



OFFICE OF SPECIAL EVENTS
200 South Lamar, Austin, Texas 78704
(512)974-6797 (512) 974-6756 Fax
reservations@austintexas.gov
www.austintexas.gov/parks/specialevents.htm

Regulations Applicable to Tents

- **Tents must be secured by using sand bags or water barrels. Stakes are NOT allowed.** Staking or tying using existing hardscape or flower beds, trees or **non-turf** plantings is **strictly prohibited**. Users are responsible for any damages occurring due to tenting installations. **Use of propane is NOT allowed under ANY walled tents.**
- **Rental and/or Commercial Tent Use:** You must contact the site manager to conduct a site visit, review your site plan and receive approval in advance of your event date.
- **Grounds Access:** Vehicle access to park grounds is restricted and by permit only.

Canopy Tent(s) - open on all sides

- Tents, open on all sides, **less than 700 square feet** (up to approximately 27'x27') may be installed without additional Fire Department Regulation and Inspection
 - **Site Plan Required:** You are required to submit a site plan showing the location of the tent on the property you are renting to the Office of Special Events as part of your event plan requirements
- Tents, open on all sides, **greater than 700 square feet** will require Fire Department inspection and approval.
 - **Contact:** Fire Department, Emergency Prevention Division (974-0160)
 - Submit a **certificate of flame resistance**
 - **Site Plan Required:** Prepare a site plan or scale drawing due at the time of application showing the location of all objects within the tent canopy, in addition to the tent's location in respect to the overall site plan for the rented property.

Tent(s) with Walls or Sides

- Tents **less than 400 square feet** (approximately 20' x 20') may be installed without additional Fire Department Regulation and Inspection.
 - **Site Plan Required:** You are required to submit a site plan showing the location of the tent on the property you are renting to the Office of Special Events as part of your event plan requirements
- Tents **greater than 400 square feet** with walls or sides will require Fire Department inspection and approval.
 - **Contact:** Fire Department, Emergency Prevention Division (974-0160)
 - Submit a **certificate of flame resistance**
 - **Site Plan Required:** Prepare a site plan or scale drawing due at the time of application showing the location of all objects within the tent canopy, in addition to the tent's location in respect to the overall site plan for the rented property.

Fire Department inspection and approval required for all tents and canopies over 100 square feet if the tent is within 20 feet of a structure. Tent sizes include multiple tents with aggregate areas.

Parks and Recreation Regulations: All tent(s) are **subject to additional requirements** by the Site Manager, including **PRE-ARRANGED** tent set up and take down to minimize impact to other park activities, and infrastructure.

Promoting recreational, cultural and outdoor experiences for the Austin community.