



Austin Center for Events Application

505 Barton Springs Road, Suite 1070 Austin, TX 78704 512.974-“...”

This application serves as a tool in identifying and processing any required permits and applicable fees. All requested information in this application is in the interest of public safety and is for internal staff only. Deadlines may vary by permit type, as are outlined throughout the application. Incomplete applications will not be accepted.

APPLICANT INFORMATION

Applicant Name:

Applicant Phone:

Applicant Email:

Sponsor/Producing Organization:

Non Profit Status:

GENERAL EVENT INFORMATION

Official Title of Event:

Venue Name (if applicable):

Event Address:

Event Date(s):

Event Time(s):

On-Site Event Contact:

Phone:

Type of Event: “parade, etc.”

Event Website:

Is this an annual or reoccurring event?

Previous name(s):

Which anniversary year is this event? (i.e. 10th)

Are there any changes from previous years?

Is this event public or private event?

Admission Ages:

Admission Fees (by age group):

REQUIREMENTS

The following documents are required to schedule a meeting with the Special Events review committee. Incomplete applications will not be accepted and may be subject to denial based on submissions deadlines.

Completed Application p. 1-“6”

Scaled Site Plan

Route/Event Map

QUESTIONNAIRE

Please check all that apply to your event.

- | | | |
|--|------------------------------|-----------------------------|
| Will any portion of this event be held indoors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will any portion of this event be held in a parking lot? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the event occupy and/or obstruct any part of the public right of way? i.e. street or sidewalk | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the event change the current authorized use of a building? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the event layout include tents or temporary structures? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will an exterior stage be built/constructed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the event have amplified sound inside and/or outside? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will any sound equipment be used at this event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be fencing around an exterior space? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will alcohol be served and/or consumed inside and/or outside? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will food be served and/or consumed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you be using APD or a private security agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you be using ATCEMS or a private medical provider? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be use of propane at the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the event have a theatrical flame performance/open flame? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the event have any fireworks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a safety plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a plan for adequate restroom facilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a plan for trash, recycling and/or diversion? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

PRODUCTION INFORMATION

				Expected Attendance		Expected Talent
				participants	volunteer/staff	
Load-in (if travel lane or parking are required)	Date:	Start Time:	End Time:			
Day 1	Date:	Start Time:	End Time:			
Day 2	Date:	Start Time:	End Time:			
Day 3	Date:	Start Time:	End Time:			
Day 4	Date:	Start Time:	End Time:			
Load-out (if travel lane or parking are required)	Date:	Start Time:	End Time:			

AMPLIFIED SOUND INFORMATION (“deadline”)				
Day 1	Date:	Start Time:	End Time:	Decibel Limit:
Day 2	Date:	Start Time:	End Time:	
Day 3	Date:	Start Time:	End Time:	
Day 4	Date:	Start Time:	End Time:	

ADDITIONAL COMMENTS

EVENTS IN THE RIGHT OF WAY (“deadline”)

Have you submitted a [ROWMAN Application](#) and received acceptance?

ROWMAN # _____

Have you submitted the Street Event Closure Information Form? Yes No

Type of event: Moving Stationary Walking Parade Run Walk
 Festival

Location of event: Downtown North South East West

Registration/Check-in: _____

Walk or run start time: _____ 1st wave _____ 2nd wave

Number of participants: _____ Adults _____ Children ages _____ Pets

Parade estimated number of floats: _____ Estimated number of animals: _____

Number of officers requested: _____ Assembly time for participants: _____

Staging location: _____ De-staging location: _____

Is this event political in nature? Yes No

Barricade company: _____ Primary contact: _____

Mobile number: _____

Will the event be on any of the following street(s)/bridge(s)? Ann Richards Bridge

Congress Ave Drake Bridge (S 1st St) Guadalupe St & Lavaca St

Lamar Blvd (btwn 30th & Ben White) 11th St Cesar Chavez St (Mopac to IH-35)

Will the event encircle a Geographical Area? Yes No

Will the event be on a Monday – Friday (other than on a Legal Holiday)? Yes No

Security Agency: _____ Contact Person: _____ Telephone Number: _____

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

RESTROOM FACILITIES

How many restroom facilities will be available?

Will portable toilets be used?

Will you be hiring an outside vendor?

Vendor/company name: _____

TRASH/RECYCLING

What number and size of dumpsters will be used?

Trash _____ Recycling _____ Other _____

Where will the dumpsters be located? (Identify on site plan)

At what date and time will the dumpsters be delivered and removed?

Will you be hiring an outside vendor?

Vendor/company name: _____

FOOD / BEVERAGE

Name and license number of the T.A.B.C. permit holder (for this event):
A copy of the permit is required prior to the issuance of a Special Event permit.

BUILDING INSPECTIONS

PARKS

MEDICAL

RESPONSIBLE PARTY

Responsible Party Name:

Phone:

Email:

Preferred Method of Payment: _____ Credit Card _____ Check _____ Cash

Billing Name:

Billing Address:

BUILDING INSPECTIONS

EMERGENCY MEDICAL SERVICES

Austin Travis County Emergency Medical Services (ATCEMS) is responsible for ensuring all aspects of City of Austin Ordinance Chapter 10- Article 2 related to Emergency Medical Services is adhered to. Determine the number and type of emergency medical personnel, services, and equipment required for the Special Event. Austin Travis County Emergency Medical Services personnel may conduct compliance inspection at a permitted event.

Provide on-site standby medical services for events in support of our primary 911 EMS response mission including major events that significantly impact the public safety and the residence of Austin and Travis County.

In addition to the major events, ATCEMS provides medical coverage for small and medium-size events in the community. These events are smaller in nature and usually only require a single ambulance or a single dedicated Medic.

FIRE

The Austin Fire Department (AFD) inspects all special events and issues a final occupancy load for each event. Additional inspections include: mobile food vending and night inspections.

The AFD Application for Special Event Permit and a current and proposed fee statement can be found online at www.austintexas.gov/departments/fire/divisions.

HEALTH & HUMAN SERVICES

MUSIC

The Music Office is responsible for inspecting outdoor music venues/sound equipment and for making permitting recommendations regarding all outdoor sound permits, with the exception of Parks events. Organize and staff Austin Music Commission meetings, book musicians for City council meetings, interface with neighborhood groups concerning sound concerns and coordinate with the APD Special Events sound enforcement officers.

Oversee and administer a large number of programs to bolster the Austin music industry.

PARKS & RECREATION

POLICE

The Special Events Unit plans, coordinates and staffs activities that have a need for control of vehicular and/or pedestrian traffic, crowd control and security of events such as parades, VIP security, athletic contests, fairs, public demonstrations and political marches. The unit also ensures that events comply with all applicable city ordinances including, but not limited to 14-8 (Temporary Closure of a Right-of-Way) and 9-2 (Noise and Amplified Sound)

RESOURCE & RECOVERY

TRANSPORTATION

The Office of Special Events (OSE) is responsible for reviewing any Special Event (inclusive of Festivals, Marches, Parades, Athletic/Fitness events, etc.) that will effect or close the city right of way. The following permits are issued by OSE: *ROW Street Event* and *Parking* related to Street Event or Special Event. OSE works in conjunction with the other divisions and departments of ACE (Music, APD, AFD, Code, Health, and ATCEMS).

Site plan requirements ...

City ordinance requires applications for Right of Way events to be submitted 180-days prior to the planned event date. Applications submitted under 180-days cannot be accepted without prior approval from the Director of Austin Transportation or his/her designee. In addition, certain fees are due at the time the application is submitted. Please see the attached timeline for additional information.

Environmental/Sustainability Clause...

Department/application deadlines...

[Ordinance Query](#)

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 a certificate holder and as an additional insured with a thirty (30) day cancelation notice. Initial here that you have read and understand this requirement.

**Each City Department may require its own copy to be provided to them.*

The undersigned hereby declares that the information provided in this application is true and that I have read any related ordinances and rules and understand the conditions of this application as set forth therein.

(Printed Name)

(Signature)

Thank you for choosing Austin Texas for your special event.

Austin Center for Events use only

Application Accepted: _____

**Office use only*

Completed Special Events Application Checklist

Completed Questionnaire

Completed Application

Scaled Site Plan

Event Insurance (pending approval)

Fee Schedules

Austin Fire Department (AFD): Please contact for fee assessment(s) 512-974-0127 or AFDSpecialEvents@austintexas.gov

TENT: Tent Permit
CARFF: Carnival/Fair/Festival Permit
EXTSHOW: Exhibit & Trade Show Permit
FIREWORKS: Fireworks Discharge Permit
FLAME: Flame Effect, Theatrical Performance /
Open Flame Permit
TCOU (> 50 PEOPLE ASSEMB): Temporary
Change of Use Permit
AHINSP: After Hours Fire Inspection
FIREWATCH: Fire Watch / Stand-by Inspector
STANDBY: Apparatus Standby / Special
Service Fee

Austin Police Department (APD): Please contact for fee assessment(s) 512-974-5032 or APD.SpecialEvents@austintexas.gov

POLICE OFFICER/HR
POLICE DETECTIVE/CORPORAL/HR
POLICE SERGEANT/HR
POLICE CADET/HR
DISPATCHER/HR
VEHICLE RENTAL/HR
PERSONAL WATERCRAFT RENTAL/HR
WATERCRAFT RENTAL/HR
MOUNTED RENTAL/HR
ADMIN FEE PER EVENT

Austin Resource Recovery (ARR): Please contact for fee assessment(s) 512-974-2801 or Annette.Moreno@austintexas.gov

SUPERVISOR (excluding holidays)/HR
EQUIPMENT OPERATOR (excluding
holidays)/HR
WORKER (excluding holidays)/HR
SUPERVISOR on holidays/HR
EQUIPMENT OPERATOR on holidays/HR
*Unscheduled labor may be subject to
overtime charges of one (1) and one-half
(1/2) the regular rate
REAR LOADER/HR + FUEL
CRANE/HR + FUEL
TRACTOR TRAILER/HR + FUEL
REAR LOADER (small)/HR + FUEL

PICKUP/HR + FUEL
 SWEEPER/HR + FUEL
 STAKE BED TRUCK/HR + FUEL
 UTILITY VEHICLE/HR + FUEL
 *4 hour minimum charge on all equipment,
 cost does not include operator
 **Fuel costs are calculated based on miles
 and industry standard of miles per gallon
 costs
 Credit will not be given for services ordered
 and not used
 Final determination of the number and type of
 personnel and equipment required for an
 event will be made by ARR.
 Charges will be made in one (1) hour
 increments after the initial four (4) hour
 minimum
 BAGS/per case
 CART CLEANING FEE/per 100 carts
 DISPOSAL FEES/based on current landfill
 tipping fee
 PLASTIC WRAP/per roll

Austin Transportation Department: Office of Special Events: Please contact for fee assessment(s) 512-974-6501 or SpecialEvents@austintexas.gov

STREET EVENT	APPLICATION
	SAFETY INSPECTION/HR
	SOUND/DAY
	PERMIT/PER BLOCK/PER DAY
SAFETY CLOSURE	SECURITY DEPOSIT
	APPLICATION
	SAFETY INSPECTION/HR
	PERMIT/PER BLOCK/PER DAY
	SECURITY DEPOSIT
	TRAFFIC PLAN FEE
	REUSE PREVIOUS TCP
	ADDITIONAL TIME/HR
FEE PAID EVENT	\$1.00-\$3.00 PER PERSON
	\$4.00-\$6.00 PER PERSON
	\$6.00-AND OVER PER PERSON

Austin Transportation Department: Parking Please contact for fee assessment(s) 512-974-6501 or SpecialEvents@austintexas.gov

APPLICATION

SUNDAY-WEDNESDAY per space/per day

THURSDAY-FRIDAY per space/per day

SATURDAY per space/ per day

NON METERED per space/per day

Code Enforcement: TBD

MGR, CODE ENFORCEMENT

SUPV, INSPECTOR

CODE INSPECTOR-C

PROGRAM SPECIALIST

FINANCIAL SPECIALIST

TEMP

Austin Travis County Emergency Medical Services (ATCEMS): TBD

SETUP FEE

STAFF HOURLY

2 PARAMETICS/HR

COMMANDER OR ADD PARAMETIC/HR

STAFFING INCLUDES

STNDBY AMBULANCE (2 PARAMETICS EA),
BIKE TEAM (2 PARA), SPECIAL RESPONSE
UNIT (2 PARA ON POLARIS RANGER), MOTOR
UNIT (PARAMEDIC ON MOTORCYCLE), EMS
COMMANDER

Travis County/City of Austin Health and Human Services (HHS): TBD

PERMIT FEE/PER BOOTH

2 DAY SET UP

3-5 DAY SET UP

6-14 DAY SET UP

Parks and Recreation Department (PARD): Please contact Jason Maurer for reservations: 512-974-2427 or Jason.Maurer@austintexas.gov

Auditorium Shores

Brush Square Park

Fiesta Gardens West End

Republic Square Park

Walker E. Long

Waterloo Park

Wooldridge Square

Zilker Park

Economic Growth and Redevelopment Services: Music Division TBD

Sound (OMV) OMV ANNUAL PERMIT FEE
OMV MULTI DAY MAILOUT NOTIFICATION
Sound (Temp) PUBLIC INTEREST OR POLITICAL CAMPAIGN
per day
PRIVATE PARTY per day
ADVERTISING per day
MULTI DAY MAILOUT NOTIFICATION

Planning Development Review Department (PDR) TBD
PERMIT FEE (Stages/Temporary Structures)
STANDARD BLDG INSPECTIONS/WORK HR
AFTER HOURS BLDG INSPECTIONS/WORK HR

DRAFT