In response to the COVID-19 pandemic, the City of Austin will work with event organizers to encourage their patrons to follow Health Authority guidelines and the recommendations outlined on the Austin Center for Events Special Events Updates: COVID-19 page where possible.

Organizers of small gatherings that do not require an Austin Center for Events Application must review the following requirements, initial next to each checkbox to indicate understanding and voluntary compliance, and complete the signature portion. These requirements are subject to change as circumstances evolve.

- For park events, submit completed forms to reservations@austintexas.gov.
- For street/right-of-way events, submit completed forms to transportationspecialevents@austintexas.gov.

EVENT REQUIREMENTS:

☐ _____ SAFETY COORDINATOR

The event organizer must designate a specific person to serve as Safety Coordinator to ensure compliance with these requirements throughout the event.

☐ _____ CASE NOTIFICATION

If a positive case of COVID-19 is identified before, during, and/or after the event it must be reported to Austin Public Health at aph.preparedness@austintexas.gov.

☐ _____ MESSAGING PRIOR TO THE EVENT AND ON SITE

It is the event organizer’s responsibility to promote prevention of virus transmission among attendees. Any promotional materials for a public event (flyers, social media posts, etc.) must include the City of Austin Coronavirus Hygiene Flyer.

☐ _____ FACE COVERING/MASKING:

REQUIRED IN/ON CITY PROPERTY – Pursuant to Order No. 20210811-033, an individual over the age of two is REQUIRED to wear a face covering while present on or in City property unless expressly exempted in Section 2 or by a City policy applicable to the premises or facility.

RECOMMENDED IN/ON PRIVATE PROPERTY – Individuals are encouraged to wear a face covering when outside their residence.
☐ SOCIAL DISTANCING IS RECOMMENDED

Groups of a maximum of ten individuals each should stay at least six feet from each other throughout the event. Individuals should try to maintain six feet of distance from other individuals that do not reside in the same household.

☐ SANITIZATION

The event organizer is required to:
• Regularly and frequently clean high touch areas such as tables and doors with disinfectant.
• Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available.

☐ FOOD AND BEVERAGES

Do not leave condiments, silverware, flatware, glassware, or other traditional tabletop items on an unoccupied table or countertop. Provide condiments only upon request, and in single use (non-reusable) portions. If a buffet is offered, then food and beverages should be served to attendees as no self-service is recommended.

INDEMNIFICATION:

Organizer hereby fully indemnifies, saves, and holds harmless the City, its officers, employees, agents, licensees, and invitees (collectively called "Indemnities") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever, on account of personal injury (including, without limitation, Workers' Compensation and death claims), or property loss or damage of any kind whatsoever, which arises or is claimed to arise out of or is or is claimed to be in any manner connected with the use for the Event.

The undersigned declares they have the authority to bind the Contracting Organization or Legal Event Owner for this indemnification.

ACKNOWLEDGEMENT:

I have read, understand, and agree to implement these COVID-19 Health and Safety Requirements for my small gathering event and that a signed copy of this form is needed for approval to use City property. Use of City property is contingent on these requirements and recommendations being followed, failure to do so may result in the cancellation of my ability to use City property and host the event.

Organizer Name (Printed): ______________________________________________________________

Signature: ____________________________________________ Date: ________________