



## ALCOHOL SERVICE or SALES - Applicant Permitting Process Steps

The information is provided as a courtesy regarding the alcohol approval process (sell, serve, consume), and TABC Permit Approval Process. **Please plan and account for the time it takes to obtain all required signatures.**

1. Book and confirm the reservation. Organizer must maintain all required paperwork and contractual items in good standing throughout the permit process.
2. At **alcohol PROHIBITED sites**, complete the "Alcohol at a Rental/Cosponsored Event Form" to obtain approval to temporarily request alcohol at a site. As an example, this is typical for senior or recreation centers or for special request use sites.

### What type of event are you having?

**PUBLIC EVENT:** An event is considered public if any of the following apply: there is NOT a finite and/or limited guest list, a person of the public may purchase or acquire a ticket for entrance or participation, a person of the public may attend the event, advertised by website, email, print or radio media to the public.

**PRIVATE EVENT:** Events are considered private where a limited and finite count of guests is expected. An example would be a wedding, or birthday party, or private reception, which are NOT open to the public.

3. Plan completion and implementation requirements:

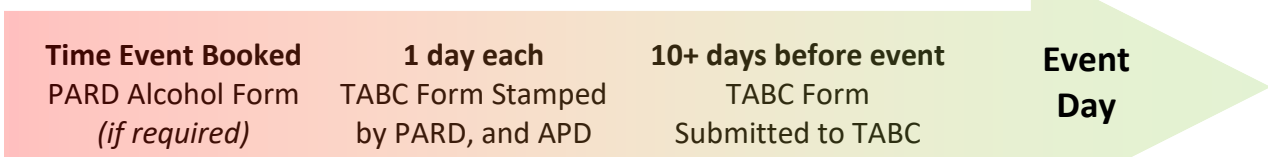
#### PRIVATE EVENT CHECKLIST:

- Manage event guests
- Enforce no glass requirement
- Enforce no Styrofoam
- Contain event at reserved area

#### PUBLIC EVENT CHECKLIST:

- [Insurance certificate copy](#)
- [TABC permit](#) (stamping/verification)  
(if ANY funds, tickets or required donations)  
(Valid insurance MUST be on file.)
- [State of Texas Sales/Tax ID](#)  
*Texas law requires exempt organizations to collect tax on most sales of taxable items.*
- \$30 PARD alcohol permit fee
- [Health Permit copy](#)  
*(typical for poured, mixed or handled beverages)*
- TABC Permit Issued
- Licensed Peace Officer Plan contract
- [Containment Plan](#) (see alcohol service standards - beer garden, indoors, of fenced)

### SUBMITTAL TIMING ALERTS!!!



Review alcohol policy document online! [www.austintexas.gov/parkevents](http://www.austintexas.gov/parkevents)



## ALCOHOL SERVICE or SALES

### Public Event Permitting Submittals Checklist

The items below are required by permit/contract to serve, sell, or provide alcohol for a fee, as part of an admission ticket, sale, or required donation for alcohol at an event on park property.

This checklist is provided for your convenience in tracking your submittals.

Event Name:			
Event Date(s):			
Property Name:			
<input checked="" type="checkbox"/>	<b>Item</b>	<b>How to complete, and what to submit.</b>	
	Insurance certificate copy	<i>Email insurance certificate.</i>	
	TABC permit application stamping <i>(we DO NOT stamp applications without Valid insurance on file.)</i>	<i>Applicant provides TABC application to City APD and Parks office.</i>	
	State of Texas Sales/Tax ID <i>Texas law requires exempt organizations to collect tax on most sales of taxable items.</i>	Texas Sales and Use ID Number:	
	\$30 PARD alcohol permit fee	<i>Permit fee paid.</i>	
	Health Permit copy <i>(typical for poured, mixed or handled beverages)</i>	<i>Email permit copy.</i>	
	TABC permit Issued	<i>Email permit copy.</i>	
	Containment Plan <i>(see alcohol service standards - beer garden, indoors, of fenced – typically applies to outdoor unenclosed areas)</i>	<i>Email fencing site plan Read advisory document carefully.</i>	
	<b>Law Enforcement Agency:</b> <i>(name of agency that employees officer(s) hired for event. For ex. Austin Police Dept., or Travis County Sheriff)</i>	<i>Events must hire licensed peace officers, and may NOT use licensed security.</i>	
	<b>Name of Licensed Peace Officer in Charge:</b>		
	<b>Contact (mobile):</b>		