



**CITY OF AUSTIN ORDINANCES AND
PARKS AND RECREATION DEPARTMENT (PAR) PROCEDURAL
PROCESSES FOR PAR RENTALS AND REQUESTS
FOR ALCOHOL CONSUMPTION**

1. The **RENTER** will abide by Chapter 8-5 of the City of Austin Code, 1992, as amended, that states that no person shall conduct or participate in any charitable solicitation campaign except under valid permit issued in compliance with the Chapter.
2. The **RENTER** will abide by Chapter 10-5 of the City of Austin Code, 1982, as amended, that states that no amplified outdoor music shall be presented at any City venue without obtaining a valid sound permit by the Office of Special Events, and issued in compliance with the Chapter. The **RENTER** shall also be obligated to observe all rulings and regulations regarding City's volume levels of amplified music.
3. No alcoholic beverages are allowed at this site in accordance with Section 11-1-4 of the City of Austin Code, as amended, unless permission is requested and granted by PAR in writing.
4. Smoking is not allowed in the building or any on-stage area in accordance with Section 12-5-3 of the City of Austin Code, 1986, as amended, addressing designated smoking areas in public places. **THIS FACILITY AND ITS GROUNDS ARE DESIGNATED AS A NON-SMOKING AREA.**
5. A Grass Permit is required if **RENTER** plans to use PARKLAND for loading and unloading equipment, requires additional exhibition space, or if permission is granted for use by a concession stand or any other approved use by PAR.
6. If **RENTER** plans to operate a concession stand, RENTER must request and receive permission from PAR. The operation of this stand would be subject to current PAR and City of Austin policies and procedural processes.





RESERVATION AND EVENT POLICY FOR ALCOHOL REQUESTS AT A CITY EVENT/RENTAL FACILITY

REQUEST TO SELL/SERVE ALCOHOL TO THE PUBLIC FOR A FEE OR DONATION

A request to sell or serve alcohol to the general public at a City Event or Rental Event will require approval from the Parks and Recreation Department (PAR) Director. The RENTER must provide proof of insurance and must submit the required form stating the Renter understands and accepts PAR procedural processes and policies.

A signed and dated Alcohol Request Form shall be submitted to PAR Staff at least thirty (30) days prior to the time of the event/rental.

INSURANCE REQUIREMENTS (Section 24 of Reservation Agreement Form)

- A. A RENTER is required to purchase insurance when alcohol is to be consumed or sold at their Event, and the insurance must meet City approval. The City reserves the right to increase coverage depending on the type of event or past history of use.
- B. **RENTER** shall obtain and provide proof of insurance to PAR Director or his/her designee, at least thirty (30) days prior to the time of occupancy. The insurance certificate must meet the City's following levels of coverage which are, or shall be, in effect for the duration of the scheduled event. The City, its officials, employees and/or agents are to be included as additionally insured on both coverages below:
 - 1. Commercial general liability insurance with a minimum combined single limit of \$500,000 per occurrence to include contractual liability coverage. Fire legal liability must be included with limits of \$50,000.
 - 2. When applicable, Liquor Legal Liability Insurance that includes a minimum combined single limit of \$500,000 per occurrence.
 - 3. Only insurance written by a company with AM Best rating of no less than a B+VII and in good standing with the State Board of Insurance shall be acceptable to the City.
 - 4. The City requires the additional insured endorsement on every insurance policy including this one.



The **RENTER** must abide by the following PARD policies and procedural processes for events involving the consumption of alcohol:

1. RENTER agrees to abide by all City of Austin ordinances, State and Federal laws, and is responsible for the conduct and behavior of the group using the facility.
2. RENTER must make every effort to ensure that alcohol is not provided, sold, or served to individuals who are intoxicated or under age. No City employee will be involved in the providing, serving or selling of alcoholic beverages at any time.
3. The City of Austin reserves the right to refuse to rent to or allow alcohol consumption by groups or users who have a demonstrated history of being careless or reckless in the serving or use of alcoholic beverages.
4. The City of Austin reserves the right to require designated servers to request validation of proof of age to those being served, and require additional security and/or other precautionary measures in an effort to adequately protect citizens and public property.

PARD Rental Facility/Site _____

Name of Event: _____

Event Dates _____ to _____

DATE(S) & TIME(S) RENTER IS REQUESTING CONSUMPTION OF ALCOHOL:

Day #1: _____ Date: _____, 20____ from _____ AM/PM to _____ AM/PM

Activity _____ No. of attendees expected: _____
(i.e., type of event, concession)

Day:#2 _____ Date: _____, 20____ from _____ AM/PM to _____ AM/PM

Activity _____ No. of attendees expected: _____
(i.e., type of event, concession)

****If more room is needed, please attach a separate page with the required information.**

Describe your alcohol consumption plan including: **a)** number of servers; **b)** number of serving stations; **c)** location of serving station(s); **d)** training of servers, and **e)** any other important information to ensure a successful event.-



RENTER INFORMATION:

Print Name _____ Title (if applicable) _____
Agency (if applicable): _____ Tax Exempt No. _____
Address _____ City _____ State ____ Zip _____
Day Phone (____) _____ Evening Phone (____) _____
E-mail Address _____

This agreement is granted on the express condition that the undersigned will comply with the above policies, procedural processes and regulations. Failure to abide by applicable regulations shall result in the revocation of permission and the termination of all rights for further use of PARD rental facilities.

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SIGNATURE PAGE

RENTER

Print Name _____ Title (if applicable) _____
Signature _____ Date _____, 20____

RENTAL FACILITY/SITE

Facility/Site Manager _____ Date _____, 20____
PARD Division Manager _____ Date _____, 20____

PARD APPROVAL

Director _____ Date _____, 20____
Austin Parks and Recreation

