



**OFFICE OF SPECIAL EVENTS**  
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## **PRINCIPLES TO CONSIDER WHEN REVIEWING AN EVENT REQUEST OR NEW EVENT LOCATION**

1. Does the proposed date/time conflict with existing events or uses (programs)?
2. Is the organizer or group known to have a history of conflict, errors, or permit/logistical challenges?
3. Is the event growth or long-term future sustainable at the site?
4. Does the site have basic infrastructure such as water/electrical to ease demand on the grounds?
5. Does the nature of the event “fit” the park?
  - a. Is the proposal too intensive for the park?
  - b. Is the natural terrain, plantings or landscape not conducive to an event?
6. Do existing ordinances, rules or policies create immediate or near-future conflicts?
  - a. Sound
  - b. Growth of event will quickly outpace property capacity
7. Does the transportation network support the increased demand?
  - a. Proximity to highways, or arterials?
  - b. Proximity to potential locations for shuttles?
  - c. Proximity to Cap Metro services?
  - d. Proximity to active transit (bike/pedestrian) developed amenities?
  - e. Is there ample parking that could be reasonably secured for the event by the organizer?
8. Does the scope of the event inherently conflict with adjacent uses?
  - a. Proximity to Residential?
  - b. Size and future growth potential?
9. What short-term or impending construction information is available that would create conflict with first or second year event staging? Does the organizer want to start something that will be hindered in the near-term future?
10. If centered inside a neighborhood, does the proposal appear to hold principles that will likely be supported by the neighborhood?
11. Is there an acknowledged cultural or stakeholder group(s) likely have concerns about the event?
12. What is the current political landscape?