



City of Austin

TEMPORARY EVENT SOUND PERMIT APPLICATION

INSTRUCTIONS: Please carefully read each section of the application. Type in all fields, print and attach a site plan, stage layout and any additional documentation. Completion of all fields and attachments is required prior to approval of a temporary event sound permit. Once completed, hand deliver (Attn: Clara Hilling) to the Development Assistance Center (DAC), located on the first floor of One Texas Center at 505 Barton Springs Rd., scan and email to clara.hilling@ci.austin.tx.us and music@ci.austin.tx.us, or fax to 512-974-2934. For additional information, contact Clara Hilling at 512-974-2686.

The Music Office is required under Section 9-2-50 (*Music Office Review*) in Chapter 9-2 of the Austin City Code to conduct an appropriate sound level investigation based on the type of permit being requested and its potential impacts to the surrounding community. The investigation may include on-site inspections and sound measurements, discussions with nearby residents and business owners, and any additional research relevant to assessing potential impacts. The Music Office works directly with the Office of Special Events to evaluate factors such as crowds, traffic, public right-of-way, alcohol, food, emergency services, and security. If necessary to protect public health and safety, the Music Office may recommend limits on attendance capacity, and more restrictive decibel limits and hours of operation than required under Section 9-20-30 (*Decibel Limits for Outdoor Music*).

FEES AND TIMELINE

NOTIFICATION FEE: If the event is a multi-day event, hand deliver a check made payable to the City of Austin in the amount of \$193 to the DAC (Attn: Clara Hilling). 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 24-hour event does not require notification.

TIMELINE: Per City Code, the Music Office receives the application from the DAC within three business days of submittal. The Music Office then creates a temporary event impact plan with permit condition recommendations and returns it to the Planning and Development Review (PDR) Office. The final 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/day for matters of public interest or political campaign
2. \$22/day for a private party
3. \$33/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 (T.A.B.C.) Permit, Austin Fire Department (AFD) Permit, Temporary Use Permit (TUP), Temporary Change Of Use permit (TCOU), Temporary Food Service Permit, Right-Of-Way Permit

EVENT INFORMATION**OFFICIAL EVENT TITLE:****PROPOSED DAYS, DATES AND TIMES**

| | | | |
|-----------------------|--------------|--------------|----|
| SETUP DAY: | DATE: | TIME: | to |
| DAY 1: | DATE: | TIME: | to |
| DAY 2: | DATE: | TIME: | to |
| DAY 3: | DATE: | TIME: | to |
| DAY 4: | DATE: | TIME: | to |
| TAKE DOWN DAY: | DATE: | TIME: | to |

EVENT DETAILS**EVENT ADDRESS:****TYPE OF EVENT:****ANNUAL EVENT:****TOTAL ATTENDANCE EACH DAY:****TOTAL ATTENDANCE COMBINED DAYS:****DESCRIPTION:** (attach a drawing of your event plan/route, stage layout and equipment setup)**APPLICANT INFORMATION**

| | | | |
|------------------------------|-------------------|------------------------|--------|
| CONTACT: | Name: | SECOND CONTACT: | Name: |
| | Title: | | Title: |
| Phone: | | Phone: | |
| Email: | | Email: | |
| ORGANIZATION NAME: | | | |
| ORGANIZATION WEBSITE: | | | |
| ORGANIZATION ADDRESS: | Street Address: | | |
| | City, State, Zip: | | |

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 Office website at www.ci.austin.tx.us/music for information on permit requirements and contact the Music Office at 512-974-1000 or music@ci.austin.tx.us for additional information.

| | |
|--|---------------------------------|
| RESPONSIBLE PARTY IN CHARGE OF SOUND: | Cell: |
| NAME OF SOUND COMPANY: (if applicable) | Phone: |
| SOURCE OF SOUND: | TOTAL WATTAGE OF SYSTEM: |
| NUMBER AND SIZE OF SPEAKER CONES: | |
| SOUND MITIGATION MEASURES PLANNED OR IMPLEMENTED: | |

| PROPOSED DAYS, DATES AND TIMES OF AMPLIFIED SOUND | | |
|---|-------|----------|
| DAY 1: | DATE: | TIME: to |
| DAY 2: | DATE: | TIME: to |
| DAY 3: | DATE: | TIME: to |
| DAY 4: | DATE: | TIME: to |

TRAFFIC AND PUBLIC RIGHT-OF-WAY

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 Office of Special Events website for traffic, public right-of-way and transportation information at www.ci.austin.tx.us/specialevents or contact the Office of Special Events at specialevents@ci.austin.tx.us or 512-974-6501 for additional information.

ALCOHOL

The sale, service and consumption of alcoholic beverages are subject to Texas Alcoholic Beverage Commission (T.A.B.C.) licensing, permitting and regulations. A current T.A.B.C. permit is required if alcoholic beverages will be sold and/or consumed, or if an alcoholic beverage industry sponsorship and/or advertising is used at an outdoor venue, public facility, festival involving control issues, private function, commercial building, facility designed as an entertainment venue, and a temporarily blocked City street. Please visit the T.A.B.C. website at www.tabc.state.tx.us for information on permit requirements or contact Jimmy Zuehlke for additional information at jimmy.zuehlke@tabc.state.tx.us.

ALCOHOLIC BEVERAGES SOLD AND/OR CONSUMED:

ALCOHOLIC BEVERAGE INDUSTRY SPONSORSHIP AND/OR ADVERTISING:

FOOD/VENDORS

A temporary food service permit is required for serving free food, food for profit and food samples. It is the responsibility of the event organizer to obtain food permits for each booth at the event. Please visit the Health Department website at www.ci.austin.tx.us/health for permit information and contact the Temporary Food Service Coordinator at 512-972-5671 at least 10 days prior to your event. For large events, it may be necessary for the event organizer to meet with a Health Department coordinator one month prior to the event in order to properly permit food and sanitation facilities. Please note that there are **NO HOME PREPARED FOODS ALLOWED.**

| | |
|---------------------------------|-------------------------------|
| FOOD SOLD AT YOUR EVENT: | NUMBER OF FOOD BOOTHS: |
|---------------------------------|-------------------------------|

| | |
|--------------------------------------|----------------------------|
| PREPACKAGED OR COOKED ONSITE: | SERVED HOT OR COLD: |
|--------------------------------------|----------------------------|

FIRE

The use of open flames, fireworks and hazardous material will require a permit from the Austin Fire Department (AFD). Please visit the AFD website for information on permits at www.ci.austin.tx.us/fire or contact James Hoad at james.hoad@ci.austin.tx.us and Lt. John Ham at john.ham@ci.austin.tx.us for additional information.

TYPE OF FIRE AT YOUR EVENT:

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 for information at www.atcems.org or contact Commander Eric Jakubauskas at eric.jakubauskas@ci.austin.tx.us and Paramedic Juan Hinojosa at juan.hinojosa@ci.austin.tx.us for additional information.

ONSITE MEDICAL ASSISTANCE REQUIRED:

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.ci.austin.tx.us/neighborhoodservices/default.htm. The Music Office staff can help you determine the extent of community outreach and notification that your proposed event requires.

NEIGHBORHOOD ASSOCIATIONS OR GROUPS 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.ci.austin.tx.us/police for information on police services and security plans, or contact Sgt. James Beck at james.beck@ci.austin.tx.us for additional information.

NAME OF COMMISSIONED SECURITY GUARDS: (if applicable)

NAME OF PEACE OFFICERS: (if applicable)

PROVISIONS PLANNED FOR ON-SITE SECURITY SERVICES:

WASTE & RECYCLING

Applicants are encouraged to incorporate recycling and composting into the proposed event plan. Solid Waste Services (SWS) offer event organizers a program called Event Recycling Rebate, which offers up to \$750 for introducing or improving waste reduction/diversion 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 SWS website at www.ci.austin.tx.us/sws for information on the rebate program requirements or contact Gena McKinley at gena.mckinley@ci.austin.tx.us for additional information.

NAME OF SOLID WASTE SERVICES REPRESENTATIVE:

INSURANCE

The Music Office and Office of Special Events review the level of event insurance coverage obtained based on the size and complexity of the proposed event. The level of event insurance coverage is a significant factor in determining approval or denial of an event. Please attach a copy of your certificate of event insurance to this application.

PRINTED NAME

DATE

SIGNATURE

*This application **MUST BE FILLED OUT** in its entirety in order to be processed.*

CHECKLIST:

Certificate of Event Insurance

Notification fee; for multi-day events, make a check payable to City of Austin in the amount of \$193

Permit fee; if approved, make a check payable to City of Austin in the amount of \$11/day (matters of public interest or political campaign), \$22/day (private party) or \$33/day (advertising event); no fee for charitable and/or government agency

Supporting documents; maps, drawings of your event plan/route, equipment setup, stage layout, speaker orientation