



OFFICE OF SPECIAL EVENTS
 200 South Lamar, Austin, Texas 78704
 (512) 974-6756 Fax
Submit your application by email:
 reservations@austintexas.gov

City of Austin Parks and Recreation Department Temporary Concession Application

COORDINATOR AND COMPANY INFORMATION

Contact Name:			
Company or Organization Name:	(the "Company")		
Billing Address:		State:	Zip:
Mobile #:		Emergency #:	
Email address:			

PERMIT TYPE REQUEST (Check ONE)

Single Day (\$50)	Temporary (<6 months, \$500/ \$1500)	Performing Artist (\$10/day)
Please list the date(s) you wish to be in the park below:		
Date:		Hours:
Date:		Hours:
Date:		Hours:
Concession Information List the exact products offered and the prices of those products. (Use additional attachment if needed).		
Utility Needs: (specify electrical & water needs)		
Description of Stand/Trailer: (include picture)		
Health Department Permit:	Permit number: If you do not have a health permit, you must have one before you sign a contract.	
<p>NOTICE: At the time the contract is signed, the concessionaire must provide a Certificate of Insurance listing the City of Austin as an additional insured and a State of Texas Sales and Use permit issued by the State Comptroller's Office. The Comprehensive General Liability Insurance should have a combined single limit of \$500,000 per occurrence. Statutory Worker's Compensation Insurance may be necessary.</p>		



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Park Information

Park Name:	_____
Location within Park:	_____
First alternative	
location within Park:	_____
Second alternative	
location within Park:	_____
Second Park	
(if 1 st choice is not available):	_____
Does each location meet the American's with Disabilities Act requirements?	_____

Impact Considerations

Please describe how the concession may affect the following:

Traffic/Parking	_____
Pedestrian/Bicycle	_____
Traffic	_____
Safety	_____
Environmental	_____
Trash and Recycling	_____
Do other concessions operate in the area?	If yes, list: _____

Key Park Code, Rules and Best Practices:

- Glass, Styrofoam and smoking are prohibited in all parks at all times.
- Use bulk versus individually packaged condiments, utensils and drinking straws, picnic packs, such as the combined plastic wrapped fork, knife, napkin and pepper/salt.
- Plan menu items which are hand held, or have minimal eating requirements.
- Remove all items from packaging, cellophane and the like (except for those required by law to be sealed) BEFORE presenting item to consumer.
- Have permit with you on site at all times.



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SIGNATURE AND AGREEMENT

I certify that the information contained in this approval request is true and correct to the best of my knowledge, and that I am authorized to act on behalf of the Company listed in the request.

I have also read, understand, and I am willing to comply with the concession policies and procedures set by the City of Austin Parks and Recreation Department.

IF the request is approved, the Company shall comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to comply with all federal, state and local laws and regulations, and with all applicable City policies, rules and procedures.

IF the request is approved, the Company shall not bring or permit its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to bring or keep anything on City property that may adversely affect the Facility. The Company shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to bring any items onto the property, or place any decorations or other items on the Facility that may damage any portion of the Facility, including but not limited to trees, grounds, or plant life, without the prior written consent of the Parks and Recreation Department Director. The City reserves the right at any time and at its sole discretion to require the Company to remove from the Facility any animals, furniture, fixtures, wiring, exhibits, or other items brought onto the Facility by the Company. The Company shall immediately remove any item upon City's request.

Indemnification. IF the request is approved, Company shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees any and all liability, damages, losses, claims, demands, and actions of any nature, due to personal injury (including, without limitation, workers' compensation and death claims), or property loss or damage of any kind which arises or is claimed to arise out of or is in any manner connected with the use of the City property or the presence on the City property of Production Company, its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which Production Company plans to use the Facility.

Signature of Applicant

Date



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Parks and Recreation Department Approvals: (office use only)

_____ Approved Site's Supervisor/ Division Manager Signature	_____ Printed Name	_____ Date
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_____ Approved Event Manager Signature	_____ Printed Name	_____ Date
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Permit File

Items Required before Permit Issuance:

- Application Form

After application approval the following are submitted:

- Insurance
- Health Permit Copy
- Sales and Use Permit Copy