

Parks and Recreation Department Process Picnic Area/Shelter Reservations for Picnic Service Businesses

The Parks and Recreation Department (PARD) has worked to offer a pathway for Picnic Service business owners an approved process for commercial activity on parkland. This Commercial Activity is approved/permitted when one of the following are met within the below Approval/Permit section and all supplemental documents are submitted to PARD Office of Special Events. Business Owners shall follow all applicable Federal, State, County, and City laws as well as [PARD Rules](#).

Process:

- An individual/member of the public submits a reservation request for a day use area or facility
- PARD approves the reservation request
- Individual/Member of the public may contact a Picnic Service business

Rules/Guidelines

General Description of Picnic Service Business:

A fee is charged by the company for a service of arranging, set-up, and clean-up of an enhanced/augmented picnic experience on parkland in a designated picnic area. Services may include:

- the provision of items such as table scapes (clothes, tableware, chargers, plates), décor and non-alcoholic beverages (no glass containers allowed)
- prepared non-alcoholic beverages and/or food must be handled by a professional organization with a Food Handler's permit, and
- any alcohol cartage or delivery (at park locations that allow alcohol) must be in accordance with Texas law regarding ["to-go" alcohol delivery](#) or catering services.
- PROHIBITED ITEMS: Structures/tents/domes, swings, hammock structures or similar, open flames/fire, and confetti.

Approval/Permit:

- Agreement created with a Park site manager or Partner Organization – this agreement is entered into at the discretion of the site manager and business owner.
- Approved day use area or facility reservation by a park user at a designated picnic site. Once registered with PARD Office of Special Events, business owners may work with individuals who have obtained an approved site reservation.

Fees:

- Individual Agreements may be created with a Park site manager or Partner Organization
- Individual pays for the day use reservation and then contracts with the picnic service directly.

Restrictions:

- Only allowed to set up for individuals who have an approved reservation for a day use or facility
- No use of Zilker Park Great Lawn, Butler Park, Vic Mathias or Auditorium Shores Lawns, Mt. Bonnell, Nature Preserves, Greenbelts, or Trails -
- Set up must be within 50 feet of a pre-reserved picnic area or shelter – Reservations completed 18 days or more prior to the use date online
- Use of general park greenspace in not permitted
- Amplified sound
 - Responsibility of individual - purchase of a sound permit when making reservation
- Sales or provision of food/beverage requires a permit from Health Department
 - Responsibility of picnic service company

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Restrictions Continued:

- Sales or provision of alcohol – requires a permit from TABC
 - Responsibility of picnic service company

PARD Partners and Conservancy Groups:

- Downtown Austin Alliance, Pease Park Conservancy, Umlauf Sculpture Garden, Waterloo Greenway, and Zilker Botanical Garden

Registration

Business Owner Account Set Up:

Send the following information to PARD Office of Special Events – Reservations@austintexas.gov

Picnic Services Company Account Information

Business Name:	
Business Owner(s) Name:	
Phone Number:	
Email Address:	
Business Address:	
Employee Email Addresses: <i>Separate email addresses using a comma Include ALL emails that will utilize the account for your business:</i>	

Required Supplemental Documents:

On a Yearly basis the following will need to be sent to Office of Special Events:

- [Insurance](#)
- Copy of Sales and Use from State Comptroller’s Office
- Copy of Health Permit – If applicable
- Copy of TABC Permit – If applicable

Business Owner Next Steps:

- Send account information and Supplemental Documents to PARD Office of Special Events – Reservations@austintexas.gov
- Review and visit [PARD Picnic Areas / Shelters](#)
- Continue discussions with Pard Partners and Conservancy groups