



Austin Center for Events Application

This application must be completed, signed and submitted to the Austin Center for Events (ACE) to process any required permits and applicable fees. This application is used by multiple departments for various permits. Applicable deadlines range from 180 days to 10 days. It is your responsibility to know the applicable deadlines. More information is available online at www.austintexas.gov/citystage.

Incomplete applications and/or incomplete site plans will not be accepted.

Additional requirements may include: Safety/Security Plan, Transportation Plan, Approval of other governments and agencies, Traffic Control Plan, Waste Management Plan, Parking Plan (where applicable), Sound Impact Plan, Confidential Talent Roster, and outreach to affected Neighborhood groups. Following submission applicants may be required to meet with City staff. Complete this application with as much information as possible and staff can assist you.

Temporary events must comply with the Texas Architectural Barrier Act in Texas Government Code 469, the Texas Accessibility Standards in Texas Administrative Code Chapter 68, and Texas Human Resources Code Chapter 121. For additional information, please read *A Planning Guide for Making Temporary Events Accessible to People With Disabilities* published by the ADA National Network: <https://adata.org/publication/temporary-events-guide> (Also available at www.austintexas.gov/citystage)

Permits will not be issued without all the following documents:

Completed Application Form (Sections 1-4, 8 & 10 required)

Scaled Site Plan/Event Route or Map

Proof of Event Insurance (requirements vary)



Austin Center for Events staff use only

Accepted date:

Accepted by:

Document saving is equipped for this interactive PDF, which means you can pause your application and return to it on your hard drive or server. This is a courtesy to applicants and electronic submission is not mandatory. It is acceptable to either print this application and submit it, or to complete it by hand and submit it. Applications are processed according to the date submitted and no penalties are assessed for hand-completed applications.

This interactive application requires Adobe Reader Version XII or later. Adobe® Reader® software is the free global standard for reliably viewing, printing, and commenting on PDF documents. It can be downloaded at get.adobe.com/reader/

Before proceeding, take a moment to ensure your computer is capable of saving your progress.

Type the following text into the green box below:
"Austin Center for Events"

Now save this file to a location on your computer or server using the following format: YourEventName_EventMonth_EventYear.pdf

This is the same name format you should save your completed application, which you will upload onto a website provided at the end of this application.

Before proceeding, close this file and open the newly saved one on your computer. Once opened, check the green box above. If the green box above says "Austin Center for Events" your computer can save your work. If the green box is blank, view [troubleshooting tips](#) for saving your application online or print out the application and complete it by hand.

It is recommended that you read through the entire application before beginning to fill it out. If necessary, use "n/a" to represent "not applicable" or use "?" to represent "unsure."

REQUIRED Section 1: GENERAL EVENT INFORMATION

Official Event Title:	
Venue Name (if applicable): Street	Street address or approximate location:

REQUIRED Section 2: PRODUCTION INFORMATION

<p>A list of all expected talent is required to be submitted separately prior to permits being issued. Information will be considered sensitive security information not for public release.</p> <p>Please complete this section with the most up-to-date information available at time of application.</p>			Does set-up or tear-down require on-street parking reservations?	
Set-up dates(s)	Set-up Start Time:	Set-up End Time:	Yes	No
Tear-down date(s)	Tear-down Start Time:	Tear-down End Time:	Yes	No

DETAIL YOUR EVENT PRODUCTION SCHEDULE BELOW

EVERY EVENT REQUIRES AN ON-SITE INSPECTION PRIOR THE START OF THE EVENT.

Inspection scheduling will vary depending on required City Department availability. Additional fees apply for inspections conducted outside the hours of 9 a.m. - 4 p.m., Monday through Friday.

Day 1	Date:	Start Time:	End Time:	Doors Open:	Daily attendance:
Day 2	Date:	Start Time:	End Time:	Doors Open:	Daily attendance:
Day 3	Date:	Start Time:	End Time:	Doors Open:	Daily attendance:

Advanced ticket sales shall not exceed 110% of maximum occupant load. Per Austin Fire Code: 403.4

If more than three days are planned please note below (field is rich text compatible):

Producing Organization:
Mailing Address:

REQUIRED Section 3: RESPONSIBLE PARTY/BILLING INFORMATION

Applicant Name: <i>This person will be legally responsible for all permitting fees, requirements and ordinance violations permit agents, producers or on-site supervisors.</i>	Applicant's organization/business name, address and phone number:		
Applicant cell phone:	Applicant Date of Birth:	Organization website:	
Applicant email address:	State issuer of personal ID:	If nonprofit, enter EIN:	
<i>Prior to the issuance of some permits a copy of the listed Driver's License or photo ID is required.</i>			
Event executive producer/agent/supervisor name (if different than above):			
Producer/agent cell phone:		Producer/agent email address:	
Producer/agent employer:			
<i>On-Site Contact Information</i>			
*Primary On-Site Contact: (If different than above)		*Primary On-Site Cell Phone: (If different than above)	
Secondary On-Site Contact:		Secondary On-Site Cell Phone:	
<i>*On-Site contact must be available to meet onsite the entire duration of event, including set-up/tear-down.</i>			

REQUIRED Section 4: EVENT DETAILS

EVENT TYPE: *Please check all that apply.*

Parade/Procession	Swim	Boating/Rowing
Protest/Rally	Triathlon/Marathon	Promotion/Advertising
Block Party	Bicycle	Festival/Carnival
Concert/Performance	Run/Walk	Other(s)

Is this event?

How will this event be advertised?

Annual	Public	TV/Radio/Print	Billboards
Recurring	Private	Social Media/Web	Posters
One-Time-Only	Admission Fee:	Advanced Ticket Sales	
Previous Name(s):		Number of Years Event Held:	Other(s):

Any changes from previous years (YES/NO)?

LOCATION: *Please check all that apply.*

Inside an existing structure/building currently used as:	Vacant lot	Impact the Right of Way (ex. street, alley or sidewalk) Need to reserve on-street parking spaces	Cross or come within 200 feet of railroad tracks Impact public transit/bus routes
	Parking lot		
	Public property	Impact/Utilize unpaved/undeveloped property	<i>Email questions to: Jennifer.Golech@capmetro.org and/or Laurie.Shaw@capmetro.org</i> For more info: https://www.capmetro.org/
	Private property	Impact and/or Affect trees (i.e.setting up under, PROPOSED pruning, etc.)	

CITY PARK or waterway	Events on City parkland and waterways require additional approval. Please refer to Special Events Policies and Procedures for City parkland.	I have paid and booked dates in a City Park
	Park name: Walter E. Long Lake Lady Bird Lake (Colorado River) Lake Austin	

CAPITOL COMPLEX AREA	If your event falls within the boundaries of the Capitol Complex area you will need to coordinate event operations with the Texas Department of Public Safety (DPS) by notifying Region 7 Headquarters at capitol.service@dps.texas.gov .	I am in contact with the Capitol Complex authorities
	<i>DPS staff will coordinate your event application with Texas Facilities Commission and the State Preservation Board.</i>	

Depending on the location or specifics of your event other local agencies may need to be involved for coordination efforts. *Please check all that apply.*

Austin Convention Center	Capital Metro	The Long Center for the Performing Arts	Palmer Events Center
Texas Alcoholic Beverage Commission	Texas Department of Transportation	University of Texas at Austin	Other:

BUILDINGS/EQUIPMENT: *Please check all that apply.*

Tent or temporary structures(s)	Electrical, plumbing or lighting installation(s)	Generator (fuel type)	Outdoor amplified sound/music (of any kind) *Note: advertisement projections and building wraps are illegal.
Stage(s)/scaffolding	Flame effects, theatrical performance/open flames	Generator (plug-in)	
Signs/banners	Inflatables	Propane	
Fencing (required for beer gardens)	Other:	Fireworks/pyrotechnics	

Detailed, scaled site plans or event maps are required to be submitted online or in person along with this application.

Section 5: EVENT SECURITY (CLICK HERE IF NOT-APPLICABLE)

All applications will require a security review. Roadway events and closures require APD-Special Events. APD-Special Events supervisors reserve right to establish security levels and personnel. [Austin Police Department Special Events](#) Check all that apply:

APD Special Events Unit	Texas Department of Public Safety	In-house/staff
Secondary APD Contract	County Sheriff	Other:
AISD PD	Private contractor	
Private Security Provider Name:	On-site Contact Person:	
Secondary APD Contact:	On-site Contact Cell Phone: On-Site Contact Email:	
What is the purpose of security? <i>Peace Officers required for all road closures & beer gardens. Noise Ordinance enforcement may be required.</i>		
Questions about this section? Email: APDSpecialEvents@austintexas.gov		

Section 6: EVENT MEDICAL (CHECK HERE IF NOT APPLICABLE)

All applications will require a medical review, please check all that apply.

[Austin-Travis County Emergency Medical Services Special Events](#)

Will you be using Austin-Travis County Emergency Medical Services (ATCEMS) or a private provider?

ATCEMS Private

Austin-Travis County EMS reserve rights to require stand-by personnel or equipment at the event's expense. Private medical contractors may treat on-site only and are prohibited from transporting patients.

Private Medical Provider Name:	On-site Contact Name:
On-Site Contact Email:	On-site Contact Cell Phone:
<i>If you are using private medical, provide information for the following:</i>	
Fixed Medical Locations	Automated External Defibrillators:
Mobile Medical First Responders:	Basic Life Support (BLS):
Total Number of Medical Providers:	Advanced Life Support (ALS):
Any Other Capabilities: (RN, MD, First Aid Volunteers, etc.), please list type and number	
Questions about this section? Email: ATCEMS.SpecialEvents@austintexas.gov	

Section 7: FOOD/BEVERAGE (CHECK HERE IF NOT APPLICABLE)

If you are planning to have food or provide food vendors at your event, separate permits from Health & Human Services may be required. Styrofoam, glass or single-use carryout bags are prohibited.

[Review Temporary Food Establishment Application](#) online. Please check all that may apply.

Prepackaged food	Prepackaged beverages	Food vendors
Unpackaged/open food	Unpackaged/open beverages	Number of booths:
Events that plan to serve alcohol are required to coordinate with the Texas Alcoholic Beverage Commission (TABC) . Prior approval from TABC does not supercede City of Austin permit requirements or ordinances. Check all that apply:		
Alcohol served	Alcohol sold	BYOB Must comply with City Code 4-11
Questions about this section? Email: ehsd.service@austintexas.gov		

REQUIRED Section 8: WASTE MANAGEMENT

Each event is required to develop and submit a waste management plan. This also includes surrounding areas leading up to the event, during setup, and post event cleaning. Review waste requirements and zero waste event rebate opportunities: austintexas.gov/greenevents

Check the services that you plan to contract at your event: Recycling Composting Landfill Trash Other

Please provide the following information about your city approved licensed hauler:

Dumpsters - Hauler: Contact:
Collection Bins - Hauler: Contact:
Staffing - Hauler: Contact:

If your venue is providing waste management services, what will be provided?
 Recycling Composting Landfill Trash Other

Questions about this section? Email: ARRspecialevents@austintexas.gov

Section 9: OUTDOOR AMPLIFIED SOUND/MUSIC (CHECK HERE IF NOT APPLICABLE)

Sound permits are not available for property zoned residential of property within 100 feet of residential zoning. Events subject to inspection and enforcement without notice. Performance events are required to submit stage layout in their site plans. A Sound Impact Evaluation may be required for the event. Contact: SoundPermits@austintexas.gov

7\ YW\ U` h UhUdd`m

Bullhorn/Megaphone Starter Pistol Public Address System (PA)
 Live Music DJ Speaker System

Proposed Amplified Sound Schedule (TIME RESTRICTIONS MAY APPLY BASED ON LOCATION)

Day 1	No. of acts:	Date:	Start Time:	End Time:	<i>See Chapter 9-2. Noise decibel limits. See Chapter 8-1. Parks Administration. Article 4. Restrictions on Amplified Sound</i>
Day 2	No. of acts:	Date:	Start Time:	End Time:	
Day 3	No. of acts:	Date:	Start Time:	End Time:	
Day 4	No. of acts:	Date:	Start Time:	End Time:	

Questions about this section? Email: SoundPermits@austintexas.gov

REQUIRED SECTION 10: DESCRIPTION OF EVENT

Use this area to include detailed information regarding the previously completed sections.

Rich text compatible

By submitting this application, the applicant grants permission to copy and to perform minor edits to promotional information from the event application, marketing or website material to use in posting a short publicly viewable information about the subject event on the City's website.

Contractor also agrees to pay City for all costs of repairing any and all damage to City property, including but not limited to any structures or plant life, caused by activities or by any act of Contractor, or Contractor's employees, agents or invitees, including the patrons of the attraction or function for which Contractor plans to use the Property.

It is expressly agreed that the City of Austin shall determine whether any such damage has occurred, the extent and amount of damage and the cost of repairing the damages.

Applicant certifies that it has not been convicted of violating the terms of a permit issued under Chapter 14-8 of the Austin City Code during the two years immediately preceding the date of the application;

Applicant certifies that the information contained in the foregoing request is true and correct to the best of their knowledge.

By submitting this application the applicant acknowledges permit requirements and all fees.

I _____ agree that my electronic signature on this application is my original signature.
If the applicant does not agree to use an electronic signature, the applicant must sign below and hand-deliver a signed copy of this application at the Austin Center for Events.

Agree

Do Not Agree

Printed Name

Signed Name

Date

To complete your application save this file to a location on your computer or server using the following format:

YourEventName_EventMonthName_EventYear.pdf

If technical difficulties prevented you from saving this document, you may print this file and hand-deliver it, along with a scaled site plan and/or route map to the Austin Center for Events, at 505 Barton Springs Road, Suite 1070, Austin, TX 78704 between the hours of 9 a.m. and 5 p.m. most weekdays.

To submit your application electronically:

1) Visit <http://www.austintexas.gov/department/special-event-permits>
or

2) Click on step 2. "Submit Completed Application and upload site plan/route maps".

3) Fill out the questionnaire and upload your saved and completed special event application, along with a site plan or route map.
This completes the application submittal process.

4) Once your application is submitted, an Austin Center for Events team member will contact you to discuss your event and any additional requirements.

5) Please wait two business days before inquiring on the status of your application. Inquiries should be directed to specialevents@austintexas.gov.