



AUSTIN CENTER
FOR EVENTS

Stakeholder Meeting

Austin Center for Events

January 24, 2024

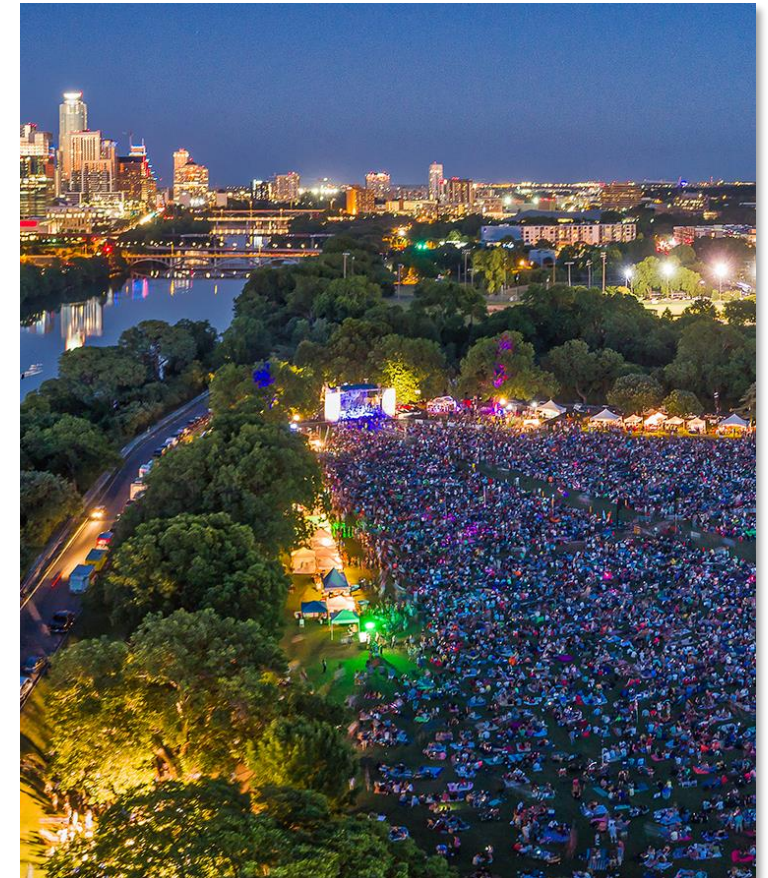
Engagement Format



- Presentation followed by question and answer session
- Two ways to participate:
 - Speak by raising your hand on the control panel. You will be asked to unmute. Please mute yourself when finished.
 - Written questions using the Q&A function at the bottom of your screen.

Overview

- **Austin Center for Events (ACE) History**
 - Organizational Structure
 - Roles/Responsibilities
- **Application Submittal**
 - Tips
- **Event Impacts**
 - Moratorium on New Street Events in Downtown Area
- **Right of Way (ROW)**
- **Sound**
 - Application Review
 - Application Requirements
 - Event Impacts
- **AFD**
 - Overview
 - Goal
 - Requirements Example
- **APD**
 - Updates



ACE Division



Organizational Structure

- Formed in 2012, Austin Center for Events (ACE) is a multi-departmental team.
- ACE includes review staff that examine special event applications for compliance and safety



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ACE Division



Roles and Responsibilities

- Development Services Department (DSD) Office of Special Events:
 - > Administrative Staff
 - Responsible for intake and processing of all special event applications
 - > Program Manager
 - Monitors various Departmental reviews
 - Issues Special Event Permit once required reviews have been completed/approved



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Contact Us

- Email: SpecialEvents@austintexas.gov
- Website: www.austintexas.gov/ace



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Applications



Application Submittal

- **General Information**

- > All applications must be submitted online via the AB+C Application Portal
- > First time users of the AB+C Portal must register and create an online account.

- **Tips**

- > Use “Text Search” instead of the default Map Search when searching location.
- > First time users of the AB+C Portal must register and create an online account
- > Once all info is entered into application, applicant must go to bottom of last page and click on “Submit”.



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Applications



Application Submittal (cont.)

- **Tips**

- > **A site plan** that clearly shows **what** and **where items will be placed within the event space** must be attached to the application before clicking on “Submit”.
- > **Applications are not considered complete (eligible to be reviewed) until** application content is reviewed, site plan is deemed acceptable, and application processing fees paid.



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Applications



Application Submittal (cont.)

- **Tiers**

- > All Special Events will be **categorized** into **one of four Tiers Levels**.
- > Each tier has its own application deadline
- > **Most events fall within Tier 2** which have an application deadline of minimum **30 days** prior to event date

*(Note- Organizers are encouraged to submit applications as soon as all info required for application is available.
Applications can be started, saved, and submitted later.)*



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Application Submittal (cont.)

austintexas.gov
the official website of the City of Austin

Pay Online Services Calendar Media Center 311

Department > Planning > Interim Development Review Permitting and Inspection

Recommended browsers for this website are Google Chrome and Internet Explorer.

Home
Public Search
Issued Construction Permits
Apply for Permits/Cases
Apply for Right Of Way Permits / Special Events
Assign Permit
My Permits/Cases
My Incomplete Applications
My Bills
My Licenses
My Inspections
My Escrow Account
My Records
My Profile
My Notifications
External Reviewers Search
Web Help
Login/Logout
Online Survey
DevelopmentSATX.com Home

Austin Build + Connect

AUSTIN BUILD + CONNECT (AB+C)
Registered users can find details about their permits, submit some types of applications and get immediate assistance with our live chat.

To create a new account or log into an existing account [click here](#).

- For the list of select permits that can be applied for through the portal, visit here:
<https://www.austintexas.gov/page/austin-build-connect-abc>
- If you are having technical difficulties navigating Austin Build + Connect while applying and/or paying for permits, please use blue box in the bottom right corner of your screen to "Live Chat" with a staff member during business hours. For all other permitting inquiries, please contact 3-1-1 or 512-974-2000.

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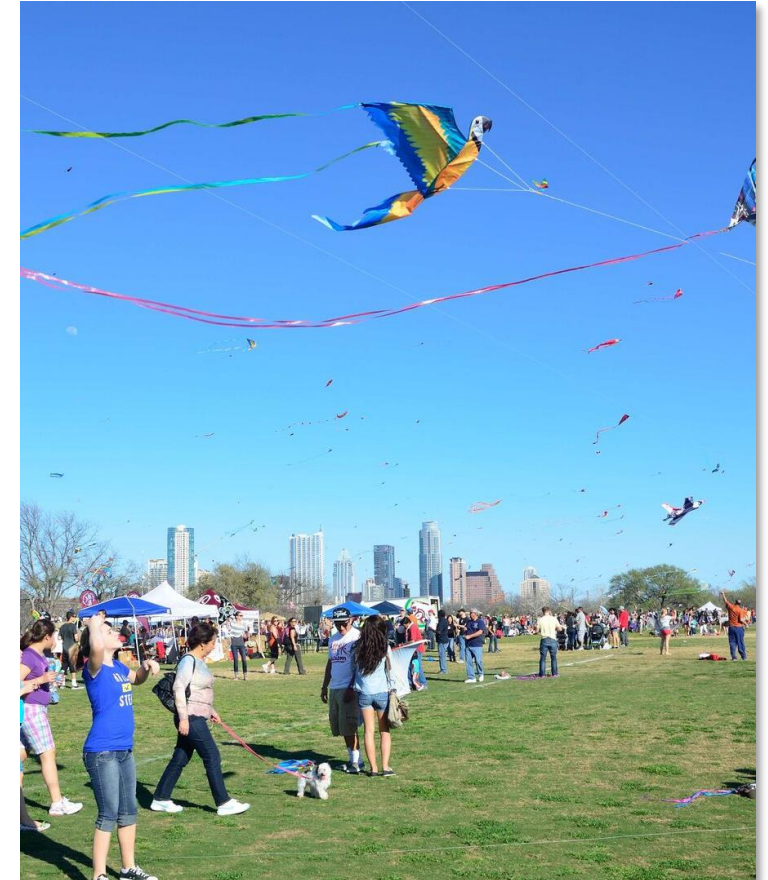
Applications



Application Submittal (cont.)

- Fees

- City Council mandated all costs associated with permits and staffing events must be recovered via fees.
- Fees are based on the Tier level of event.
- Fee Schedule is available on our website, www.austintexas.gov/ace



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Application Submittal (cont.)

Fees example for typical Tier 2:	
Application Processing Fee*	\$206.62
Late Application Processing Fee*	\$288.08
AFD Outdoor Event Permit (Level 1)	\$382.00
Temporary Sound Permit*	\$704.38
ACE / Special Event Permit	\$122.26
Estimated Fees	\$1414.26 (Does not inc. late APF)
*Includes 4% Technology Surcharge	

Additional fees may apply depending on specifics of event (Use of City right-of-way, peace officers, barricades, etc.)



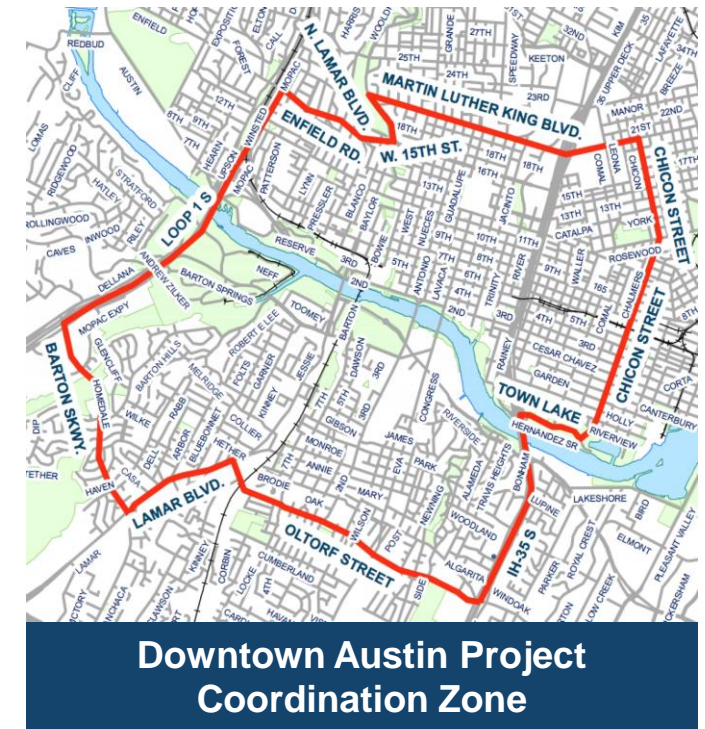
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Event Impacts

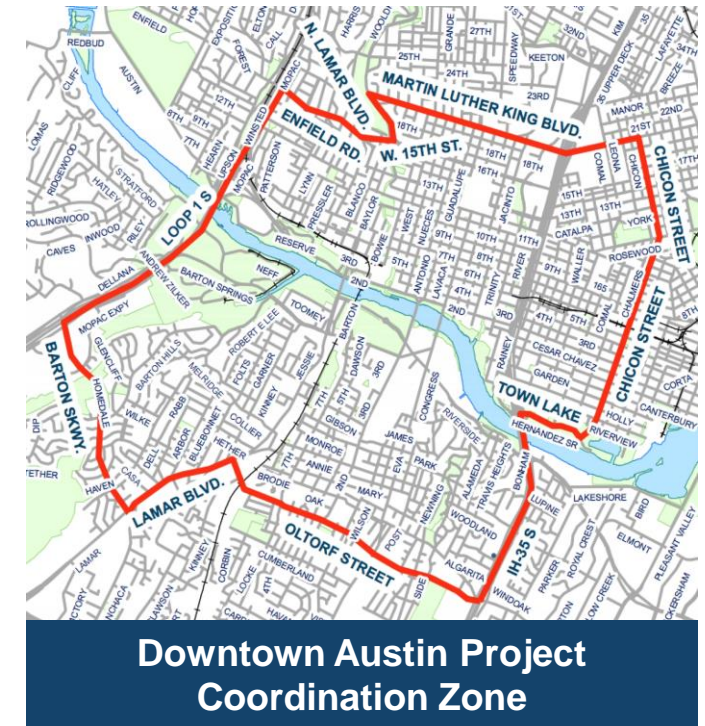
- **Moratorium** on new street events in the Downtown Austin Project Coordination Zone (DAPCZ) **in effect indefinitely**
- **Exceptions** for smaller events possible based on review by the TPW Director and ACE Program Manager
- **Exception criteria** will include:
 - Events already applied for on the same date
 - Impacts to mobility
 - Review and approval of all public agencies with jurisdictional authority where event is proposed



Event Impacts

Moratorium Cont.

- First Amendment/ **free speech events will not be affected** (ACE review required)
- Events **outside the downtown core will continue to be permitted**, provided:
 - ACE has adequate staffing to facilitate
 - All safety precautions are met





TPW

Transportation & Public Works

Right of Way (ROW) use examples summary

Sidewalk

- Decals
- Murals
- Build Outs / Building Wraps
 - Scaffolding
 - Scissor Lifts
 - Ladders

Parking Space/Lane

- Food Trucks
- Display Vehicles
- Generators
- Loading/Unloading for event activations

Street / Traffic Lane

- Safety Closure
- Activations
- (current Moratorium in effect)

SIDEWALK

PARKING LANE [Space]

STREET

Transportation & Public Works

Sidewalk Use

Use Types	Additional Requirements	Required Documentation*:
Decals	<ul style="list-style-type: none">• Placement and removal plan• Brand information	<ul style="list-style-type: none">• Siteplan detailing location• Notification and approval of Affected Businesses/Residents• Certificate of Insurance• Detailed Loading/Unloading Plan• Traffic Control Equipment Quote <p><i>Additional requirements by affected Austin Center of Events Departments may apply</i></p>
Display Vehicles	<ul style="list-style-type: none">• Must leave 5 feet of undisturbed for ADA access	
Ladders	<ul style="list-style-type: none">• Must leave 5 feet of undisturbed for ADA access	
Scissor Lifts	<ul style="list-style-type: none">• Staging location• Delivery and use plan	
Scaffolding/Building Wraps	<ul style="list-style-type: none">• Proof equipment rental• Placement and removal plan• Must leave 5 feet of undisturbed for ADA access	
Queuing Plan*	<ul style="list-style-type: none">• List of items in the ROW• Must leave 5 feet of undisturbed for ADA access	
<input type="checkbox"/> FOR REVIEW PURPOSES ONLY – NO PERMIT REQUIRED		

SIDEWALK



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Transportation & Public Works

Parking Space / Lane Use

Use Types	Additional Requirements	Required Documentation*
Display Vehicles	<ul style="list-style-type: none">• Siteplan required including vehicle dimensions	<ul style="list-style-type: none">• Site plan detailing location• Notification and approval of affected businesses/residents• Certificate of Insurance• Detailed Loading/Unloading Plan• Traffic Control Equipment Quote
Generators	<ul style="list-style-type: none">• Proof equipment rental of Type 3s and fencing• Placement and removal plan• Approval from other affected departments regarding placement and protection required	
Food Trucks	<ul style="list-style-type: none">• Siteplan required including vehicle dimensions• Food Permits issued by Austin Public Health do not meet the required permit to occupy a parking space	
Loading/Unloading	<ul style="list-style-type: none">• List of vehicles expected• Plan for staging	

**Additional requirements by affected Austin Center of Events Departments may apply*



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PARKING LANE [Space]

Transportation & Public Works

Parking Spaces Loading/Unloading ONLY Permit

Use Types	Definition	Required Documentation:
Loading/ Unloading	<ul style="list-style-type: none">• 1 space = 8 feet x 20 feet• Valet operations require an additional permit• NO VENDING OR MARKETING ALLOWED	<ul style="list-style-type: none">• Siteplan detailing location• Notification and approval of Affected Businesses/Residents• Unmetered parking will require a barricade quote for 'No Parking' signage• <i>During certain Special Event dates additional restrictions may apply</i>
Parking Spaces Fees		Amount
Parking Space Application Fee		\$35
Parking Space Permit Fee – METERED		\$32/space/day
Parking Space Permit Fee – UNMETERED		\$3.2/space/day
ATD Tech Surcharge		4% of Fees



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Transportation & Public Works

Street / Traffic Lane Use

Use Types	Additional Requirements	Required Documentation*
Activations	<ul style="list-style-type: none">• Siteplan required detailing location of item in the ROW• Traffic Control Plan, Engineer Sealed• Certificate of Insurance	<ul style="list-style-type: none">• Site plan detailing location• Notification to Affected Businesses/Residents• Certificate of Insurance
Beer Garden	<ul style="list-style-type: none">• Siteplan required detailing location of item in the ROW• Traffic Control Plan, Engineer Sealed• Fencing Quote• Certificate of Insurance• Texas Alcohol & Beverage Commission (TABC) Notification	<ul style="list-style-type: none">• Detailed Loading/Unloading Plan• Traffic Control Plan – Engineer Sealed• Traffic Equipment Quote

During certain Special Event dates additional restrictions may apply

STREET



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Sound

Applications



Sound

- **Application Review**

- > A thorough understanding of the scope and details of the outdoor music programming is needed to review the application.
- > If submitting an application prior to the outdoor music being finalized, submit a detailed scope and scale of the programming and sound system, and follow up with the complete details as soon as possible.

Please Note: The review will most likely not be able to be completed until we have all the information.



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Applications



Sound

- **Application Requirements**

- > Include **stage** location, orientation and performance area
- > Include **sound system** make, model and quantity for.
 - main speakers, subs, stage monitors
 - Additional main stage(s), delays or distributed speakers
- > Programming
 - List of each **band/DJ** performing (category/tier can be used if band name is unknown)
 - Include proposed **Performance/Set times** for each band/DJ

Event Sound Requirements



Sound (cont.)

- **Outdoor Sound on a property**
 - Duration is limited to 4 days of sound in a 30-day period not to exceed 19 days per calendar year.
- **Outdoor Sound near residential property**
 - Possible restrictions for outdoor special event venues within **600'** of **residential property**.
 - the scale and intensity of sound equipment,
 - decibel limits
 - hours of operation



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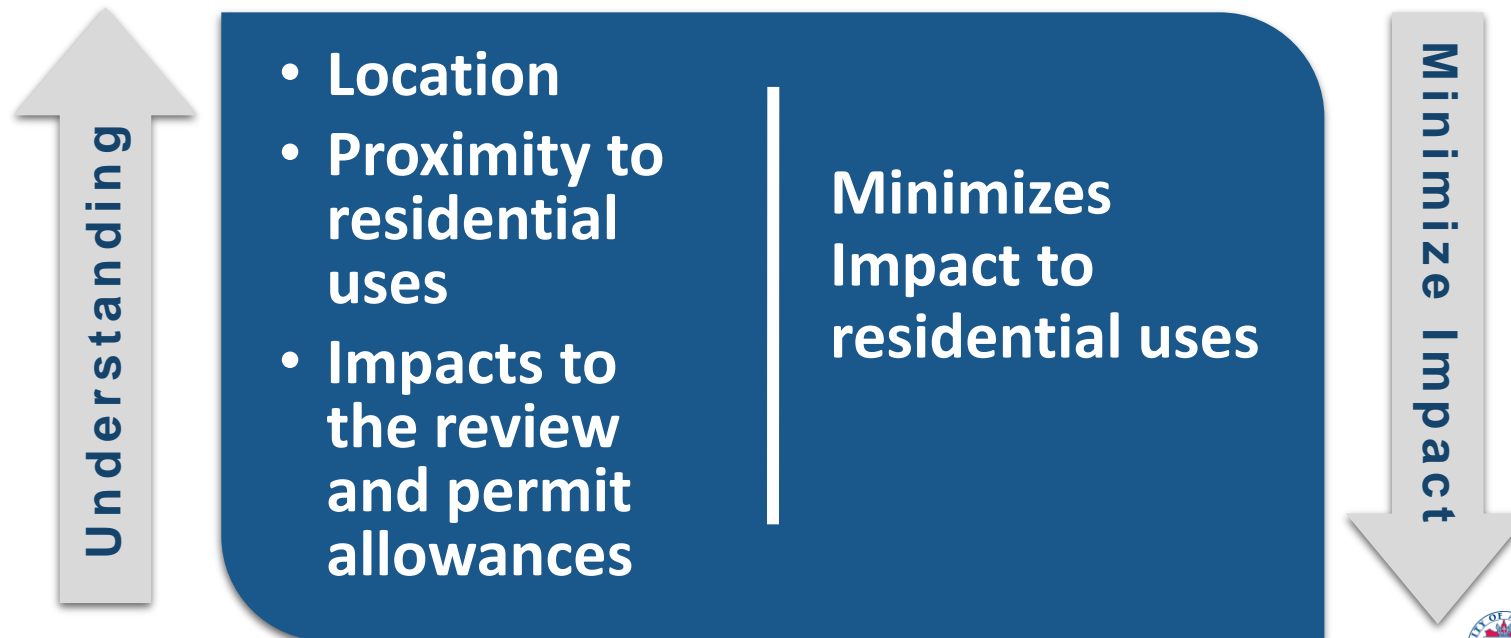
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Event Impacts



Sound (cont.)

- Advance consults available to increase understanding and minimize event impacts:





AFD

Austin Fire Department Special Events



Overview

- Assists with the intake and review of event applications, site and safety plans
- Meets with organizers (initial and ongoing)
- Performs site visits, and pre-event inspections.
- Based on fire and life safety requirements, AFD will coordinate services such as fire watch and/or unit standby as needed based on the size, complexity, or need of fire safety coverage during the event to ensure compliance.



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Austin Fire Department Special Events



Goal

- The goal of AFD Special Events (SE) is to provide the safest environment possible for temporary special events within the city by ensuring that events are compliant with the fire and life safety codes.
- Special Events provides a safe and secure environment for our residents and visitors to the city, allowing them to enjoy the wonderful events the city has to offer.



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Austin Fire Department Special Events



Site Plan Overview

- Detailed site plans are required for all special event permit applications except for Public Assembly.

Note: Professionally drawn site plans are not required.



Site plans must be:

- legible
- close to scale
- provide sufficient detail to properly illustrate your event.



Not accepted:

- Screen shots of a map with no details provided

Austin Fire Department Special Events



Austin Fire Department's Special Events (SE) unit

AFD @ SXSW / Spring Festival 2024

- Event Site Inspections
- Provide Fire Watch as needed
- PACE Team
 - > PACE Team – Public Assembly Code Enforcement.
- Night Inspections
- Staffing Command Post



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APD

Austin Police Department Special Events



Austin Police Department's Special Events (SE) unit

Updates:

- 2023/2024 Fee Schedule
 - > Fees have been updated on the ACE webpage
 - > Fees include Tier1 and Tier 2
- Reserve Officer Program.
 - > Currently 14 reserve officers
 - > Plans for additional officers
 - > Reserve Officers have been a large help with covering events that required barricade or traffic control.
- MOA – SEU & TPW
 - > An agreement that will assist with manpower for larger events.



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Get in touch



Contact

For questions and/or issues with application, please reach out to us at:
DSD Office of Special Events

SpecialEvents@austintexas.gov (preferred method)

512-974-1000



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Zero Waste Event Workshop



Zero Waste Event Workshop

Event Information

Wednesday, February 7th

2:00PM-4:00PM

One Texas Center (OTC), Room 325

Registration is required. To register, please scan this QR code.



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Questions?



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Thank you!