



COMMON EVENT/RENTAL DEFINITIONS and TERMINOLOGY

Term	Definition Additional Information: <ul style="list-style-type: none"> • Basis of definition (Example - City Code, Park Rules, Policy) in order of historic action.
Alcohol Prohibited Park	By City Code, Chapter 8 – alcohol is prohibited in areas outlined in code. The Director may also designate all or parts of areas after reviewing the following considerations: <ol style="list-style-type: none"> (1) the nature and use of the area; (2) the use of surrounding land; (3) The relationship between the area and the surrounding community; (4) a problem caused by sale, possession, or consumption of alcohol in the area; and other factors the director determines are relevant. Additional Information: Permits are required for sale and/or consumption at events. The alcohol permitted/prohibited listing is available online. <ul style="list-style-type: none"> • City Code, and Park Rules (alcohol permits in the park listing) • All uses.
Amplification Device (Sound Equipment)	By Code, SOUND EQUIPMENT means a loud speaker, public address system, amplification system, or other sound producing device Additional Information: For example, a loudspeaker, microphone and speakers, portable stereo, public address system, amplification system or other electronic sound producing device. <ul style="list-style-type: none"> • City Code, and Special Events Policy • All uses.
Amplified Sound	City Code Chapter 8 and 9 governs <u>maximum allowable</u> permitting of amplified sound in parks. Sound permits may be considered and issued ONLY for confirmed (paid or approved) reservations. Additional Information: For example, a loudspeaker, microphone and speakers, portable stereo, public address system, amplification system or other electronic sound producing device. <ul style="list-style-type: none"> • City Code, and Special Events Policy



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Annual Event Status	<p>An event is granted and designated with annual event status following 3 consecutive production years in compliance with City ordinances, park rules and specified contractual terms.</p> <p>Annual events receive standing reservations up to one year in advance. If an event is not held for one year for cause, or cancelled without concurrence or approval of the Department, annual status is <u>automatically</u> revoked.</p> <p>Annual event status granted is held by the organizing company/entity which is the legal event owner and/or their designated legal representative. Annual event status does not belong to an event producer/organizer unless also the legal owner of the event (name).</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> • Rental Policy. Special Events Policy.
Arrival and Departure Time	<p>Reservations at picnic sites/shelters and facilities are made based upon the USER'S / LESSEE'S stated arrival and departure time. This period of time <u>should include both set up and take down/clean up time.</u></p> <p>For special events:</p> <ol style="list-style-type: none"> 1. Set up –the limited use of a venue prior to an event day for purposes of installing equipment, and preparing the grounds. 2. Take down – the limited use of a venue after close of an event for purposes of removing installations or equipment, and clearing the grounds. <p>Additional Information: N/A</p> <ul style="list-style-type: none"> • Rental Policy. Special Events Policy. • City of Austin Fee Schedule
Authorization (for developed park rules and policies)	<p>By City Code, Chapter 8, the Director may permit a person to reserve a public area, and may establish <u>written guidelines for reservation and use.</u> Reservation policies and procedures, as well as Special Event Policies are created under the authority granted by City Code, Chapter 8, along with the posted Park Rules, adopted Personnel Policies and other Parks Board approved policies.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> • City Code, Chapter 8, Personnel Policies, Park Rules



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Cancellation	<p>For picnic and facility rentals: If the City of Austin cancels, all deposits and fees are returned.</p> <p>If the Department receives NOTIFICATION that the renter cancels: Greater than 14 days – all deposits and fees are returned to the renter Less than 2 weeks – 50% of the rental fee is foregone. If the renter does not show, no refund is given.</p> <p>For special events: (events over 1000, or where a contract has been executed). Cancellation and refunds are subject to the contracted terms and conditions. By special events policy, event deposits (25% of anticipated fees to secure dates) are non-refundable.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> Code, Fee Schedule, Rental Policy, Special Events Policy, Rental Contract.
Confirmed Reservation	<p>A reservation for which all applicable fees, forms, requirements or other provisions have been successfully approved and submitted to the Austin Parks and Recreation Department.</p> <p>This may include rentals, commercial filming/photography, or other similar uses.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> Rental Policy.
Cosponsored	<p>City Council City Council adopted resolution 021003-40, on October 3, 2002, item 40, establishing events cosponsored by the City of Austin. It has been amended over the years.</p> <p>Annually events must complete all required event permitting, and City Council must authorize the scope of fees/waivers for each event.</p> <p>PARD The Austin Parks and Recreation Department may enter into written agreements with an entity to cosponsor an event which further the PARD mission. The department typically provides use of a space, with the organizer providing all other requirements. The department cosponsors events that are family friendly, and typically do not require an admission fee.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> Rental Policy.



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Early Reservation Process (lottery process)	<p>One of 2 reservation methods afforded to potential users under the reservation policies and procedures. The period is defined as the dates including and between the 1st and 20th day of the 10th month in advance of the desired reservation date.</p> <p>During this period letters outlining reservation requests for 1 facility are submitted to the Office of Special Events. Letters are assigned numbers and drawn in a blind lottery for the requested facility. Those who are successfully chosen are booked and billed pending confirmation (payment) for the requested venue.</p> <p>A lottery request template to help customer complete this process is available online. In addition, a reservation periods calendar is available online which reflects the early reservation periods as a guide for potential users.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> • Rental Policy.
Glass Containers (Prohibited)	<p>A Glass container, product, merchandise or vessel.</p> <p>Additional Information:</p> <p>Per health or industry practices, some products are packaged in glass containers, such as wine. In these instances the organizer is required to secure the product at a host or secure area, pouring into plastic or paper vessels.</p> <ul style="list-style-type: none"> • City Code Chapter 8.
Grass Permit “Loading/ Unloading”	<p>Any motorized vehicle entering unpaved parkland requires a permit. For special events, the event contract establishes conditions for approval, and organizer expected activities to minimize grounds contact.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> • City Code Chapter 8.
Petting Zoo	<p>Prohibited attraction in all parks at all times.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> • Rental Policy, Moonwalk/Amenity Permits.
Private Event	<p>Events are considered private where a limited and finite count of guests is expected. An example would be a wedding, or birthday party, or private reception, which are NOT open to the public.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> • Rental Policy.



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Public Event	An event is considered public if <u>any</u> of the following apply: <ol style="list-style-type: none"> 1. There is NOT a finite and/or limited guest list. 2. A person of the public may purchase or acquire a ticket for entrance or participation. 3. A person of the public may attend the event. 4. Advertised by website, print or radio media to the public. Additional Information: N/A <ul style="list-style-type: none"> • Rental Policy.
Reservation Sites	A site identified by the Department for reservation under the adopted policies. (picnic sites and shelters)
Reservation Facility	Sites NOT identified for reservation may NOT be used for organized events without having Director approval to temporarily allow rental of the site. Additional Information: N/A <ul style="list-style-type: none"> • Final Report, Policy Committee on the Use of Park Land, 12-7-1989. Special Events Policy, 07-1998, Parks Board. Park Rules. Reservation Policies.
Smoking	By City Ordinance, smoking is prohibited in all parks. Special Events at designated special event areas may apply and must receive City Council authorization by official action to have a temporary designated smoking area. ORDINANCE NO. 20111215-019



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Special Event and Special Event Venue	<p>Any event anticipating over 1000 people in attendance utilizing Parks and Recreation Facility or Property.</p> <p>By Policy, the following are identified special event venues:</p> <p>Auditorium Shores (limited to 25 event days/year) Fiesta Gardens West End (limited to the existing annual events) Lake Walter E. Long (one large and one small event per month) Waterloo Park Pease Park (1annual event until discontinued) Wooldridge Park Zilker Park (1 large event per year)</p> <p>Additional Information: Emma Long (no water special events) - NOTE: Emma Long was removed as a special event venue by City Staff.</p> <ul style="list-style-type: none"> 1989 Final Report of the Policy Committee on the Use of Park Land to City Council. 1998 Parks Board. Special Event Policy. City Council.
Styrofoam (Prohibited)	<p>Styrofoam is prohibited in all parks.</p> <ul style="list-style-type: none"> 1989 Final Report of the Policy Committee on the Use of Park Land to City Council.
Water slide	<p>Prohibited attraction in all parks at all times.</p> <p>Additional Information: N/A</p> <ul style="list-style-type: none"> Rental Policy. Special Events Policy. City Water restrictions.