



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>

Regulations Applicable to All Tents

- **Tents must be secured by using sand bags or water barrels. Stakes are NOT allowed.** Staking or tying using existing hardscape or flower beds, trees or **non-turf** plantings is strictly prohibited. Users are responsible for any damages occurring due to tenting installations. **Use of propane is NOT allowed under ANY walled tents.**
- **Rental and/or Commercial Tent Use:** City must review your site location and receive approval in advance of your event date. Tents must have a CURRENT **certificate or stamp of fire resistance**.
- **Grounds Access:** Vehicle access to park grounds is restricted and allowable by GRASS permit only. If you do not have a grass permit, the load in must be conducted from park roads or approved hardscape areas.
- **Parks and Recreation Regulations:** All tent(s) are **subject to additional requirements** by the Site Manager, including PRE-ARRANGED tent set up and take down to minimize impact to other park activities, and infrastructure.

FIRE INSPECTION GUIDELINES

Additional regulations apply to tents, tents with walls, dependent on sizes of each tent, aggregate or "joined" tents.

Please full review the additional Austin Fire Department Tent Guildelines!

- a. **Scheduling inspections/review** (propane use is involved, or for TENTS that EXCEED certain sizes)
- b. Fire Department inspection and approval required for all tents and canopies over 100 square feet if the tent is within **20 feet of a structure**. **Tent sizes include multiple tents with aggregate areas.**
- c. No later than 4 weeks prior to the first event date, report to AFD Fire Prevention offices and pre-pay for the event inspection. If the event infrastructure is not COMPLETELY installed by the scheduled inspection date/time, additional and/or higher fees may apply.
- d. After paying, call fire prevention at **974-0160** to schedule a fire inspection/visit no later than the night before the first event date.
- e. **NOTE:** If the event infrastructure is NOT completely installed at the time of the visits, additional after hours fees may apply.