



City of Austin

## TEMPORARY EVENT SOUND PERMIT APPLICATION

**INSTRUCTIONS:** Please carefully read each section of this application. Print the application, legibly fill out all fields and attach an event site plan that includes stage layout, entrance and exit locations and any additional event details. Completion of all fields and attachments is required prior to approval of a temporary event sound permit. Once completed, hand deliver to the Development Assistance Center (DAC) 505 Barton Springs Rd., Attn: Viktor Auzenne. You can also scan the completed application and email it to [viktor.auzenne@austintexas.gov](mailto:viktor.auzenne@austintexas.gov) and to [music@austintexas.gov](mailto:music@austintexas.gov), or fax to 512-974-2934. For additional information, contact Viktor Auzenne at 974-2941.

The Music Office is required under Section 9-2-50 (Music Office Review) in Chapter 9-2 of the sound ordinance to conduct an appropriate level evaluation, based on the type of permit being requested and the potential impact to the surrounding community. This investigation may include on-site inspections including sound measurements and discussions with nearby residents and business owners. The Music Office works directly with the **Office of Special Events** to evaluate: *crowd capacity, traffic, public right-of-way, alcohol, food, emergency services, security and related issues*. In the interest of public health and safety, the Music Office may recommend limits on attendance capacity and/or more restrictive decibel limits and hours of operation than required under Section 9-20-30 (Decibel Limits for Outdoor Music). Once issued, the permit may be revoked as a result of two or more violations of the Temporary Event Impact Plan (9-2-52).

### FEES AND TIMELINE

**NOTIFICATION FEE FOR MULTI-DAY APPLICATION: \$241.00**

This fee is required under Section 9-2-54 (Notice of Application) for notification of single-family owners within 600 feet of the site, multi-family use located adjacent to the site, or registered neighborhood organizations whose declared boundaries are within 600 feet of the site. A check in the amount of \$241.00 is due at the time of application for Multi-day permit applications. **24-hour events do not require notification.**

**TIMELINE:** Multi-day permit applications **MUST BE RECEIVED** a minimum of 30 days before the start of the first scheduled event or the application will not be processed. 24-hour event applications **MUST BE RECEIVED** a minimum of 21 days before the event or the application will not be processed. The final permit approval/denial determination is made by the PDR Office no later than 30 days after the application is submitted.

**PERMIT FEE:** If the permit is approved, an additional payment to the City of Austin will be due at the time the permit is picked up. The fees are as follows:

1. \$11.44/day for matters of public interest or political campaign
2. \$22.88/day for a private party
3. \$34.32/day for an advertising event
4. No fee for a charitable organization or government agency

### YOUR PROPOSED EVENT WILL REQUIRE ONE OR MORE OF THE FOLLOWING:

Texas Alcoholic Beverage Commission (TABC) Permit	Temporary Use Permit (TUP)
Austin Fire Department (AFD) Permit	Temporary Food Event (TFE) Permit
Temporary Change of Use (TCOU) Permit	Right-Of-Way (ROW) Permit

**EVENT INFORMATION**

OFFICIAL EVENT TITLE:

EVENT LOCATION ADDRESS:

VENUE NAME: (if applicable)

**PROPOSED DAYS, DATES AND TIMES**

SETUP DAY:	DATE:	TIME:	to
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DAY 1:	DATE:	TIME:	to
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DAY 2:	DATE:	TIME:	to
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DAY 3:	DATE:	TIME:	to
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DAY 4:	DATE:	TIME:	to
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TAKE DOWN DAY:	DATE:	TIME:	to
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TYPE OF EVENT:  Concert  Political Campaign/Matters of Public Interest  Advertising Event  
 Private Party  Other \_\_\_\_\_

ANNUAL EVENT:  Yes  No

TOTAL ATTENDANCE PER DAY:

TOTAL ATTENDANCE COMBINED DAYS:

TOTAL CAPACITY OF VENUE FOR EVENT: (if applicable)

DESCRIPTION: (attach an event site plan that includes stage layout, entrance and exit locations and any additional event details)

**APPLICANT INFORMATION**

<b>CONTACT:</b>	Name:	Phone:
	Email:	
<b>SECOND CONTACT:</b>	Name:	Phone:
	Email:	
<b>BUSINESS / ORGANIZATION:</b>	Name:	Phone:
	Street Address:	
	City, State, Zip:	
	Website:	

**AMPLIFIED SOUND**

Amplified sound must be directed away from residences and comply with all conditions set forth in the Music Office temporary event impact plan. Please visit the Music/Amplified Sound website at [www.austintexas.gov/department/musicamplified-sound](http://www.austintexas.gov/department/musicamplified-sound) for information on permit requirements. Contact Don Pitts at 512-974-7821 and David Murray at 512-974-7817, or [music@austintexas.gov](mailto:music@austintexas.gov) for additional information.

<b>RESPONSIBLE PERSON IN CHARGE OF SOUND:</b>	Name:	Phone:
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Email:
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NAME OF SOUND COMPANY: (if applicable)

Phone:

SOURCE OF SOUND:  Live Music  DJ  Other \_\_\_\_\_

TOTAL WATTAGE OF SYSTEM:

NUMBER AND SIZE OF SPEAKER CONES:

**SOUND MITIGATION MEASURES PLANNED OR IMPLEMENTED:****PROPOSED DAYS, DATES AND TIMES OF AMPLIFIED SOUND**

<b>DAY 1:</b>	<b>DATE:</b>	<b>TIME:</b>	to
<b>DAY 2:</b>	<b>DATE:</b>	<b>TIME:</b>	to
<b>DAY 3:</b>	<b>DATE:</b>	<b>TIME:</b>	to
<b>DAY 4:</b>	<b>DATE:</b>	<b>TIME:</b>	to

**PARKING, TRAFFIC AND PUBLIC RIGHT-OF-WAY**

Please visit the Office of Special Events website for traffic, public right-of-way and transportation information at [www.austintexas.gov/department/special-events-1](http://www.austintexas.gov/department/special-events-1) or contact the Office of Special Events at [specialevents@austintexas.gov](mailto:specialevents@austintexas.gov) or 512-974-6501 for additional information.

Will you need to reserve public parking spaces for your event? \_\_\_ Yes \_\_\_ No

The application to reserve public parking is online at [www.austinroadworks.org](http://www.austinroadworks.org).

**PLAN FOR PARKING:****PLANNING AND DEVELOPMENT REVIEW**

The Planning and Development Review (PDR) Department provides planning, preservation, design, comprehensive, and development review and inspection services. A temporary use permit (TUP) or temporary change of use permit (TCOU) is required for public assemblies in structures or portions of structures that do not currently have a Certificate of Occupancy for the proposed use. Please visit the PDR Website at [www.austintexas.gov/department/planning](http://www.austintexas.gov/department/planning) for information on zoning districts, permits, forms and applications, or contact Susan Walker at [susan.walker@austintexas.gov](mailto:susan.walker@austintexas.gov) for additional information.

**ALCOHOL**

The Texas Alcoholic Commission (TABC) is the state agency that regulates all phases of the alcoholic beverage industry in Texas. You may obtain the appropriate application packet(s) from your local TABC office or online at [www.tabc.state.tx.us](http://www.tabc.state.tx.us).

Will alcoholic beverages be sold and/or consumed? \_\_\_ Yes \_\_\_ No

If yes, proof of event insurance in the amount of \$500,000 per occurrence (minimum) is required.

<b>TABC PERMIT HOLDER NAME:</b>	<b>TABC PERMIT #:</b>
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**ALCOHOL SERVICE AREA OR BEER GARDEN DAYS, DATES & HOURS:**

<b>DAY 1:</b>	<b>DATE:</b>	<b>TIME:</b>	to
<b>DAY 2:</b>	<b>DATE:</b>	<b>TIME:</b>	to
<b>DAY 3:</b>	<b>DATE:</b>	<b>TIME:</b>	to
<b>DAY 4:</b>	<b>DATE:</b>	<b>TIME:</b>	to

**FOOD/VENDORS**

A temporary event food (TFE) permit is required for temporary event food services. Refer to the Health and Human Services web site at [www.austintexas.gov/department/health](http://www.austintexas.gov/department/health) for specific information and requirements, or contact the department at 512-978-0300.

Do you plan on having food at your event? \_\_\_ Yes \_\_\_ No

**FIRE**

Many activities (open flames, fireworks, hazardous material, temporary change of use permit, temporary structures, right-of-way usage) will require either approval or a permit from the Austin Fire Department (AFD). Please visit the AFD website at [www.austintexas.gov/fire](http://www.austintexas.gov/fire) for information on permits or contact James Hoad at [james.hoad@austintexas.gov](mailto:james.hoad@austintexas.gov) and Lt. John Ham at [john.ham@austintexas.gov](mailto:john.ham@austintexas.gov) for additional information.

**MEDICAL**

All events may be reviewed by the Austin-Travis County Emergency Medical Services (EMS) Department for assessing potential event medical staffing needs and to determine how the event (or permitted site) will impact the 911 EMS system. Depending on the size, scope and type of event, medical coverage (or additional standby medical coverage if it has been secured prior to the permit process) may be required from the applicant or event organizer. Please visit the EMS Department website at [www.atcems.org](http://www.atcems.org) for additional information.

**NEIGHBORHOOD OUTREACH**

Applicant is encouraged to notify the neighborhoods and residents surrounding the proposed event location. A list of all Neighborhood Organizations who are registered with the City of Austin is available at [www.austintexas.gov/cr](http://www.austintexas.gov/cr). The Music Office staff can help you determine the extent of community outreach and notification that your proposed event requires.

**NEARBY NEIGHBORS AND BUSINESSES YOU HAVE CONTACTED:****POLICE & SECURITY**

Depending on the size and activities of your proposed event, the Austin Police Department (APD) Special Events Unit may require the presence of security personnel. Event organizers are responsible for the actions and conduct of all participants, sponsors, employees and any person under their control associated with a permitted event. Therefore, the event organizers are responsible and will bear all costs of the proposed event. Please visit the APD Special Events website at [www.austintexas.gov/department/special-events](http://www.austintexas.gov/department/special-events) for information on police services and security plans or additional information.

Will APD Special Events coordinate the police officer for this event?  Yes  No

Will other off-duty police officers be used for this event?  Yes  No

If yes, what law enforcement agency will they be employed by?

<b>RESPONSIBLE PARTY IN CHARGE OF COORDINATING OFF-DUTY OFFICERS:</b>	Name:	Phone:
	Email:	

Will a private security agent be used for this event?  Yes  No

If yes, what agency are they employed by?

**NUMBER OF SECURITY AGENTS TO BE HIRED FOR THE EVENT:** (if applicable)

**WASTE, RECYCLING AND TOILET**

<b>NAME OF OUTSIDE WASTE VENDOR:</b> (if applicable)	Phone:
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**NUMBER AND SIZE OF DUMPSTERS:**

**DUMPSTER LOCATION AT EVENT:**

DATES AND TIMES DUMPSTERS WILL BE DELIVERED/REMOVED		
DATE:	DELIVERED:	REMOVED:
<p><b>RECYCLING:</b> Applicants are encouraged to incorporate recycling and composting into the proposed event plan. Austin Resource Recovery offers an Event Recycling Rebate of up to \$750 for introducing or improving waste reduction efforts at outdoor events. At a minimum, the number of recycling containers should be equal to the number of trash containers (placed next to each other) and all containers should be clearly marked. Please visit the department's website at <a href="http://www.austintexas.gov/department/resource-recovery">www.austintexas.gov/department/resource-recovery</a> for information on the rebate program requirements or contact Gena McKinley at <a href="mailto:gena.mckinley@austintexas.gov">gena.mckinley@austintexas.gov</a> for additional information.</p> <p><b>TOILET:</b> The applicant will need to provide the adequate number of portable toilets based on the estimated number of participants at the event.</p>		
NUMBER OF PORTABLE TOILETS:		NUMBER OF ESTIMATED PARTICIPANTS:
NAME OF OUTSIDE SANITATION VENDOR:		Phone:

INSURANCE
A certificate of commercial general liability insurance with a combined single limit of \$500,000 per occurrence must be provided. The certificate must name the City of Austin as certificate holder and additional insured with a 30 day cancellation notice.
Initial here that you have read and understand this requirement. _____

SIGNATURE	
APPLICANT SIGNATURE	DATE
APPLICANT PRINTED NAME	

<i>This application <b>MUST BE FILLED OUT</b> in its entirety in order to be processed.</i>
<p><b>CHECKLIST:</b></p> <p>___ Notification fee; for multi-day events, make a check payable to City of Austin in the amount of \$241.00</p> <p>___ Permit fee; if approved, make a check payable to City of Austin in the amount of \$11.44, \$22.88, or \$34.32/day</p> <p>___ Certificate of Event Insurance</p> <p>___ TABC license</p> <p>___ Event site plan; drawings of your event plan/route, entrance and exit locations</p> <p>___ Stage Layout</p>