505 Barton Springs Road Suite 1070, Austin TX 78704; (512) 974-6501; specialevents@austintexas.gov

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 AustinTexas.gov/CityStage.

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.

Permits will not be issued without all the following documents:

Completed Application Form (Sections 1-4 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: _____

Department: _____

- ☐ Sections 1-4 Completed
- ☐ Scaled Site Plan/Event Route or Map

Staff Comments:

- ☐ Temporary Change of Use
- ☐ Temporary Use
- ☐ Right of Way Event
- ☐ Temporary Event Sound

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 XI 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 address or approximate location:

REQUIRED Section 2: PRODUCTION INFORMATION

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.

Please complete this section with the most up-to-date information available at time of application.

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 fee apply for inspections conducted outside the hours of 9 a.m. - 4 p.m., Monday through Friday.

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

REQUIRED Section 3: RESPONSIBLE PARTY/BILLING INFORMATION

Applicant Name:

This person will be legally responsible for all permitting fees, requirments and ordinance violations permit agents, producers or on-site supervisors.

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:

Prior to the issuance of some permits a copy of the listed Driver's License or photo ID is required.

Event executive producer/agent/supervisor name (if different than above):

Producer/agent cell phone: Producer/agent email address: Producer/agent employer:

On-Site Contact Information

*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:

**On-Site contact must be available to meet onsite the entire duration of event, including set-up/tear-down.*

REQUIRED Section 4: EVENT DETAILS

EVENT TYPE: *Please check all that apply.*

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

Is this event?

- ☐ Annual
- ☐ Recurring
- ☐ One-Time-Only
- ☐ Public
- ☐ Private
- ☐ Admission Fee:

Previous Name(s):

Number of Years Event Held:

How will this event be advertised?

- ☐ TV/Radio/Print
- ☐ Social Media/Web
- ☐ Advanced Ticket Sales
- ☐ Billboards
- ☐ Posters

Other(s):

Any changes from previous years (YES/NO)?

LOCATION: *Please check all that apply.*

- ☐ Inside an existing structure/building currently used as: Current Use
- ☐ Vacant lot
- ☐ Parking lot
- ☐ Public property
- ☐ Private property
- ☐ 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

Email questions to: james.bush@capmetro.org

☐ CITY PARK or waterway

Events on City parkland and waterways require additional approval. Please refer to Special Events Policies and Procedures for City parkland.

☐ Park name:

☐ Walter E. Long Lake ☐ Lady Bird Lake (Colorado River) ☐ Lake Austin

I have paid and booked dates in a City Park

Yes No N/A

☐ 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.

DPS staff will coordinate your event application with Texas Facilities Commission and the State Preservation Board.

I am in contact with the Capitol Complex authorities

Yes No N/A

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)
- ☐ Stage(s)/scaffolding
- ☐ Signs/banners
- ☐ Fencing (required for beer gardens)
- ☐ Electrical, plumbing or lighting installation(s)
- ☐ Flame effects, theatrical performance/open flames
- ☐ Inflatables
- ☐ Other:
- ☐ Generator (fuel type)
- ☐ Generator (plug-in)
- ☐ Propane
- ☐ Fireworks/ pyrotechnics
- ☐ Amplified sound (outdoor or indoor)
- ☐ Other sound equipment (i.e. air horn, bull horn)

Note: advertisement projections and building wraps are illegal.

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?
Peace Officers required for all road closures & beer gardens. Noise Ordinance enforcement may be required.

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:

If you are using private medical, provide information for the following:

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 requirments or ordinances. Check all that apply:

☐ Alcohol served ☐ Alchohol sold ☐ BYOB

Questions about this section? Email: ehsd.service@austintexas.gov

Section 8: WASTE MANAGEMENT (CHECK HERE IF NOT APPLICABLE ☐)

A Waste Management Plan is required for all events. Events must identify on the site plan/event route or map the location of all dumpsters and/or roll-offs. Styrofoam, glass or single-use carryout bags may not be provided, distributed, or used during an outdoor special event held at a city facility, streets, sidewalks, or other city right of way.
Review waste requirements and rebate oppurtunities: www.austintexas.gov/zerowasteevents

Waste Management Provider:	On-site Contact Person:
Additional Provider(s):	On-site Contact Cellular Phone:

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

Section 9: AMPLIFIED SOUND (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. Contact: soundpermits@austintexas.gov

Check all that apply:

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

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

Day 1	No. of acts:	Date:	Start Time:	End Time:	*See Chapter 9-2. Noise decibel limits.*
Day 2	No. of acts:	Date:	Start Time:	End Time:	*See Chapter 8-1. Parks Administration. Article 4. Restrictions on Amplified Sound*
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: Music@austintexas.gov

SECTION 10: ADDITIONAL INFORMATION

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

Rich text compatible

Section 11: STREET AND SIDEWALK EVENTS (CHECK HERE IF NOT APPLICABLE ☐)

Transportation Special Events. *City reserves right to require this section. City reserves right to grant waivers for events that do not meet deadline requirements. Any event in the right of way (streets, bridges and alleys) will require SEPARATE ROWMAN application. Staff will assist if needed.*

What dates and times are you requesting street or sidewalk closures?

Is this a City or State of Texas Legal Holiday? ☐ Yes ☐ No	Closure Start Date:	Closure End Date:
Is your event on a weekend only? ☐ Yes ☐ No	Closure Start Time:	Closure End Time:

If your event involves on-street parking or a sidewalk *only* check here ☐ and proceed to next page.

Notifications to affected persons will be required for all special events in the right of way. City staff will provide information and instructions to you after the application review.

Depending on the location or specifics of your event other local agencies may need to be involved for coordination efforts.

Any event in the right of way (streets, bridges and alleys) requires a Street Closure Information Form and City-approved Traffic Control Plan. Consult Transportation staff for more information.

STREET EVENT INFORMATION

ROWMAN Number (if completed):		If the event is a parade, procession, protest, run, walk or similar event, provide or estimate attendance:
Have you prepared a Street Closure Information Form ?	☐ Yes ☐ No	
Who will prepare a Traffic Control Plan (TCP) for the event? *Road closures require an engineer-sealed and City-approved plan.*	☐ City of Austin ☐ Texas registered Professional Engineer	

	Proposed year	Previous year
Adults		
Children		

Animals? ☐ Yes ☐ No Lease and waste laws apply.

ENTER IMPORTANT TIMES FOR MOVING EVENTS (PARADES, RUNS, WALKS, ETC.)

Start time (1st wave)	On-site registration/ check in time	Approximate staging location:
Start time (2nd wave)	Assembly time for on-site participants	Approximate de-staging location:

Will any of the following street(s)/bridge(s) be affected?

- ☐ 11th St.
- ☐ Rainey St.
- ☐ Congress Ave.
- ☐ Cesar Chavez St. (between Mopac and IH-35)
- ☐ Lamar Blvd.
- ☐ Congress Ave. Bridge
- ☐ Guadalupe St.
- ☐ South 1st St. Bridge
- ☐ Lavaca St.

Number of floats (if applicable):

TRAFFIC CONTROL BARRICADE COMPANY
(Leave this section blank is unknown)

A letter of commitment from a local barricade company is required before a permit is issued.

Company Name:

Primary Contact:

Mobile Number:

Will your event route enclose or create a loop around a geographic area? ☐ Yes ☐ No

Additional information (rich text compatible):

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

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

YOUR APPLICATION IS NOT COMPLETE. PROCEED TO NEXT PAGE.

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 click here.

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.