

§ 4-19-25 SPECIAL EVENT IMPACT AREA.

- (A) In the interests of public health, safety, and welfare, ACE may designate a special event impact area that surrounds a special event. If a special event impact area is designated, ACE may limit the number of permits, applications, or approvals described in Subsection (C) issued within the special event impact area.
- (B) ACE will set the duration and boundaries of a special event impact area:
 - (1) consulting with affected city departments and public agencies; and
 - (2) balancing the needs of the special event with public health, safety, and welfare.
- (C) ACE will determine, based on rules adopted in accordance with Chapter 1-2 (*Adoption of Rules*), the maximum number of special event permits or associated approvals that may be issued in a special event impact area.
- (D) A business or property, including a vendor licensed under Chapter 14-9, Article 3 (*Street Vendor License*), located within the area of a special event impact area will not be required to seek additional permits if the business or property operates in a manner consistent with its existing permits.

The number of special event permits or associated approvals may be limited in an area designated as a special event impact area. The maximum number of special event permits or associated approvals in a special event impact area will be based on the cumulative impacts of the events proposed in the special event impact area. The impact of an event is based on:

- (1) anticipated attendance, based on event capacity and promotion;
- (2) likely impacts on traffic and public right-of-way;
- (3) availability of parking and loading for motor vehicles and parking for bicycles;
- (4) adequacy of planning for security and emergency services;
- (5) level of event insurance coverage;
- (6) availability of food and alcohol; and
- (7) public health and safety.

§ 4-19-30 SPECIAL EVENT APPLICATION FEES AND DEADLINES.

- (A) An event organizer shall pay an application fee set by separate ordinance.
- (B) An event organizer must submit a special event application no later than the following number of days prior to the first day of the proposed event:
 - (1) 3 business days for a Tier 1 event, except for an event described in Section 4-19-21(A)(4) the deadline is
 - (a) 5 business days; or
 - (b) 30 calendar days if the event occurs during or 14 calendar days after Spring Festival Season;
 - (2) 30 calendar days for a Tier 2 event;
 - (3) 120 calendar days for a Tier 3 event; and
 - (4) 180 calendar days for a Tier 4 event.
- (C) An application deadline for a special event application may be waived by ACE if the following conditions are met:
 - (1) the event organizer can show good cause, as defined in rules adopted in accordance with Chapter 1-2 (*Adoption of Rules*); and
 - (2) no unreasonable burden on the City will be created by the waiver.

Good cause means unanticipated or exigent circumstances that prevented the event organizer from submitting the application before the deadline established in the City Code.

§ 4-19-31 CONTENTS OF SPECIAL EVENT APPLICATION.

- (A) An event organizer must submit an application for a special event on a form approved by ACE. The event organizer must be the applicant unless the event organizer designates another person in writing.
- (B) Except as provided in Subsection (C), an application must contain all of the information described in this section and in rules adopted in accordance with Chapter 1-2 (*Adoption of Rules*) that is applicable to the event in order to be deemed complete.
- (C) ACE may consider an application for a Tier 3 or Tier 4 event complete without the following:
 - (1) detailed information concerning the activities included in the special event, including:
 - (a) the number of bands or other musical units;
 - (b) the number of theatrical performances;
 - (c) the proposed size, location, and orientation of speakers;
 - (d) the ancillary activities that will be associated with the event;
 - (e) the kinds of animals anticipated to be a part of the event;
 - (f) the types of non-emergency vehicles to be used for the event; and
 - (2) detailed information concerning:
 - (a) food and alcohol required to comply with Chapter 10-3 (*Food and Food Handlers*);
 - (b) the proposed location of portable sanitation facilities; and
 - (c) the proposed location of all landfill trash containers and all diversion containers;
 - (3) detailed information concerning public safety and emergency preparedness including, but not limited to:
 - (a) provisions for queuing event attendees on streets, sidewalks, or other city right-of-ways;
 - (b) a public safety plan described in Section 4-19-50 (*Public Safety Plan*); and
 - (c) other equipment or services necessary to conduct the event with due regard to public health and safety.
- (D) ACE shall establish a deadline, which must be at least 30 days before the first day of the event, for the information required by Subsection (C) to be provided to ACE.
- (E) An application for a special event permit may be submitted no earlier than 335 calendar days prior to the first day of the special event, unless the same event was held in the City during the prior calendar year, in which case an application for a special event permit may be submitted no earlier than 364 calendar days prior to the first day of the special event.

Application Contents:

- (1) The following general information:
 - (a) the name, address, and telephone of the event organizer;
 - (b) the name, address, and telephone number of a designee for the event organizer;
 - (c) the location and schedule of the proposed event, including the dates and times when the event is to be conducted;
 - (d) the current zoning of the location;
 - (e) a brief description of the proposed event and ancillary activities;
 - (f) the approximate number of people expected to attend the event;
 - (g) name, address, and telephone number for all companies providing on-site and off-site litter control;
 - (h) the number and size of dumpsters, roll-offs, trash and diversion containers scheduled for use for the special event venue or route, both during and upon completion of the event, that are sufficient to restore the area to the same condition as existed prior to the event;
 - (i) a certification that the applicant will be financially responsible for any fees or costs imposed by the City under Section 4-19-24 (*Limitations on the Provision of City Services; Costs and Fees*); and
 - (j) if the special event is to be held by, for, or on behalf of an organization other than the applicant for a special event permit, the applicant must provide a written communication from the organization:
 - (i) authorizing the applicant to apply for the permit on its behalf; and
 - (ii) certifying that it will be responsible for any costs or fees imposed in connection with the event.
- (2) Detailed information regarding the physical layout of the special event, which must include a map or site plan and written narrative addressing the:
 - (a) proposed boundaries of the special event venue;
 - (b) proposed location of any structures;
 - (c) proposed location of production areas;
 - (d) proposed location of portable sanitation facilities;
 - (e) proposed location of dumpsters, roll-offs, trash and diversion containers; and
 - (f) for a procession, parade, or athletic event, the proposed route and at least one alternate route.
- (3) Detailed information concerning the activities included in the special event, including:
 - (a) the number of bands or other musical units;
 - (b) the number of theatrical performances;
 - (c) the ancillary activities that will be associated with the event;
 - (d) the kinds of animals anticipated to be a part of the event; and
 - (e) the types of non-emergency vehicles to be used for the event.
- (4) Detailed information concerning food and alcohol that is required by Chapter 10-3 (Food and Food Handlers).
- (5) Detailed information concerning sound equipment and amplification.
- (6) Detailed information concerning public safety and emergency preparedness including, but not limited to,:
 - (a) provisions for queuing event attendees on streets, sidewalks, or other city right-of-ways;

- (b) a public safety plan as set forth in Section 4-19-50 (*Public Safety*); and
- (c) other equipment or services necessary to conduct the event with due regard to public health and safety.
- (7) Detailed information required by Section 4-15-44 (*Additional Requirements*);
- (8) The following financial information:
 - (a) insurance and surety bond information;
 - (b) statement of the fees to be charged for the event, including activities and performances included as part of the event; and
 - (c) for a non-profit event, a copy of a tax-exemption certificate issued for an applicant.
- (9) Any additional information required by ACE in order to assess the impacts imposed or created by a proposed special event.

Deadlines for information related to Tier 3 & 4 special events

1. At application submission
 - a. Application/route map/App fee due at submission deadline
 - b. Request for Rule Waivers (no notarization required)
 - c. Copy of Postcard for notification
 - d. Proof of Contact with Cap Metro
 - e. Director may require proof on contact with other affected agencies
2. 90 days prior to event:
 - a. If applicable, a draft traffic control plan
 - b. Proposed size, location, and orientation of sound equipment if applicable, a draft traffic control plan
3. 30 days prior to event
 - a. Final Site Plan
 - b. Final Waste Reduction and Diversion Plan
 - c. Verification of contract of Traffic Control Company
 - d. Verification of Toilet Contract
 - e. Proof of Liability Insurance
 - f. Copy of route signs
4. 10 days prior to event
 - a. Final fees
 - b. Copy of TABC permit (if applicable)
 - c. Copy of Health Permits (if applicable)

§ 4-19-33 NOTIFICATION OF A SPECIAL EVENT APPLICATION.

- (A) An event organizer shall provide notification as described in rules adopted in accordance with Chapter 1-2 (*Adoption of Rules*).
- (B) Completion of the notification process does not guarantee approval of the special event.

Notification Process: Applicable to a special event that includes a street closure or the use of sound equipment (amplified sound)

For a Tier 3 or Tier 4 Special Event

1. When required: If the event receives a preliminary recommendation, ACE will provide the event organizer with a list of addresses that must be provided notice.
2. Scope for notice:
 - a. to addresses located on the proposed closed street and within 600 feet of the proposed event; and
 - b. to registered neighborhood associations with members located within the proposed event boundary.
3. Notice is a postcard that includes
 - a. name of the event,
 - b. date of the event,
 - c. types of activities,
 - d. hours of the special event,
 - e. roads proposed to be closed during the event,
 - f. information about the use of sound equipment during the event;
 - g. how to register objections or concerns; and
 - h. deadline to register objections or concerns.
4. An event organizer must mail postcards to required addresses and neighborhood associations within 30 days from the receipt of the addresses.
5. The deadline to submit objections or concerns is 30 days from the date the notice is mailed.
6. ACE will review the objections or concerns received and may require application modifications to address the objections or concerns

§ 4-19-44 ADDITIONAL REQUIREMENTS. (A) – (F)

- (A) An event organizer must provide portable toilets based on the estimated number of attendees at the special event.
- (B) A waste management plan is required for any special event and must be based on the estimated number of attendees and include proof of waste management services that will be provided.
- (C) A waste reduction and diversion plan is required for Tier 2 and Tier 3 special events.
- (D) After a special event, an event organizer shall provide that proof that it provided waste management services at the special event.
- (E) A Tier 4 special event shall provide ACE the following:
 - (1) waste reduction and diversion plan;
 - (2) emission reduction plan; and
 - (3) plan for bicycle parking and encouraging alternative transportation.
- (F) When required for a special event, a waste management plan, waste reduction and diversion plan, emission reduction plan, and a plan for bicycle parking and encouraging alternative transportation must comply with rules adopted in accordance with Chapter 1-2 (*Adoption of Rules*) and must be approved by ACE.

Waste management plan and waste reduction and diversion plan requirements

1. Using a form approved by ACE, an event organizer must provide the following:
 - a. landfill trash service capacity that will be provided at the special event;
 - b. location and signage of containers to be used within event footprint; and
 - c. if applicable, waste reduction and recycling diversion services that will be provided at the special event.
2. When an event organizer must provide waste reduction and diversion services, the following applies:
 - a. recycling capacity will, at a minimum, equal trash capacity (1:1 ratio);
 - b. aluminum, plastics, and cardboard must be recycled;
 - c. appropriate event staff must be trained to direct attendees and vendors to common trash and recycling/diversion collection areas;
 - d. trash, recycling, and organic diversion bins must be grouped adjacent to each other in common collection areas;
 - e. containers and bins must be properly labeled and must be maintained;
 - f. diversion containers for trash, recyclables, and organics are stored and maintained to prevent vectors, illegal dumping, leaking, blowing, and falling out.
3. After an event, the event organizer must provide evidence (copies of invoices, receipts, weight tickets) that:
 - a. waste management services were provided; and
 - b. for a special event required to provide diversion services, trash disposal and recycling diversion tonnages and any re-use or food recovery tonnages.
4. An event organizer may request a waiver or propose alternative compliance methods for the waste management or waste reduction and diversion plans for the following provisions:
 - a. Alternative material substitution;
 - b. Restrictions on placement of diversion containers;

c. Potential violation of one or more Federal, State, County or Municipal Codes.

§ 4-19-50 PUBLIC SAFETY PLAN.

- (A) A public safety plan is required for any special event and must be approved by ACE.
- (B) An event organizer shall prepare a public safety plan for a special event that is based on the estimated number of attendees and, at a minimum, includes:
 - (1) on-site security for attendees and property;
 - (2) on-site medical coverage, number of and level of certification of emergency medical responders, and the 911-access that will be utilized for the special event;
 - (3) fire safety plan; and
 - (4) documents required in Section 14-8-27 (*Documentation Requirements*).
- (C) When required for a special event, the number of police officers, emergency medical providers, and fire department employees required for a special event must be based on rules adopted in accordance with Chapter 1-2 (*Adoption of Rules*).
- (D) At least 30 days prior to the start of a special event, an event organizer shall provide ACE a written description of all non-city public safety resources that will be used at the special event.

General Public Safety Plan Requirements

1. Submit a plan for the site that is legible, drawn close to scale, and provides sufficient detail to show use of the space and what your event will look like.
2. A plan for the site includes:
 - a. property overview
 - i. locations of structures, fire lanes, streets, alleys, and fencing;
 - ii. exits and gates in the fencing;
 - iii. foot print of any building, location of building exists, sidewalks, and pathways; and
 - b. building overview
 - i. floor plan of the building, including the direction of door swings;
 - ii. furnishings that will be used for the event;
 - iii. location of fire extinguishers;
 - iv. location of exits to the outside; and
 - c. a key that indicates
 - i. direction of north;
 - ii. areas that will be used for the event;
 - iii. any notes applicable to the event; and
 - d. details of the event layout
 - i. location of tents or temporary structures, including dimensions;
 - ii. food trucks, vendors, and merchandise areas;
 - iii. size and location of any stages; and
 - iv. any other specific details of the layout for the event.

EMS' Public Safety Plan Requirements

On-Site Medical Coverage:

Austin-Travis County Emergency Medical Services Resource Matrix

Event Type	Anticipated Crowd (Approximated)	Knowledge of 9-1-1 Access & CPR	Event specific. 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
Conference / Convention	< 5000	X	X		*		
	5000 -15,000	X	X	*	X	*	*
	> 15,000	X	X	X	X	*	X

X Required Resource

* Recommended resource

Public Safety risk indicators include marketing, advertising and promotion of event, location of venue, weather, time of day/year, indoor/outdoor, access/egress issues, historical perspective, call volume, and public safety intelligence.

The number of specific resources required for each event will be determined after review of public safety risk indicators.

Post-Event Documentation Requirements:

1. Using a form approved by ACE, an event organizer must provide ACE with a report that provides the total number/day of:

- Patients evaluated
- Complaint type of each patient (e.g. – chest pain, shortness of breath, injury, etc.)
- Patients transported via EMS to a hospital.
- Patients referred to further care that is not a hospital.

2. Deadline to submit the report is 30 days from the conclusion of the last day of the special event.

APD's Public Safety Plan Requirements

1. Beer Gardens:

- a. A beer garden may be required if alcohol is served in a City right-of-way or on other City facility.
- b. Must be fenced to prevent alcohol from being passed outside the enclosure.
 - i. An event organizer may use a 6 foot high fence or create a six foot wide “moat” with a three foot or four foot high fence.
 - ii. ACE staff may approve other proposed configurations if the configuration will achieve the purpose of the fencing requirement.
- c. Must have security personnel monitoring entry and exit point to ensure alcohol does not enter or leave the area.
- d. Must have at least two peace officers employed by the Austin Police Department, who will enforce the law.

2. Security Assignments:

- a. Typical standard is two peace officers per 1000 attendees.
- b. Factors that will influence the number of peace officers required –
 - i. alcohol will be served;
 - ii. anticipated crowd dynamics;
 - iii. type of event;
 - iv. outside threats to the event; and
 - v. staff-related issues during prior events.
- c. Unless otherwise required by ACE, event organizers may hire peace officers employed by a state agency or Travis County.

3. Traffic Control:

- a. Typical standard is peace officers employed by the Austin Police Department (APD) will provide traffic control for all street closures that occur within the city limits.
- b. If approved by ACE, peace officers employed by a state agency or other police agency located within Travis County may be used to work a neighborhood closure or a closure that does not impact a major roadway.
- c. Factors that will influence whether a peace officer not employed by the APD may be used –
 - i. alcohol will be served;
 - ii. anticipated crowd dynamics;
 - iii. type of event;
 - iv. outside threats to the event; and
 - v. staff-related issues during prior events

4. Bubble Escort/Walking Events:

- a. A special event that moves, impacts the City's right-of-way, and requires minimal to no traffic control devices.

b. For an event with less than 100 attendees, APD encourages the event organizer or attendees to use sidewalks and obey all traffic control devices so that an escort is not required.

c. For an event with 100 or more attendees or will use the streets, a minimum of three peace officers are required.

d. Factors that will influence whether additional peace officers are required –

- i. time;
- ii. location;
- iii. number of participants; and
- iv. the estimated number of intersections that will be impacted.

5. Enhanced Barricading:

a. ACE may require the use of vehicles to supplement traffic control devices.

b. Factors that will influence whether enhanced barricading is required –

- i. location of the special event;
- ii. notoriety of the special event;
- iii. size of the special event;
- iv. size or allowed speed of adjacent streets; and
- v. proximity of vehicular traffic to pedestrians.

6. Bomb Squad Standby:

a. Unless ACE determines that escalating risk factors requires APD's Explosive Ordinance Disposal Unit (EOD) to be present for an event, ACE recommends EOD conduct a sweep and standby for a special event with 5,000 or more attendees.

b. ACE recommends the event organizer weigh the risk versus the reward of EOD's presence.

7. Emergency Planning:

a. ACE may require an event organizer to provide an emergency plan or incident action plan

b. An event organizer must provide ACE with the name and contact information of the individual who is responsible for security.

c. If the special event includes a street closure or parkland, an event organizer must provide ACE with a written plan that describes the event organizer's staff and standard operating procedures for a critical incident.

d. ACE may require an event organizer to provide the name and contact information for individuals responsible for overall decision making related to the special event. The information provided must allow ACE to contact the appropriate individuals at all times.

§ 14-8-23 RIGHT-OF-WAY CLOSURE RULES.

- (A) The director may adopt rules that establish criteria for safe and appropriate right-of-way closures for special events.
- (B) The director will adopt rules in accordance with Chapter 1-2 (*Adoption of Rules*).
- (C) The Urban Transportation Commission may hold a public hearing on the proposed rules.
- (D) The Urban Transportation Commission may provide a recommendation to the director on proposed rules within 30 days after the director files a notice under Chapter 1-2 (*Adoption of Rules*).
- (E) As a condition of a closure permit, the applicant shall comply with any applicable rules established by the director under this section, under Chapter 4-19 (*Special Events*), or by separate ordinance.

--