



OFFICE OF SPECIAL EVENTS

200 South Lamar, Austin, Texas 78704

(512)974-6797 (512) 974-6756 Fax

SUBMIT FORMS TO: reservations@austintexas.gov

http://www.austintexas.gov/parkevents

EARLY RESERVATION LOTTERY REQUEST

****** One form per EVENT per SITE is accepted. ******

The lottery process is **ONLY** available the 10th month in advance of your desired date, on/before the 20th of the month of submittal. The person entering the lottery will be billed and will be held responsible for the reservation.

REQUESTOR INFORMATION				
Name: _____				
Company Name : _____				
Billing Address: _____		State: Choose _____	Zip: _____	
City: _____		State _____		
Phone Number #: _____		Email Address: _____		
If wedding, provide BOTH names. 1: _____		2: _____		
EVENT DETAILS - COMPLETE ALL BLANKS!				
Requested Facility: _____				
3 Dates of Interest: _____				
Type of Event: _____				
Detailed explanation of the event: _____				
Event Start Time: _____		Event Stop Time: _____		
Total Estimated Attendance: _____		Will there be catering / food vending? <i>Health permits required for any food served/sold to public.</i>		
Sound permit needed? If yes, hours? <i>City Code restricts eligibility</i>		Admission charge, ticket, or participation fee? <i>(If YES, amount?)</i>	Is event open to public?	
Alcohol Permit (beer cans /wine ONLY)? "X" all that apply	NONE	Alcohol Permit (hard liquor)? "X" all that apply	NONE	NOTE ALCOHOL: All alcohol SALES require a TABC permit, insurance, fencing and security plan.
	Served		Served	
	BYOB		BYOB	
	Sold		Sold	
Merchandise/ Other vending, or sales? <i>If yes describe.</i>		If charging admission/ ticketing event – then alcohol is considered sold... REQUIREMENTS ↑		

AGREEMENT AND SIGNATURE:

I certify that the information contained in this request is true and correct to the best of my knowledge. I am aware of and have reviewed the reservation procedures and policies. **Electronic Signature Authorization:** By typing my name in the "applicant signature" line, I attest that this constitutes and represents my signature "electronically". I hereby acknowledge and agree that a signed, faxed, scanned copy or electronic signature of the Application shall be treated as an original document and signature binding me to the terms and conditions contained in the agreement. I authorize the City of Austin to accept the faxed, scanned copy or electronic signature, of the Application as the original document and signature.

Applicant Signature

Date