



OFFICE OF SPECIAL EVENTS
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ANNUAL EVENTS - STANDING RESERVATION POLICY AND PROCESS

Definition: Annual Event Status is considered and granted (administratively) by the Director (or designee) for events that demonstrate a minimum of 3 consecutive production years in successful compliance with all City ordinances, park rules, and specified annual contract terms. This policy is applicable to all special events coordinated by the Office of Special Events.

Upon successful completion of requirements, standing reservations are granted solely for the upcoming year date(s) as coordinated by the Office of Special Events.

Process for Maintaining “Annual” Event Status and Reservations

1. Successfully comply with all contractual, departmental and city requirements with the current or most recent year’s event.
2. Failure to produce an event in any year, OR, switching dates or seasons without prior Department permission results in loss of annual status.
3. Within 4 weeks of successful completion of the current-year Event, the event organizer will submit a request (letter or email by preference) to the Office of Special Events requesting approval of the proposed calendar date(s) for the upcoming year.
 - a. In addition, Event Organizers are encouraged to provide an additional 4 year of requested dates for future planning purposes.
2. The request will be reviewed by the OSE for compliance with base requirements and current year contract compliance, and subsequently submitted for consideration and approval. The Office of Special Events may suggest alternative date(s) for upcoming years depending on advance conflict prevention between special events.
3. The Office of Special Events will provide confirmation, alteration, or denial.

Policies Specifically Applicable to Annual Events

- Annual event status remains with the “event”, and ultimately the legal company/organization which owns the event. Annual status is not transferable to another event.
- Changes or Alterations to Dates - All changes or alterations to a date(s) by the City or event organizer must be in writing at all times. Requests will be considered and approved after conferring with affected parties.
- It is the responsibility of the Event Owner or the designated contact/organizer to submit the request for the future year’s date. Failure to do so, or failure to respond to request for dates may result in forfeiture of dates.
- Events with annual event status must adhere to all contractual requirements, and uphold all City, State and Federal laws, rules and regulations.
- Events seeking annual status must utilize current existing policies and procedures for reservations and special events.