



# Austin Center for Events Application

This application must be completed, signed and submitted to the Austin Center for Events (ACE) to process any required permits and applicable fees. This application is used by multiple departments, which will issue individual permits. Applicable deadlines range from 180 days to 10 days. More information is available online at [AustinTexas.gov/CityStage](http://AustinTexas.gov/CityStage).

Additional requirements may include: Safety/Security Plan, Transportation Plan, Approval of other governments and agencies, Traffic Control Plan, Waste Management Plan, Parking Plan (where applicable), Sound Impact Plan, Confidential Talent Roster, and outreach to affected Neighborhood groups. Following submission, applicants may be required to meet with City staff. Complete this application with as much information as possible and staff can assist you.

## **Permits will not be issued without all the following documents:**

**Completed Application Form (Sections 1-4 required)**

**Scaled Site Plan/Event Route or Map**

**Proof of Event Insurance (requirements vary)**

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## **Austin Center for Events staff use only**

Accepted date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Department: \_\_\_\_\_

Sections 1-4 Completed

Scaled Site Plan/Event Route or Map

Staff Comments:

Temporary Change of Use

Temporary Use

Right of Way Event

Temporary Event Sound

This interactive application requires Adobe Acrobat 6.0 or later.

Document saving is equipped for this interactive PDF, which means you can pause your application and return to it on your hard drive or server.

Before proceeding, take a moment to ensure your computer is capable of saving your progress.

Type the following text into the green box below:  
"Austin Center for Events"

Now save this file to a location on your computer or server using the following format: YourEventName\_EventMonth\_EventYear.pdf

This is the same name format you should save your completed application, which you will upload onto a website provided at the end of this application.

Before proceeding, close this file and reopen it on your computer. Once opened, check the green box above. If the green box above says "Austin Center for Events" your computer can save your work. If the green box is blank, print out the application and complete it by hand.

☞ It is recommended that you read through the entire application before beginning to fill it out. If necessary, use "n/a" to represent "not applicable" or use "?" to represent "unsure."

**REQUIRED Section 1: GENERAL EVENT INFORMATION**

Official Event Title:	
Venue Name (if applicable): Street	Street address or approximate location:

**REQUIRED Section 2: PRODUCTION INFORMATION**

<p>A list of all expected talent is required to be submitted separately prior to permits being issued. Information will be considered sensitive security information not for public release.</p> <p>Please complete this section with the most up-to-date information available at time of application.</p>			Does set-up or tear-down require on-street parking reservations?	
Set-up dates(s)	Set-up Start Time:	Set-up End Time:	Yes	No
Tear-down date(s)	Tear-down Start Time:	Tear-down End Time:	Yes	No

**DETAIL YOUR EVENT PRODUCTION SCHEDULE BELOW**

**EVERY EVENT REQUIRES AN ON-SITE INSPECTION PRIOR THE START OF THE EVENT.**

Inspection scheduling will vary depending on required City Department availability. Additional fee apply for inspections conducted outside the hours of 9 a.m. - 4 p.m., Monday through Friday.

Day 1	Date:	Start Time:	End Time:	Doors Open:	Daily attendance:
Day 2	Date:	Start Time:	End Time:	Doors Open:	Daily attendance:
Day 3	Date:	Start Time:	End Time:	Doors Open:	Daily attendance:

*Advanced ticket sales shall not exceed 110% of maximum occupant load. Per Austin Fire Code: 403.4*

If more than three days are planned please note below (field is rich text compatible):

Producing Organization:  
Mailing Address:

**REQUIRED Section 3: RESPONSIBLE PERSON INFORMATION**

Applicant Name: <i>This person will be legally responsible for all permitting fees, requirements and ordinance violations permit agents, producers or on-site supervisors.</i>	Applicant's organization/business name and address:		
Applicant cell phone:	Applicant Date of Birth:	Organization website:	
Applicant email address	State issuer of personal ID:	If nonprofit, enter EIN:	
<i>Prior to the issuance of some permits a copy of the listed Driver's License or photo ID is required.</i>			
Event executive producer/agent/supervisor name (if different than above):			
Producer/agent cell phone:	Producer/agent email address:	Producer/agent employer:	
*Primary On-Site Contact: (If different than above)		*Primary On-Site Cell Phone: (If different than above)	
Secondary On-Site Contact:		Secondary On-Site Cell Phone:	
<i>*On-Site contact must be available to meet onsite the entire duration of event, including set-up/tear-down.</i>			

**REQUIRED Section 4: EVENT DETAILS**

**EVENT TYPE:** *Please check all that apply.*

Parade/Procession	Swim	Boating/Rowing
Protest/Rally	Triathlon/Marathon	Promotion/Advertising
Block Party	Bicycle	Festival/Carnival
Concert/Performance	Run/Walk	Other(s)

*Is this event?*

*How will this event be advertised?*

Annual	Public	TV/Radio/Print	Billboards
Recurring	Private	Social Media/Web	Posters
One-Time-Only	Admission Fee:	Advanced Ticket Sales	
Previous Name(s):		Number of Years Event Held:	Other(s):

Any changes from previous years (YES/NO)?

**LOCATION:** *Please check all that apply.*

Inside an existing structure/building currently used as:	Vacant lot	Impact the Right of Way (ex. street, alley or sidewalk)	Cross or come within 200 feet of railroad tracks Impact public transit/bus routes
	Parking lot		
	Public property	Need to reserve on-street parking spaces	<i>Email questions to: james.bush@capmetro.org</i>
	Private property		

CITY PARK or waterway	Events on City parkland and waterways require additional approval. Please refer to <a href="#">Special Events Policies and Procedures</a> for City parkland.			I have paid and booked dates in a City Park		
	Park name: Walter E. Long Lake    Lady Bird Lake (Colorado River)    Lake Austin			Yes	No	N/A

CAPITOL COMPLEX AREA	If your event falls within the boundaries of the Capitol Complex area you will need to coordinate event operations with the Texas Department of Public Safety (DPS) by notifying Region 7 Headquarters at <a href="mailto:capitol.service@dps.texas.gov">capitol.service@dps.texas.gov</a> . <i>DPS staff will coordinate your event application with Texas Facilities Commission and the State Preservation Board.</i>			I am in contact with the Capitol Complex authorities		
				Yes	No	N/A

Depending on the location or specifics of your event other local agencies may need to be involved for coordination efforts. *Please check all that apply.*

Austin Convention Center	Capital Metro	The Long Center for the Performing Arts	Palmer Events Center
Texas Alcoholic Beverage Commission	Texas Department of Transportation	University of Texas at Austin	Other:

**BUILDINGS/EQUIPMENT:** *Please check all that apply.*

Tent or temporary structures(s)	Electrical, plumbing or lighting installation(s)	Generator (fuel type)	Amplified sound (outdoor or indoor)
Stage(s)/scaffolding	Flame effects, theatrical performance/open flames	Generator (plug-in)	Other sound equipment (i.e. air horn, bull horn)
Signs/banners	Inflatables	Propane	<b>*Note: advertisement projections and building wraps are illegal.</b>
Fencing (required for beer gardens)	Other:	Fireworks/pyrotechnics	

**Detailed, scaled site plans or event maps are required to be submitted online or in person along with this application.**

**Section 5: EVENT SECURITY (CLICK HERE IF NOT-APPLICABLE )**

All applications will require a security review. Roadway events and closures require APD-Special Events. APD-Special Events supervisors reserve right to establish security levels and personnel. [Austin Police Department Special Events](#) Check all that apply:

APD Special Events Unit	Texas Department of Public Safety	In-house/staff
Secondary APD Contract	County Sherriff	Other:
AISD PD	Private contractor	
Private Security Provider Name:		On-site Contact Person:
On-site Contact Email:		On-site Contact Cell Phone:
What is the purpose of security? <i>Peace Officers required for all road closures &amp; beer gardens. Noise Ordinance enforcement may be required.</i>		
Questions about this section? Email: <a href="mailto:APDSpecialEvents@austintexas.gov">APDSpecialEvents@austintexas.gov</a>		

**Section 6: EVENT MEDICAL (CHECK HERE IF NOT APPLICABLE )**

All applications will require a medical review, please check all that apply.

[Austin-Travis County Emergency Medical Services Special Events](#)

Will you be using Austin-Travis County Emergency Medical Services (ATCEMS) or a private provider?

ATCEMS                      Private

*Austin-Travis County EMS reserve rights to require stand-by personnel or equipment at the event's expense. Private medical contractors may treat on-site only and are prohibited from transporting patients.*

Private Medical Provider Name:	On-site Contact Name:
On-Site Contact Email:	On-site Contact Cell Phone:
<i>If you are using private medical, provide information for the following:</i>	
Fixed Medical Locations	Automated External Defibrillators:
Mobile Medical First Responders:	Basic Life Support (BLS):
Total Number of Medical Providers:	Advanced Life Support (ALS):
Any Other Capabilities: (RN, MD, First Aid Volunteers, etc.), please list type and number	
Questions about this section? Email: <a href="mailto:ATCEMS.SpecialEvents@austintexas.gov">ATCEMS.SpecialEvents@austintexas.gov</a>	

**Section 7: FOOD/BEVERAGE (CHECK HERE IF NOT APPLICABLE )**

If you are planning to sell food or provide food vendors at your event, separate permits from Health & Human Services may be required. Styrofoam, glass or single-use carryout bags are prohibited.

[Review Temporary Food Establishment Application](#) online. Please check all that may apply.

Prepackaged food	Prepackaged beverages	Food vendors
Unpackaged/open food	Unpackaged/open beverages	Number of booths:
Events that plan to serve alcohol are required to coordinate with the <a href="#">Texas Alcoholic Beverage Commission (TABC)</a> . Prior approval from TABC does not supercede City of Austin permit requirements or ordinances. Check all that apply:		
Alcohol served	Alcohol sold	BYOB
Questions about this section? Email: <a ]w4="" cj"="" gh]bhyi="" gyfj="" href="mailto:Y\gX" ug"[="" ui="">Y\gX"gyfj ]W4 Ui gh]bhYI Ug"[ cj</a>		

**Section 8: WASTE MANAGEMENT (CHECK HERE IF NOT APPLICABLE )**

A Waste Management Plan is required for all events. Events must identify on the site plan/event route or map the location of all dumpsters and/or roll-offs. Styrofoam, glass or single-use carryout bags may not be provided, distributed, or used during an outdoor special event held at a city facility, streets, sidewalks, or other city right of way.

Review waste requirements and rebate opportunities: [www.austintexas.gov/zerowasteevents](http://www.austintexas.gov/zerowasteevents)

Waste Management Provider:	On-site Contact Person:
Additional Provider(s):	On-site Contact Cellular Phone:
Questions about this section? Email: <a href="mailto:ARRspecialevents@austintexas.gov">ARRspecialevents@austintexas.gov</a>	

**Section 9: AMPLIFIED SOUND (CHECK HERE IF NOT APPLICABLE )**

Sound permits are not available for property zoned residential of property within 100 feet of residential zoning. Events subject to inspection and enforcement without notice. Performance events are required to submit stage layout in their site plans.

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Bullhorn/Megaphone	Starter Pistol	Public Address System (PA)
Live Music	DJ	Speaker System

**Proposed Amplified Sound Schedule (TIME RESTIRCTIONS MAY APPLY BASED ON LOCATION)**

Day 1	No. of acts:	Date:	Start Time:	End Time:	<i>See Chapter 9-2. Noise decibel limits. See Chapter 8-1. Parks Administration. Article 4. Restrictions on Amplified Sound</i>
Day 2	No. of acts:	Date:	Start Time:	End Time:	
Day 3	No. of acts:	Date:	Start Time:	End Time:	
Day 4	No. of acts:	Date:	Start Time:	End Time:	

Questions about this section? Email: [Music@austintexas.gov](mailto:Music@austintexas.gov)

**SECTION 10: ADDITIONAL INFORMATION**

Use this section to include any additional information regarding the previously completed sections.

Rich text compatible

**Section 11: STREET AND SIDEWALK EVENTS (CHECK HERE IF NOT APPLICABLE )**

Transportation Special Events. City reserves right to require this section. City reserves right to grant waivers for events that do not meet deadline requirements. Any event in the right of way (streets, bridges and alleys) will require SEPARATE ROWMAN application. Staff will assist if needed.

**What dates and times are you requesting street or sidewalk closures?**

Is this a City or State of Texas Legal Holiday? Yes                  No	Closure Start Date:	Closure End Date:
Is your event on a weekend only? Yes                  No	Closure Start Time:	Closure End Time:

**If your event involves on-street parking or a sidewalk *only* check here and proceed to next page.**

Notifications to affected persons will be required for all special events in the right of way. City staff will provide information and instructions to you after the application review.

Depending on the location or specifics of your event other local agencies may need to be involved for coordination efforts.

Any event in the right of way (streets, bridges and alleys) requires a Street Closure Information Form and City-approved Traffic Control Plan. Consult Transportation staff for more information.

**STREET EVENT INFORMATION**

ROWMAN Number (if completed):		If the event is a parade, procession, protest, run, walk or similar event, provide or estimate attendance:		
Have you prepared a Street Closure Information Form?	Yes                  No		Proposed year	Previous year
Who will prepare a Traffic Control Plan (TCP) for the event? <i>Road closures require an engineer-sealed and City-approved plan.</i>	City of Austin	Adults		
	Texas registered Professional Engineer	Children		
		Animals?    Yes    No	<i>Leash laws apply for dogs.</i>	

**ENTER IMPORTANT TIMES FOR MOVING EVENTS (PARADES, RUNS, WALKS, ETC.)**

Start time (1st wave)	On-site registration/ check in time	Approximate staging location:
Start time (2nd wave)	Assembly time for on-site participants	Approximate de-staging location:
Will any of the following street(s)/bridge(s) be affected?		Number of floats (if applicable):
11th St.	Rainey St.	<p><b>TRAFFIC CONTROL BARRICADE COMPANY</b> (Leave this section blank is unknown)</p> <p><i>A letter of commitment from a local barricade company is required before a permit is issued.</i></p> <p>Company Name:</p> <p>Primary Contact:</p> <p>Mobile Number:</p>
Congress Ave.	Cesar Chavez St. (between Mopac and IH-35)	
Lamar Blvd.		
Congress Ave. Bridge	Guadalupe St.	
South 1st St. Bridge	Lavaca St.	
Will your event route enclose or create a loop around a geographic area?		Yes                  No

Additional information (rich text compatible):

Questions about this section? Email: SpecialEvents@austintexas.gov

By submitting this application, the applicant grants permission to copy and to perform minor edits to promotional information from the event application, marketing or website material to use in posting a short publicly viewable information about the subject event on the City's website.

Contractor also agrees to pay City for all costs of repairing any and all damage to City property, including but not limited to any structures or plant life, caused by activities or by any act of Contractor, or Contractor's employees, agents or invitees, including the patrons of the attraction or function for which Contractor plans to use the Property. It is expressly agreed that the City of Austin shall determine whether any such damage has occurred, the extent and amount of damage and the cost of repairing the damages.

Applicant certifies that the information contained in the foregoing request is true and correct to the best of their knowledge. By submitting this application the applicant acknowledges permit requirements and all fees.

I \_\_\_\_\_ agree that my electronic signature on this application is my original signature.  
If the applicant does not agree to use an electronic signature, the applicant must sign below and hand-deliver a signed copy of this application at the Austin Center for Events.

Agree

Do Not Agree

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

To complete your application save this file to a location on your computer or server using the following format:

YourEventName\_EventMonthName\_EventYear.pdf

You may print this file and hand-deliver it, along with a scaled site plan and/or route map to the Austin Center for Events, at 505 Barton Springs Road, Suite 1070, Austin, TX 78704 between the hours of 9AM and 5PM most weekdays.

To submit your application electronically:

- 1) Visit [www.AustinTexas.gov/department/event-planning](http://www.AustinTexas.gov/department/event-planning) or
- 2) Click on the highlighted "Online Application Submission Portal" link.
- 3) Fill out simple questionnaire and upload your saved and completed special event application, along with a site plan or route map.
- 4) Once your application is submitted, an Austin Center for Events team member will contact you to discuss your event and any additional requirements.
- 5) Please wait two business days before inquiring on the status of your application. Inquiries should be directed to [specialevents@austintexas.gov](mailto:specialevents@austintexas.gov).