



OFFICE OF SPECIAL EVENTS
200 South Lamar, Austin, Texas 78704
(512)974-6797 (512) 974-6756 Fax
reservations@austintexas.gov
<http://www.austintexas.gov/parkevents>

ALCOHOL SERVICE STANDARDS - PRIVATE AND PUBLIC EVENTS

Service Expectations, Standards, and Park User Responsibility

Regulations applicable to ALL events.

1. The organizer should review the **Code and administratively restricted park listing**. Determine if the park is alcohol prohibited, where additional PARD authorization is required to sell, possess, or consume alcohol. **NOTE:** This will ONLY be considered for approved confirmed (paid) reservations made through the Office of Special Events.
2. The organizer assumes all risk, and is responsible for acquiring all necessary Federal, State and Local **permits**, and for securing and providing (when required) the necessary Liquor Liability Insurance. If in question, it is recommended the organizer contact the local beverage control commission and fully review the proposed event with the proper authorities, in addition to consulting the Office of Special Events staff.
3. **Containers.** All alcohol MUST be **served in aluminum, plastic or paper** containers (recyclable or compostable preferred). **NO glass or Styrofoam** is allowed at any park properties. Wine or other beverages packaged in glass MUST be served (by renter provided server(s)) from the bottle into necessary plastic or paper containers at the point of sale or distribution by a representative of the renter.
4. If at anytime the organizer is found to be in **violation** of any alcohol related Laws/Ordinances, all sales and/or consumption of alcohol will be stopped immediately up to and including eviction from the event site. If alcohol service is stopped, the service of alcoholic beverages will be closed for the remainder of the event time.
5. **Containment of Service Area.**
 - a. All park property where alcohol is served, sold, and/or BYOB as part of any event must be both **monitored and actively managed** in a manner to prevent alcohol from being provided, sold, served or obtainable to minors, guests who are at risk of over consumption, AND to those not invited or included to/in in the event.



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- b. Alcohol should remain **directly within the rented site**. It may NOT be carried to other areas of the park or outside of “shelter”, “picnic” or “rented” areas. Alcohol served at facilities may NOT be carried outside the premises, building or fenced area specifically rented/permitted and it is the responsibility of the organizer to ensure all guests strictly adhere to this policy. **For example**, if alcohol is allowed to be consumed at a shelter, you may NOT walk over to an adjacent athletic field, park area, or pool with the beverage. **GLASS AND STYROFOAM ARE PROHIBITED AT ALL TIMES.** Public events must be inside a building, or 6’ fenced area.
- c. **At public events, or at events with alcohol sales:** Alcohol must be consumed at an **indoor facility, existing fenced area, or beer garden**. Event site perimeter fencing must be erected or an enclosed “Beer Garden” * must be installed within the area. **(see below – Beer Garden Technical Requirements).**

6. Permits.

ALCOHOL SALES- TABC - Liquor Liability insurance and a TABC permit is required IF alcohol will be served/sold/distributed **and** admission to the event and service to those of legal age is dependent upon: sale, admission, a ticket, a donation, a donation JAR, membership fee, meal charge, or “tip”. **YOU ARE ENCOURAGED TO CONSULT WITH THE TEXAS ALCOHOLIC BEVERAGE COMMISSION IF YOU HAVE ANY QUESTIONS.**

There is a **\$30 alcohol permit review** fee due to the Austin Parks and Recreation Department at the time of TABC application submission for review and approval.

Health Permits. Health permits are typically also required for all bar set ups at public events. Contact the **Austin/Travis County Health and Human Services Department** to ensure service is in accordance with Health and Human Services Food Service Guidelines, and that necessary permits are obtained.

Regulations applicable to **PUBLIC events**.

1. **Security and Safety.** Organizers MUST **MINIMALLY** contract with **licensed peace officers** as a portion of their event security plan. Without discussion of event hours, nature and type, organizers should minimally draft a plan that **includes 2 licensed peace officers/1000** when alcohol is served, sold or present at public events. This is **in addition to** any hired



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security/staffing the organizer needs/requires for personal event needs such as cash transport, admission work, back of house security, etc. Adjustments may be requested to enhance public safety based upon event track record, duration, or scope.

2. Use of TABC certified servers hired by the organizer or through a subcontract of a licensed caterer.
3. Liquor Liability Insurance - www.austintexas.gov/parkevents

NOTE: The department reserves the right to require additional requirements AT ANY EVENT, public or private, to protect the health and safety of event patrons at any time. **Example of Additional requirements** which may be requested at any time: TABC certified servers, Licensed Peace Officer(s) Plan, Ticketing/Wristbands for those of Adult Age, Age Verification Plan, Liquor Liability Insurance,

NOTE: The City of Austin (under Code Chapter 8) reserves the right to deny consumption and/or sale of alcoholic beverages based on previous user/group history.



Beer (Alcohol) Garden Technical Requirements

1. If a “Beer Garden” is erected, it shall be **chain-link type** fencing of preformed **6-foot-high** freestanding panels (support poles may NOT be inserted into park grounds) which once completed shall be enclosed except for entrances and exits. Vertical support posts may be NO FURTHER than 10’ apart. As a best practice due to varying environmental conditions, some fences may require sand bagging.
2. The exact location and number of **entrances/exits** will depend upon the size of the enclosed area, and shall be approved by the Austin Fire Department Fire Prevention Division and Parks and Recreation staff.
3. **Site map required:** Please diagram the garden(s) on your site plan/event map provided at the time of application. The organizer is responsible for maintaining a count of persons entering the garden as determined by the Fire Department. Minimally organizers should prepare for 2 separate gated location points for a beer garden. One primary, and one emergency gate point.
4. All beer gardens which are requesting to have 50 or more people, are required to have a minimum of 2 entries/exits. Additional gates may be requested after site plan review/inspection by the Austin Fire Department.
5. All beer gardens must have **emergency entrance/exit signage** at each gate, placed ABOVE standing eye level of a person of average height. Events continuing past dusk must install/provide dual power or source **lighting for each gate and the signage**.
6. The **servicing areas** must be positioned so as not to interfere or impede pedestrian traffic entering or exiting the enclosure in order to maintain public safety.
7. At a minimum, there will be at least one **uniformed security officer** positioned at **each** entrance and exit. For some events, an overall safety and security plan approved by designated City public safety personnel will be required.



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ALCOHOL SERVICE - Typical Permitting Process

As a courtesy, we provide this information on the department alcohol approval process (sell, serve, consume), and TABC Permit Approval Process.

1. Book and confirm the reservation. Have all required paperwork and contractual items in good standing throughout the process.
 - a. Approval must have already been granted by special request, or written into the event contract and approved by the Director to sell, consume, or serve alcohol. This applies to all places where alcohol sales/service is not permitted/allowed.
2. IF TABC is required:
 - a. Applicant provides TABC permit  application. It should be completed by Travis County and APD before submission to Parks. (Typically about 1 week in advance of the first event date.)
 - b. Reservation reviewed for state of compliance by Office of Special Events or managing rental complex. At a minimum, fees must be paid, and liquor liability insurance MUST be on file. If there are outstanding items (fees, street permit, other), **the permit approval may be withheld** until reasonable compliance is reached.
 - c. If **ALL** contract/rental items are current, parks staff will **stamp** permit, and route to for approval(s).
 - d. Form returned to customer for routing to TABC for final approval.

Review alcohol policy document online! www.austintexas.gov/parkevents

3. Renter provides a final copy of the TABC permit  before the event day(s).
4. Renter ensures all requirements of the service standards are documented in the event file.
5. Events staff log approved permits into EVENTS CALENDAR or special events file.

**Please plan and account for the time it takes to obtain all required signatures.
Parks and Recreation requires permits be left overnight a minimum of 1 business day.
Plan accordingly.**

 = item that requires completion of a prescribed form, or provision of a copy by renter.