directly to the event organizer.

All police officers present at your event are expected to enforce all laws including areas and circumstances outside of your event. All Austin Police Department police officers present at your event. The enforcement of these laws will be done in accordance with Austin Police Department policy.

Private Security Requirements

Event organizers may choose to hire a professional security company licensed by the State of Texas to help to develop and manage an appropriate security plan. A representative of this company should work closely with the event organizer to review and analyze the proposed event. The security company representative should assist in identifying points of concern and potential problems. The representative should help to make recommendations for areas of concerns and the

number of licensed private security guards, non-licensed volunteers, and other staff needed at the event. Should your event use private security as part of your safety plan, it is critical that the event organizer coordinates areas of responsibility with APD prior to the start of your event.

It is required that the event organizer maintain written verification that the private security company will provide service at the event and has all required licenses and authorization to operate in the State of Texas and the City of Austin, in accordance with the Texas Administrative Code, Title 37, Part 1, Chapter 35 and the Texas Occupations Code, Chapter 1702. Private security officers have no police powers except the ability to perform a citizen's arrest.

Use of Volunteers

As part of your event security plan, APD may allow the event organizer to use volunteers in specific predetermined locations and capacities that do not require licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate, APD maintains the right to shut down any or all components of the event and/or to provide additional department staff that will be billed directly to the event organizer.

Capitol Area Complex

If your event falls within the boundaries of Capitol Area Complex, you will need to receive approval and coordinate with the Texas Department of Public Safety (DPS) by notifying Region 7 Headquarters at capitol.service@dps.texas.gov. DPS staff will coordinate your event application with Texas Facilities Commission and the State Preservation Board.

Please see the Appendix H for a map of the Capitol Complex Area.

University of Texas at Austin

If your event falls within the University of Texas at Austin property, you will need to receive approval and coordinate with University of Texas Police Department, Special Event Security darrell.birdett@austin.utexas.edu.

Medical

The Special Events Health, Medical and Safety plan should provide an overview of the event and the health, medical and safety procedures that will be utilized during the event. Austin-Travis County EMS staff review the Special Events Health, Medical and Safety plans to ensure that the plans meet the minimum standards for the size and type of event, as defined in this policy.

Please see Appendix I for an example of a medical plan.

At a minimum, your final submitted plan should include the following:

- Event type, with date and hours of operation
- Anticipated number of participants
- Name of your health and safety lead for the event, and their contact information
- Medical assets
- Communication plan
- A commitment to hold a pre-event health and safety meeting

- A contingency plan should a weather event transpire
- All patient care/interaction must be documented and appropriately maintained
- A Medical Summary of the event will be submitted to the ATCEMS representative in the A.C.E. Office to include call nature/chief complaint for every patient interaction no later than 5 business days post event.

In addition to the minimum components, please see the ATCEMS Resource Matrix on Appendix J to determine additional EMS resources that are required and/or recommended.

Medical Assets

Required medical assets are based upon the specifics of the special event, the temperature, the health risks and the anticipated crowd size. Additional risk indicators include marketing, advertising, and promotion of event, location of venue, weather, and time of day/year, indoor/outdoor, access/egress, historical perspective, call volume, and public safety intelligence. All events must have assets in place to provide for the safety and reduce the health risks of the participants and attendees should there be an illness and/or injury.

For small events with no required assets, you simply fill in the template by indicating no medical assets are needed. However, it is helpful for you to list medical assets which are available, even if they are not required. This might include a person on staff who knows first aid and/or CPR, or an AED.

The following medical assets are required depending on the type and size of your event. It is important to note that this document serves as a guide and ATCEMS may require additional information and/or modifications to these assets on a case by case basis.

- **9-1-1 Access** - Event staff and/or safety personnel must have the capability to directly notify 9-1-1 via telephone in the event of any medical emergency. Knowledge of Take 10 CPR and access to an AED is highly recommended and preferred.

- **First Aid Stations** - ATCEMS requires at least one staffed Basic Life Support (BLS) First Aid Station for many events with crowd expectations of 5,000 or greater (please consult the matrix to identify which events qualify). The plan should indicate who will provide medical staffing of the First Aid Stations. Examples of a Medical First Aid Station are a tent, a clinic, or vehicle of some type (this does not include transport vehicles such as an ambulances). The First Aid station must have 9-1-1 communications capability. The location of the first aid station must be clearly marked on any event map and the medical plan. It is expected that First Aid Stations will have adequate supplies (in accordance with any applicable regulatory requirements) to address the size and nature of the event.

- **ALS Ambulance** - An ALS Ambulance provided by Austin Travis County Emergency Medical Services.

- **Mobile Teams** - Mobile teams consist of two or more personnel, one of whom must be an EMT or higher level provider (i.e. Paramedic, Registered Nurse, etc.) with treatment supplies necessary for the provider's skill level, and communications capability with at least the Aid Stations at the event. The use Medical Bike Teams, Polaris Rangers, Golf Carts, or Foot Teams are all recommended option.

Communications

In this section please identify how your staff will communicate with your health and safety lead. This can be done through use of wireless communication, two way radios, or other communication systems. For larger events with BLS and ALS components, the communication plan should include the following (when appropriate):

- Between volunteers/staff and medical personnel located at a first aid station and mobile teams stations
- Between medical personnel and 911 services

Pre-Event Health and Safety Meeting

Prior to the event start time, the Health and Safety Lead for each event must hold an informational briefing with staff and volunteers. The meeting should detail all procedures described in the Health, Medical & Safety Plan, as well as encourage vigilance for matters related to safety and health. It should explain the communications plan and point out the various medical resources available and their locations throughout the venue.

Extreme Weather Conditions or Temperature

Depending on the time of year you are holding an event, it's important to plan for different types of extreme weather. In this section please indicate your contingency plan should an extreme weather event occur. For example, during a tornado watch or warning, your health and safety lead will direct participants to points of shelter. In planning for weather, an Evacuation Route and how it is communicated must be defined and included in the Public Safety Plan.

Medical Summary of Event

ATCEMS will require the following information to be reported 5 business days after the event. This information will be submitted to the designated ATCEMS representative in the A.C.E. Office.

- Total crowd in attendance for the event per day
- Total number of patient interactions per day
- Call nature/chief complaint for every patient interaction during event
- Disposition of patient i.e. Refusal, Treat and Release, or Transport
- Number of patients treated in Aid Stations (if applicable). Include total number of patients, total number of patients treated and released, total number of patients treated and transported, and total number of patients who presented with specific chief complaints (i.e. chest pain, nausea, asthma, etc.)

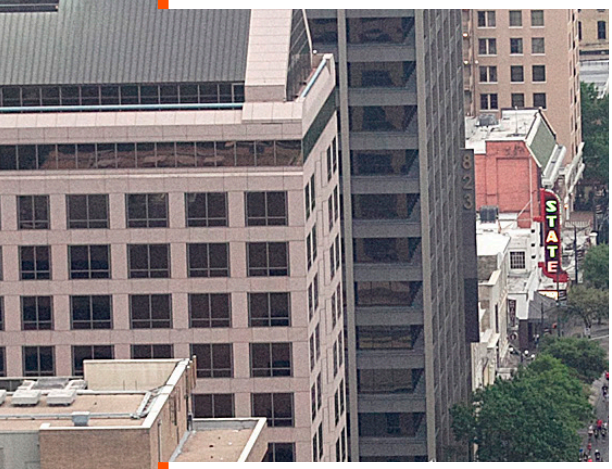
Depending on the event, ATCEMS may request a report on the patient totals at the end of the event or during scheduled times during the event. The follow-up report is very important, in that it allows ATCEMS to collect data to help with planning for future events.

Public Information

Certain event information will be posted to the City Stage webpage for the general public, including:

- Street Closure Document
- Affected area map
- Website
- Location, dates and times
- Alternative routes for traffic
- Parking and transportation options
- Contact information

*Please note that The Texas Public Information Act gives residents the right to access government records. All government information is presumed to be available to the public.



Special Event Permit, Operational, and Related Fees

For permit and operational fees associated with a special event, see Appendix K. For questions regarding fees, contact SpecialEvents@austintexas.gov or 512-974-1000.

Glossary

Advanced Life Support (ALS) with Paramedic/Nurse/Physician: ALS level of care is defined as treatment and triage of seriously ill or injured patients to higher levels of care. Paramedic/Nurse/Physician must hold a current Texas certification/license to practice. It is preferred that ALS providers have experience working within Emergency Medicine, Sports Medicine, Internal Medicine or Trauma Care specialization.

After Hours Inspection: Inspection performed after 1600 (4:00pm) on weekdays and all times during weekends. This fee may also be incurred if the event is not set up and ready for final inspection due to load in, time of event, date of event or various other circumstances.

Apparatus Standby: As part of the permit requirements, some events due to size, complexity and/or unique safety issues regarding the activities associated with the proposed event may be required to have a stand-by fire apparatus(s) at the event. (Examples include: large fenced in festivals where access is limited and response times to potential incident(s) are drastically reduced, discharging fireworks and events that are held in areas that pose a safety risk to wild land fires and/or approved during a burn ban.

Basic Life Support (BLS): BLS level care is defined as treatment of minor medical conditions and injuries by care providers that have received training to at least the EMT level. Emergency Medical Technicians or higher skill level personnel authorized to practice within the State of Texas.

Beer Garden: An enclosed area constructed by the applicant and approved by the City of Austin Fire Department, Police Department and Transportation Department where alcoholic beverage sales and consumption may occur for an Event.

Bubble: A police escorted procession or march that utilizes either no or a limited number of temporary traffic control devices.

Certificate of Occupancy (CO): Certificate issued to a building or structure stating the use and occupancy classification of the structure. The building official issues the CO after the building official finds no violations of the provisions of the building code or other applicable codes and ordinances. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a CO. Issuance of a CO shall not be construed as an approval of a violation of the provisions of the building code or of other ordinances of the City of Austin.

Complete Closure: The complete closure of a public street to vehicular traffic in any direction.

Courtesy Advisory Notice: An additional notice provided to affected persons when the Director of Austin Transportation Department determines that an event requires additional notice to the public due to early processing of the street event closure permit application.

Fire Watch: Standby Inspector(s), requirement determinations are made on a case by case basis. Usually required in buildings/structures that do not have an alarm system and/or sprinkler system. Fire watch fees must be paid in full at least five business days prior to an event. Fire watch is scheduled on a first come, first serve basis and is pending availability of the inspectors designated from the Fire Marshal's Office. Cancelation of a scheduled fire watch must be made 48 hours prior to the scheduled event for a refund to be considered.

Food Booth: A stall or partitioned stand used to present, prepare, or provide food to the general public, (i.e. 10x10 tent).

Moving Event: An Event that includes a complete or partial closure of public streets, sidewalks or surrounding rights-of-way for a Parade or run that moves outside of its Venue Area.

Officer Controlled Intersection: An intersection that is controlled by a law enforcement officer, where at intervals traffic may be permitted to cross a Complete Closure or Partial Closure.
Partial Closure: The closure of a public street that maintains at least one lane for vehicular traffic in any direction.

Public Assembly (PA): The use of a building or structure, or a portion thereof, for the gathering together of persons for the purposes such as civic, social or religious functions, recreation or entertainment, food or drink consumption or awaiting transportation. A room or space used for assembly purposes by less than 50 persons and accessory to occupancy shall be included as a part of that occupancy. See 2009 International Fire Code for more information.

Reasonable Access: An Officer Controlled Intersection or at least one unobstructed route that the Director determines reasonably allows access in and out of a geographic area which would otherwise not have access as a result of a Partial Closure or Complete Closure.
Residential Area: The part of any Closure Area consisting of single family and duplex housing units.

Right-of-Way Event: An event or parade that requires the full or partial closure or occupation of a public right-of-way or an area adjacent to the public right-of-way for non-construction and non-parking related use.

Spring Festival Season: Means Friday of the second week in March through Sunday during the third week of March, unless the city manager designates an alternate ten-day period for a particular year.

Stationary Event: A full or partial closure of public streets, sidewalks or surrounding rights-of-way that does not move outside of its Venue Area.

Temporary Food Service Establishment: Service of food at a location for less than 14 consecutive days in conjunction with an organized event or celebration.

Temporary Traffic Control Devices: Traffic Control Device temporarily used during an Event to facilitate road user movements.

Traffic Control Plan: A plan prepared by persons knowledgeable in the fundamental principles of temporary traffic control, describing the activity location with existing conditions, areas to blocked or restricted, and the number, types and locations of each Temporary Traffic Control Device.

Venue Area: The location where a Moving Event or Stationary Event assembles or disassembles.

Walking Event: An Event composed solely of pedestrians that proceed using a Bubble.

Austin Center for Events Guidebook
Appendix

APPENDIX A: Sample Notice of Proposed Closure Letter

MEMORANDUM

TO: Affected Neighborhood Associations **DATE:**

FROM: Company Name

SUBJECT: Proposed Road Closure on Name of Street

Description of your event and road closure.

Summary of Event Details:
Name of Event:
Date of Event:
Event website:
Time event begins:
Time event ends:
Approximate number of attendees:

Summary of Proposed Closure:

How Event Will Affect Traffic and Parking:

Contact Information:
Applicant Name:
Company Name:
Cell Number:
Email Address:

For additional information concerning the actual event at this location, please contact the Promoter listed, or visit the City of Austin Special Events website at http://austintexas.gov/ACE or call 512-974-1000.

Signature,

APPENDIX B: Notice of Proposed Closure Form

**Please request most recent form from your ACE event manager*

Austin Transportation Department
Office of Special Events, 505 Barton Springs Road, Suite 1070
Austin, TX 78704
(512) 974-6501 (Events Hot Line), Fax (512) 974-7727

CITY OF AUSTIN NOTICE OF PROPOSED CLOSURE

The City of Austin requires under section **§14-8-14 Notice of Proposed Closure and Signature Requirement**, that Neighborhood Associations within ½ mile and all property owner, manager or tenant whose property is adjacent to the area sought to be closed must be provided an opposition form, a copy of the map of the closure areas and event promotional literature.

For additional information concerning the actual event at this location please contact the Promoter listed below or visit the City of Austin Special Events website at www.austintexas.gov/ACE.

_____ _____
(Promoter or Agent's Contact Name) (Phone Number)

_____is applying for a permit for the following street event:
(Company Name)

_____
(Name of Event)

The event is scheduled for the following dates and times:_____

_____

Property Owner/ Property Manager/ Tenant/ Neighborhood Association

Please fill out this section completely as this information is used by the City of Austin to determine whether or not there is opposition to the proposed street event. By checking and signing the box and returning this form to the City of Austin, you are indicating that you, "**I disapprove", or "I approve"** to the event. Please return the signed form no later than the 60th day prior to the start of a right-of-way event date. You must return this form by mail to the attention of The Office of Special Events, 505 Barton Springs Rd., Suite 1070 Austin, Texas 78704 or send an
E-mail to TransportationSpecialEvents@austintexas.gov completing all of the pertinent information listed below.

☐ I Approve ☐ I Disapprove

_____ _____
(Print Name and Title) (Signature)

_____
(Print Address)

_____ _____
(Phone Number) (E-Mail Address)

Please Check One:

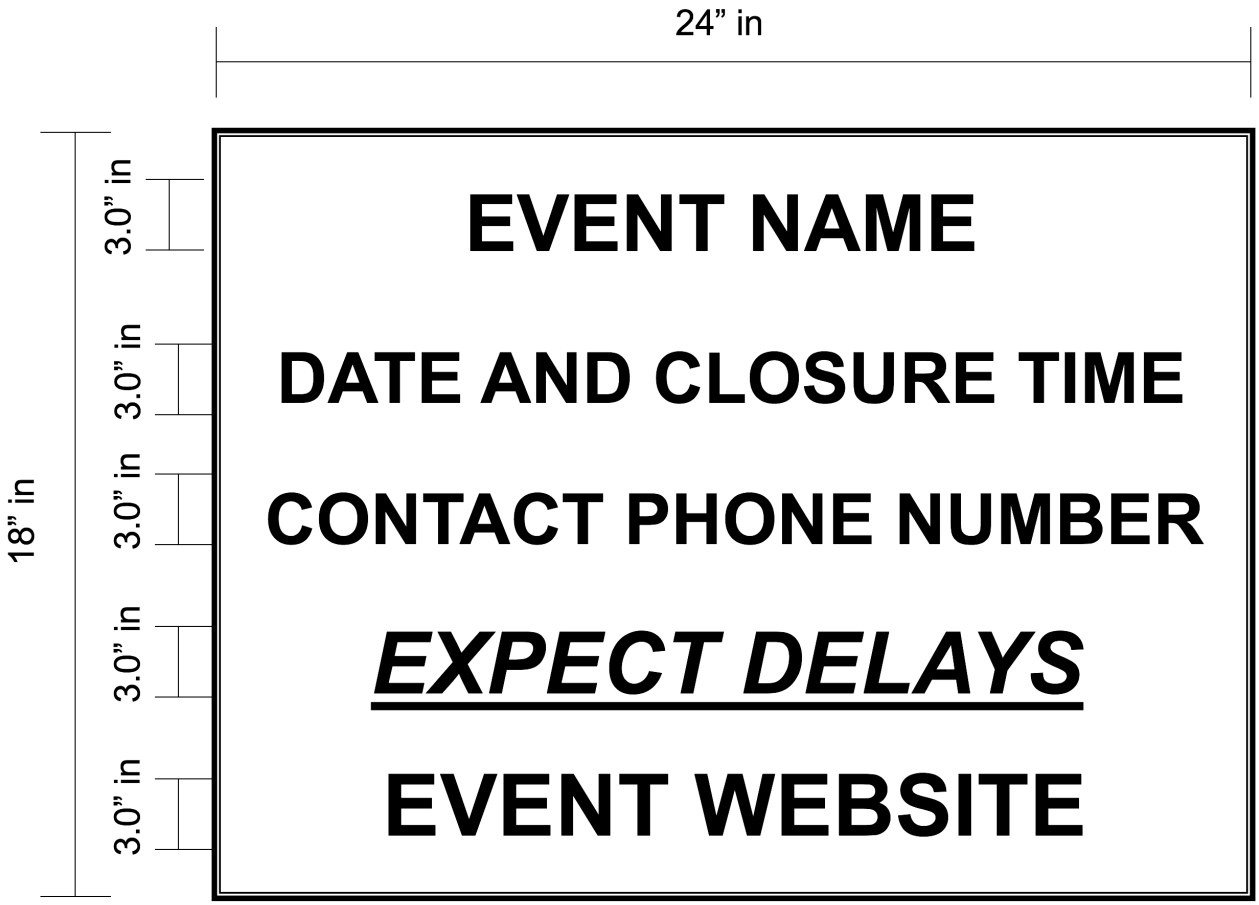
☐ Residence ☐ Business_____

☐ Neighborhood _____

Reason for objection or comments:_____

_____

APPENDIX C: Sample Route Notification Sign



APPENDIX D: ROWMAN Application Process

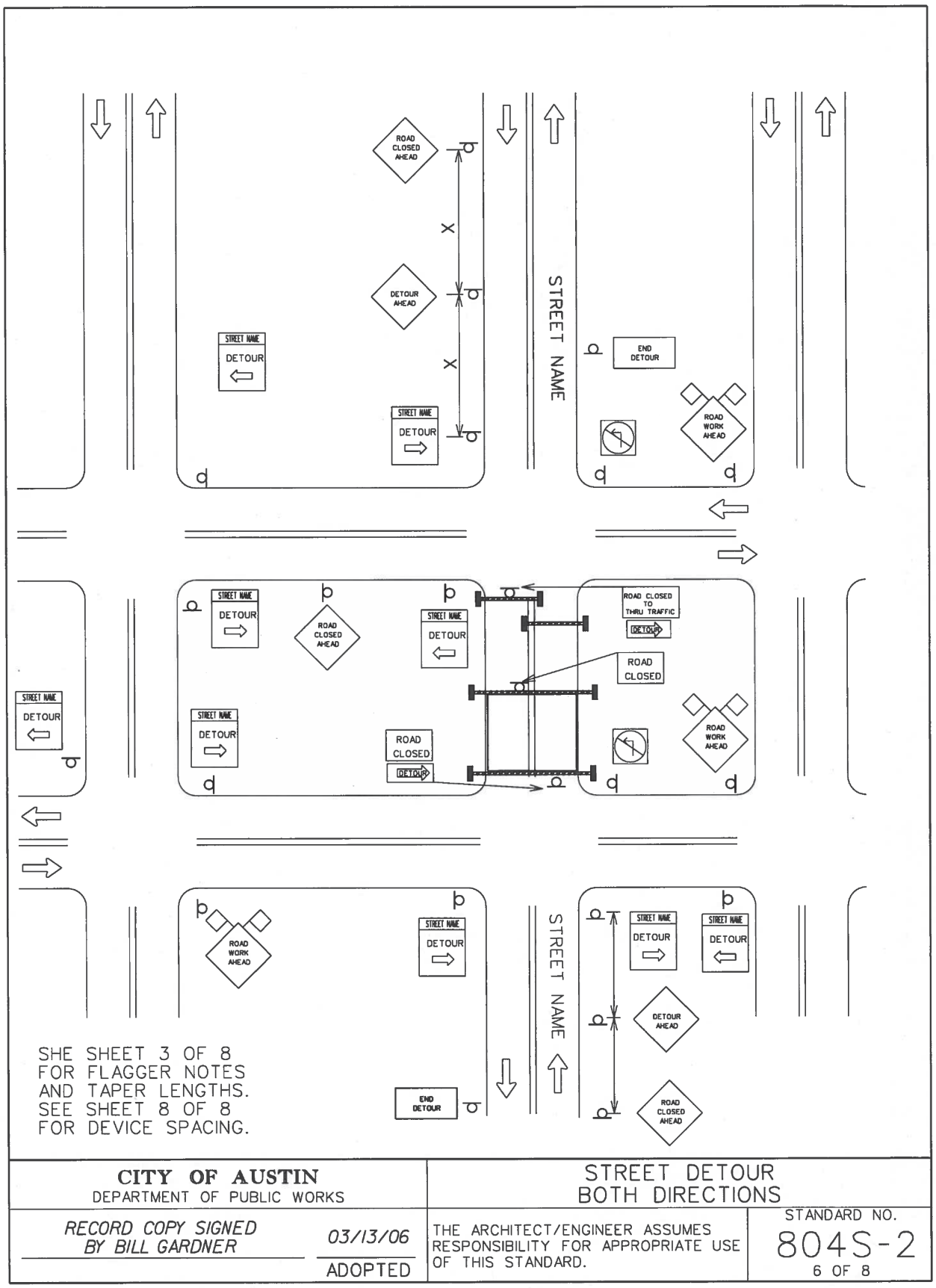
The ROWMAN Application must be filled out online here at https://www.austintexas.gov/rowman.

Follow these steps to submit a ROWMAN request:

1. Create a new user account or Log in using existing password. (Fill out info as required)
2. Click New activity request form
3. Choose the type of permit – Street Event
4. Enter in a street name & Search. Hint: Keep names short. For numbered streets just use the number. Ex: for W 6th just type in 6.
5. Choose a block number or address, then click add. For help finding the block numbers, visit the City Stage website to download the "Google Maps Block Numbering Tips" form.
6. (Repeat steps 6 & 7 as many times as needed.) Select Continue.
7. Navigate thru site entering information regarding your project
8. Submit and record your project ID#, which will also be your ROWMAN#

*Please do not use special characters or punctuation in the blank fields. If you arrive at a blank page after you click submit, your application did not go through. Contact TransportationSpecialEvents@austintexas.gov or 512-974-6501 with any questions.

APPENDIX E: Example of a Traffic Control Plan



CITY OF AUSTIN DEPARTMENT OF PUBLIC WORKS	STREET DETOUR BOTH DIRECTIONS	
RECORD COPY SIGNED BY BILL GARDNER — 03/13/06 ADOPTED	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO. 804S-2 6 OF 8

APPENDIX F: Traffic Control Devices

28” CONE, 42” CONE

Example: Delineate traffic lanes within an enclosure

TYPE I BARRICADE

Example: Block entrance/exit to driveways and alleys that fall within the existing closure.

TYPE III BARRICADE

Example: Signify hard closures of enclosed area at intersections

DELINEATOR

Example: Help direct vehicular traffic lanes

TRAFFIC BARREL

Example: Placed in front of dynamic message sign (DMS) devices to act as buffer between vehicular traffic and sign

Warning Signs:
Traffic warning signs are designed to warn or indicate to drivers that there are upcoming hazards or detours to be aware of. Below are a few examples of these types of signs.

SC5-CA

CW20-3

CW20-2

CW3-4

CW20-5R

Regulatory Signs:
Traffic regulatory signs are intended to regulate or instruct drivers on what they can, cannot and are supposed to do within certain areas, parts of the road, etc. Below are a few examples of these types of signs.

R3-5L

R3-2

R5-1

R3-7

R8-3

R11-2

APPENDIX G: Parking Permit for Special Events Request Process

Submit your request online at https://www.austintexas.gov/rowman
Follow the following steps:

1. Select ROWMAN
2. Use existing account or set-up a new user account
3. Select new activity request – parking spaces
4. Enter the street name (for # streets enter just the number + t, n or r)
5. Enter parking space or Pay Station Number (located sidewalk side)
6. Indicate in the notes it is part of a special event permit in the notes
7. Submit and the system will give you a project ID#

NOTE 1: Pay Station number should be entered as a meter number for each space requested. If partial parking bay is requested please note which end (North, South, East or West) of the bay is being requested.

*4-spaces at Pay Station 0102 would be entered as PS0102 four times.

*2-spaces at Pay Station 0102 would be entered as PS0102 two times and note in the description the 2-spaces furthest west or east of the parking bay

NOTE 2: The event planner must put out the no parking signs. Signs must be posted 48 hours in advance. PLEASE DO NOT APPLY TAPE TO PAY STATION OR METERS. IF TAPE IS USED PLEASE "ONLY" USE PAINTERS TAPE (BLUE).

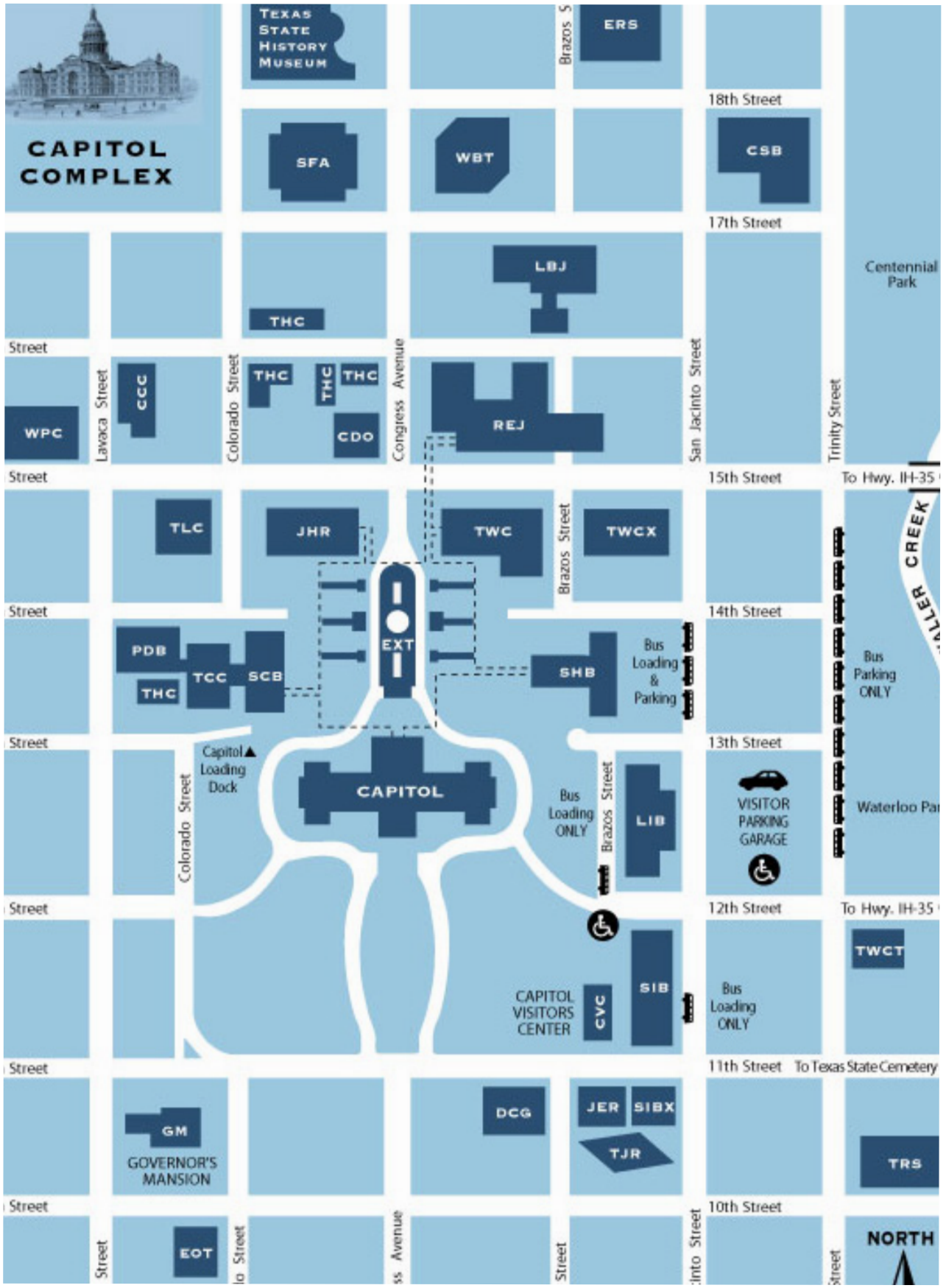
NOTE 3: The standard parking space dimension is 8'x 20'

NOTE 4: The City of Austin Meter Shop must be contacted within 72 hours of the reservation/ requested date. David Smith is the contact at 512-974-1553 or DavidR.Smith@austintexas.gov.

NOTE 5: APD Requirements: APD will need the following information in advance, prior to any towing enforcement in relation to 'no parking signs' posted by the promoter for an upcoming Special Event:

1. The date and time the signs were posted
2. The name and contact information of the person posting the sign
3. Any dates and times the signs were rechecked prior to the event
4. A copy of the sign that was posted (which should be under the template approved by City Office of Special Events / Austin Transportation Department).

APPENDIX H: Capitol Complex Area Map



APPENDIX I: Example Medical Plan

Health and Medical Lead	*Name:* *Email:* *Phone:*
Event Type	Name: Type: Date: Time:
Number of Participants	*Total Number Expected:* *Average Number Each Hour:*
Medical Assets	*See matrix for specific information on your assets. If you are contracting BLS, and/or ALS, and/or mobile teams, you must submit an invoice or letter proving their commitment to work your event, level of qualification, and Medical Director if applicable:* *Asset 1:* *Asset 2:* *Asset 3:*
Communications Plan	*Indicate how staff and volunteers will communicate. For questions, reference the communications section*
Pre-Event Health and Safety Meeting Plan	*Explain your commitment to hold a pre-event health and safety meeting. This means you will hold a meeting the day of the event with all volunteers and staff. This meeting should encourage vigilance for matters related to safety and health. It should reinforce the communication plan and the medical resources made available through your event*
Extreme Weather Conditions Plan	*Please add a simple line or two about how your event would deal with an extreme weather even. Include the evacuation route and how this will be communicated.*
Documentation of Patient Interactions	Explain how all patient interactions will be documented and maintained.

APPENDIX J: Austin-Travis County Emergency Medical Services Resource Matrix

Event Type	Anticipated Crowd (Approximated)	Knowledge of 9-1-1 Access & CPR	Event specifics staffing to be determined by public safety risk	First Aid Station(s)	Basic Life Support (BLS) Mobile Team(s)	Advanced Life Support (ALS) Mobile Team(s)	Advanced Life Support (ALS) Transport Ambulance
Concert/Music Festival; Block Party/Street Fair	< 5000	X	X	*	*		
	5000 -15,000	X	X		X	*	X
	> 15,000	X	X	X	*	X	X
		<>					
Athletic/Sporting Event	< 5000	X	X	*	*		
	5000 -15,000	X	X		X	*	X
	> 15,000	X	X	X	X	X	X
Parade	< 5000	X	X		*	*	
	5000 -15,000	X	X		X	*	*
	> 15,000	X	X		X	X	X
		X	X				*
Conference / Convention	< 5000	X	X		*		
	5000 -15,000	X	X	*	X	*	*
	> 15,000	X	X	X	X	*	X
X Required Resource							
* Recommended resource							

**Please note that for all events requiring any of the above medical assets, a contract or letter of intent with the medical provider must be submitted.*

APPENDIX K: Special Event Permit and Operational Fees

Street Event Closure Permit Fees

The following fees have been approved by the Austin City Council for the 2015 Fiscal Year and apply to permits for special events with the ability to increase or decrease each fiscal year upon City Council approval:

Street Event: An event that is hosted on public streets, sidewalks and/or surrounding right-of-way.

Application Fee	$250.00
Safety Inspection Fee	$76.00 minimum (additional fees may apply)
Sound Permit Fee	$33.00 per day (if required)
Sound Impact Evaluation	$40.00 (if required)
Permit Fees	$200.00 per block per day ($4,000 maximum per day)
Security Deposit	$2,000.00 (refundable upon written request)

Safety Closure: A full or partial closure of public streets, sidewalks or surrounding right-of-way that is deemed necessary in order to ensure the safety of a nearby event.

Application Fee	$100.00
Safety Inspection Fee	$76.00 minimum, additional fees may apply
Permit Fees	$50.00 per block per day
Security Deposit	$50.00 (refundable upon written request)

Traffic Control Plan (TCP): A plan prepared by persons knowledgeable in the fundamental principles of temporary traffic control, describing the activity location with existing conditions, areas to blocked or restricted, and the number, types and locations of each temporary traffic control device.

Traffic Control Plan	$1,500.00 City-engineered and sealed Changes to the plan will amount to $125 an hour
Reuse Previous TCP	$500.00

Fee Paid Event*: An event that is charging admission in public streets, sidewalks and/or surrounding right-of-way.

$1.00 - $3.00 per person	2.5% of admission fee
$4.00 - $6.00 per person	3% of admission fee
$6.00 – & over per person	4.5% of admission fee

**Gate Receipt Payment is due to the city no later than 30 days after event.*

Parking*:

Application	$35.00
Sun-Wed space/day	$10.00
Thur-Frispace/day	$16.00
Sat space/day	$13.00
Not metered space/day	$10.00

**Fees only apply if parking request is outside of the footprint or event right of way closure.*

Please do not submit payment when turning in your permit application. You will be invoiced for the application fee once the review process has been started on your application. If the applicant decides to cancel the event, certain fees may be refundable.

Parks & Recreation Permit Fees

For Parks & Recreation Department fees, please visit www.austintexas.gov/parkevents.

Temporary Use Permit (TUP) Fees

Fees

Carnival or Circus:	$57.20 per day
All others:	$52.00 per application

Fees above include 4% Development Services Surcharge.

Temporary Change of Use Permit (TCOU) Fees

Fees

Permit Fee: $100.00
After Hours Fire Inspection: $123.00 per hour (per inspector) *2 hour minimum
Firewatch/Stand-by Inspector: $123.00 per hour (per inspector) *2 hour minimum
Apparatus Stand-by: $250.00 per hour *2 hour minimum

Austin Police Department (APD) Special Events Fees

The current rates as set by the Austin City Council are as listed below. The City Council also sets charges for the use of departmental resources such as vehicles, watercraft, mounted patrol, and dispatchers. The following "Hourly Rates" will apply for all police services rendered by the Special Events Unit starting October 1, 2014:

Police Officer	$63.00
Police Corporal/Detective	$73.00
Police Sergeant	$85.00
Dispatcher	$34.00
Timekeeper	$34.00
Police Vehicle	$10.00
Personal Watercraft	$10.00
Watercraft (boat)	$20.00
Mounted	$20.00
Event Scheduling Fee	$45.00

To assist you with planning your event, please be aware of the following policies and/or frequently asked questions:

Police Vehicles:

- Police vehicles cannot be utilized without hiring an officer through the Special Events Unit.
- The police vehicle fees will only be charged with the use of the vehicle is integral to the safety of the assignment.
- In assignments where vehicles are necessary, officers assigned are compensated an additional one-half (1/2) hour before and one-half (1/2) hour after assignment to for picking up and returning the vehicle to the assigned substation.

Minimum Hours Paid per Assignment:

- There is a two (2) hour minimum per officer.
- If the event is cancelled less than two (2) hours prior to the time officers are scheduled to report for their assignment, each officer will be compensated the two (2) hour minimum. If the event is cancelled more than two hours prior to the assignment, there is no charge.

Police Dispatcher:

- One (1) police dispatcher will be required for events requiring 25 or more officers at any one time. (Depending on the complexity of the event, a dispatcher could be required when fewer officers are staffed.)

If alcohol is served/sold

If the event involves alcohol being served/sold, applicable City of Austin code and associated director's rules mandate minimum police officer and security staffing requirements. Final staffing requirements will be determined by the APD Special Events Supervisor in compliance with City Code Section 14-8-5(A).

Austin Fire Department (AFD) Special Event Fees

Fees

Fire Inspection (Special Assignment-Fire Watch/After Hrs. Insp.)	$123.00/hour (2 hour minimum)
Fireworks discharge permit fee	$200.00
Carnival, Fair, Festival, Operational Permit	$100.00
Tents/Temporary Membrane Structure Permit	$50.00
Trade Shows/Exhibits	$75.00
Unit Standby/Special Service Fee	$250.00/hour (2 hour minimum)
Temporary Helistops	$200.00

Public Assembly, Annual Permit

Annual Permit requirement for nightclubs	$200.00
Temporary change	$100.00
Theatrical Performance w/Open Flame	$150.00

Emergency Medical Services (EMS) Special Event Fees

There is a fee of $125.00 an hour for each unit, either standard unit, bike team or special response unit, in which you will be billed after the event. An EMS Commander or an additional paramedic is $40.00 an hour. The total amount billed will be based on quarter increments. In addition, there is a $100.00 set up fee to cover the costs of preparing for and dismantling each standby, no matter the duration of the standby. Any request for more than two units requires the addition of an EMS Commander.

Music and Entertainment Division Fees

Temporary Sound Permit

- Notification Fee, ONLY required for Multi-Day Event is $560.00, due at the time of application
- Sound Impact Evaluation, due at time of application $160.00
- Permit Fee, due at time the permit is picked up $125.00

OMV (Outdoor Music Venue) Fees:

- Notification Fee, due at the time of application $560.00
- Sound Impact Evaluation Fee $200.00
- Extended Hours Application $160.00, due at the time of application.
- Permit Fee due at the time the permit is picked up $281.36

If the application is for an event held in the Right-of-Way and the use of sound equipment is governed by Chapter 9-2 (Noise and Amplified Sound), a Sound Impact Evaluation and fee of $40.00 is required. This will be invoiced by the Austin Transportation Department.

If the application is for an event held on city parkland that is likely to have 7,500 or more attendees on any day, and the use of sound equipment is governed by Chapter 9-2 (Noise and Amplified Sound), a Sound Impact Evaluation and fee of $160.00 is required. This will be invoiced by the Parks and Recreation Department.

Temporary Food Event Permit Fees

Fees

	City of Austin	Travis County (Unincorporated)
1 to 2 calendar days*:	$98.00	$20.00
3 to 5 calendar days:	$98.00	$30.00
6 to 14 calendar days:	$145.00	$40.00

**For 1-day events with 1 booth, permit fees are $35.00*