



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 for
Public Boat Ramps by Commercial Users
 (limited to no more than 2 6-month periods per year)

COORDINATOR AND COMPANY INFORMATION

Contact Name:			
Company or Organization Name:			(the "Company")
Business Address:	State:	Zip:	
Mobile #:	Emergency #:		
Email address:			
Texas Drivers License or Identification Card Number*:			
NOTICE: At the time the concession is issued, 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 must be provided. The Comprehensive General, Auto and Marine Liability Insurance should have a combined single limit of \$500,000 per occurrence. Statutory Worker's Compensation Insurance may be necessary.			

CONCESSION TYPE REQUEST (Check ONE)

Single Day (\$50)	<input type="checkbox"/>	Temporary (<6 months, \$500/ \$1500)	<input type="checkbox"/>
Please list the date(s) you wish to be in the park below. If 6 month, list the 6 month period.			
Requested Date Period:			
Requested Daily Operational Hours Schedule:			
Average number of requested uses Monday – Thursday:			
Average number of requested uses Friday - Sunday:			



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CONCESSION SERVICES RENDERED (Check and answer ALL THAT APPLY)					
Jet Skis/ Personal Watercraft		Personal Boats		Excursion Boats/ Tour Boats	
Concession Information List the exact products/services offered and the price range of those products. Use additional attachment if needed, or provide a company listing of products, prices, and services.					
Is food/beverage provided by Owner/ Operator or Affiliated Caterer? If yes, describe.					
Best Practice Advice:		Use bulk supplies versus individually packaged condiments, utensils and drinking straws, picnic packs, such as the combined plastic wrapped fork, knife, napkin and pepper/salt. Those items become easily airborne.			
Health Department Permit for Affiliated Caterer?		Permit number:			
Utility Needs:		<i>Note – No electrical available/allowed for use. There is one legal pump out location at Walsh Boat Landing.</i>			
Sanitary Sewage Disposal		<i>Answer all that apply. If “none”, then indicate “none” or “na”.</i>			
Number of vessels with holding tanks?:					
Holding capacity per boat:					
Number of sanitary pumps outs per week:					
Maximum average gallons per pump out:					
Minimum average gallons pump out:					
Location of pump outs:					
If private company/location, name of provider:					



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PARK INFORMATION

Park(s) Name: _____ Location within Park: _____
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IMPACT MITIGATION

Please describe company/concession plans to mitigate the following:

Traffic/Parking Impact. Include Parking Management and Messaging Strategies for Customers	How will the requestor mitigate traffic and parking in the area? What messaging will be employed to customers, and by what means/mechanisms? Will the requestor provide permitted mass transit to the site from off-site business locations?
Public Safety	How will the requestor message public safety requirements and laws to all renters?
Environmental	How will the requestor handle legal sewage disposal from vessels? Describe the company's inspection program to monitor motor conditions and operational capability.
Trash and Recycling	What is the requestor's plan to mitigate and remove trash and recycling from vessels/renters?



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CONCESSION REQUIREMENTS

IF the request is approved, the Company shall comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons 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 to bring or keep anything on City property that may adversely affect the City's property.

Without the prior written consent of the Director of the Parks and Recreation Department (Director of PARD), the Company shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons to bring any items onto the City's property, or place any decorations or other items on the City's property that may damage any portion of the City's property, including but not limited to trees, grounds, or plant life.

The City reserves the right at any time and at its sole discretion to require the Company to remove from the City's property any animals, furniture, fixtures, wiring, exhibits, or other items brought onto the City's property by the Company. The Company shall immediately remove any item upon City's request.

Term/Termination

Unless terminated earlier, this concession shall be effective from and after the date of signature by the concession holder and the Director of PARD or her designee. This concession automatically terminates at the end of the concession term.

The Director of PARD may terminate this concession after providing written notice to the concession holder. The Director of PARD may terminate after determining that (1) the concession holder caused or allowed others under the concession holder's control to cause damage to the park location beyond normal wear and tear: or (2) failure to adhere to the concession rules, requirements, procedures or life/safety issues.

If the concession is terminated due to property damage, the City may retain payments made by the concession holder to offset the damages, in addition to pursuing other legal remedies available.



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Compliance with City of Austin Rules and Regulations

In addition to the specific rules and regulations established for this concession and use program, Company acknowledges that each park and concession is subject to general park rules and regulations as currently exist and as may be adopted administratively or by ordinance by the City of Austin and agrees to abide by these rules, regulations and requirements.

Concession holder will uphold, abide by and enforce the rules and procedures set forth in Exhibit A.

Damage to City Property

Concession holder must pay for all costs required to repair or replace City property, which is damaged by concession holder, its officers, employees, agents, invitees, guests, volunteers, or patrons.

Indemnification

IF the concession is approved, Concession holder shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees (INDEMNIFIED PARTIES) against 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 of Concession holder, its contractors, agents, invitees, guests, volunteers, or patrons on City property.

Waiver

Concession holder, concession holder's its officers, employees, agents, invitees, guests, volunteers, or patrons waive any right they may have had to sue the City, its officers, employees, agents, and assigns due to conduct under this concession.

Concession holder shall communicate the terms of this indemnity and waiver to all of its officers, employees, agents, invitees, guests, volunteers, or patrons.

Applicant's Verification:

I verify that all of the above information is true. I have also read, understand, and am willing to comply with all federal, state and local laws and regulations, and with all applicable City



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policies, rules and procedures. I agree to the terms of this concession and am authorized to sign on behalf of the Concession holder.

NOTICE:

As a result of park improvement projects at Walsh Boat Landing, the park and ramp area is anticipated to be closed in 2016 and/or 2017 during construction at the site. I am aware that that concession and access to the site will NOT be permitted during this closed construction phase.

Updated project information may be found at:
www.austintexas.gov/parks, or
<http://www.austintexas.gov/department/walsh-boat-landing>

Applicant Signature

Printed Name

Date



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PARD USE ONLY

Parks and Recreation Department Approvals:

Division Manager Signature	Printed Name	Date

Office of Special Events Signature	Printed Name	Date

Concession File – Required Submittals Prior to Concession Approval:

Step 1

– Applicant Provides Detailed Application

- Application Form
- Attachment(s) Completion – all applicable **Exhibit B** materials

Step 2 –

After application preliminary approval the following are submitted before a concession is released:

- Concession Agreement Executed
- Insurance – **Exhibit C**
- Texas Driver License Copy (applicant)
- Health Permit Copy (if applicable)
- State of Texas Sales and Use Permit Copy
- Sole Proprietor Letter (if applicable) – **Exhibit D**
- Contract copy – licensed sanitary sewer hauler, or contract for use/services of private permitted pump-out location
 - Applicants **MUST** keep all pump-out manifests on file for inspection upon request by the City.
- Contract copy for off-site dumpster disposal service at the business address.
 - If no contract exists, written documentation on company letterhead stating litter/recycling removal location and method.
- Copy of company rules/briefing information for renters/clients
- Completed vessel listing, and party boat operator listing. (**Exhibit B**)



Exhibit A – Rules and Permit Requirements for Temporary Concession Application for Commercial Users of Public Boat Ramps

Concession Requirements and Restrictions:

- At first departure, vessels may not unload to incomplete parties** because it requires multiple dock uses.
- Standing/stopping in any area of the public ramp** or access area is prohibited at all times until the full rental party is present on site for first departure.
- Dock tie-up/loading time is 15 minutes or less** from the time the vessel, its fixtures, or mooring lines first contact the public dock by any physical means.
- Public trash cans/receptacles may not be used by rental customers after the excursion.
- Concession holder must collect bagged trash from vessel upon return of vessel(s).
- Concession holder shall not use City's trash receptacles for trash collected on vessel(s).
- Concession holder must provide clear instructions to renter about post boating refuse.
- Concession holder must provide or require customers to bring appropriate trash bags for securing waste for concession holder removal.
- Impact on public use and priority of the concession:**
 - Concession holders shall not interrupt existing use of an area by the general public.
 - This concession does not allow the concession holder to prevent the public's access to park entrances. Blocking of public access is prohibited.
 - Alternatively if a loading/unloading session has already begun and is in process, the general public may not interrupt an ongoing use.
- Refueling is PROHIBITED** in any area of the public ramp, access area, or dock area.
- This concession does not authorize the concession holder** to provide or facilitate organized or sanctioned activities; or to conduct on site sales, concessions, or similar activities. Additional concessions are required for such activities.
- Renters must comply with all federal, state and local laws and regulations; and with all applicable City policies, rules and procedures



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Key Park Code and Rules:

The following represents select City laws, ordinances and park rules are highlighted in this section for applicant convenience, and NOT a full representation of all federal, state, or local laws, policies, procedures, or rules.

- Laws/Ordinances:**
- On water sound restrictions:
 - City Code 9-2-3-6: "a person may not"operate sound equipment in a watercraft audible or causing a vibration 100 feet from the equipment.
- Parkland sound restrictions: The law requires permits for all sound amplification ON PARK GROUNDS. Amplified sound is not allowed before 10 am or after 10 pm on parkland or within 100' of residential property at any time.
- Park curfew is 10 pm – 5 am. No activity is allowed between these hours.
- Glass containers and smoking are prohibited in parks at all times.
- § 8-5-81 - WATERCRAFT AND OTHER MOTORIZED CRAFT ON LAKE AUSTIN.** (A) A person may not use or possess a jet ski, wet bike, motorized surfboard, or similar device on Lake Austin: (1) from sunset on the Friday before Memorial Day until sunrise on the Tuesday after Memorial Day; (2) from sunset on the Friday before Labor Day until sunrise on the Tuesday after Labor Day; or (3) from sunset on July 3 until sunrise on July 5.

- Key/Highlighted Park Rules:**
- Styrofoam is prohibited in all parks.
- Additional concession, on-land presence, marketing or similar is prohibited except by additional permit.
- All employees shall have a concession on site at all times.



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Exhibit B-1

- List of all personal watercraft or personal boats to utilize site.**

BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
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Make and model of vessel:			
Vessel color:		Length of vessel:	
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COMPLETE MORE PAGES AS NEEDED



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Exhibit B-2

- List of all excursion/tour/party boats.**

EXCURSION, TOUR OR PARTY BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

EXCURSION, TOUR OR PARTY BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

EXCURSION, TOUR OR PARTY BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
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Exhibit B-2.2

List of Licensed Party Boat Operators by Texas Parks and Wildlife

LIST OF TEXAS PARKS AND WILDLIFE PARTY BOAT OPERATOR LICENSEES:
 Party Boat Operator License is required of operators of charter vessels carrying more than six passengers and with a length exceeding 30 feet, operating on inland waters. The only exemption from this requirement is if the operator holds a USCG Operator of Uninspected Passenger Vessel (OUPV) License, often referred to as a "6-pack license," or higher level of Captain's license issued by the USCG.

Full Name:	
License Number:	
Expiration Date:	

Full Name:	
License Number:	
Expiration Date:	

Full Name:	
License Number:	
Expiration Date:	

Full Name:	
License Number:	
Expiration Date:	

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Exhibit C – Insurance Requirements

Available online at: www.austintexas.gov/parkevents. From the main portal, click to enter the policies and procedures section, and then scroll down to the advisory information section and select the “insurance” link.

The Comprehensive General, Auto and Watercraft Liability Insurance policy required should have a combined single limit of \$500,000 per occurrence.

Statutory Worker’s Compensation Insurance may be necessary.

Please provide the full specifications document to your carrier/provider so an appropriate policy is provided.



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Exhibit D – If Applicable

Sole Proprietors Workers' Compensation Insurance Requirement

NOTE - This letter can be used by a sole proprietor who will complete the entire job by himself with no employees or subcontractors. The letter shall be written on the contractor's letterhead and be submitted with the certificate of insurance indicating coverage for all other lines of insurance required by the City of Austin.

Date (Month Day, Year)

Sole Proprietor's Letterhead Here

This statement is being submitted in lieu of a certificate of insurance for the workers' compensation insurance coverage required by the City of Austin. I am a sole proprietor with no employees. (Name of activity) _____ will be completed by myself without employees or subcontracted assistance.

I understand that if I hire anyone as an employee I will purchase Workers' Compensation Insurance coverage for the required limits and provide a certificate of insurance indicating this coverage immediately. If I hire a subcontractor I will provide the City of Austin with the required proof of insurance for Workers' Compensation for each subcontractor. I understand that Workers' Compensation is required of all subcontractors.

Applicant Printed Name

Applicant Signature