application/REQUEST - sales/service of alcohol

Free or for a fee/donation at a public event

This constitutes a request for permit approval by the Director. If approved, this will constitute a permit under City Code § 8-1-12. Incomplete applications will not be reviewed and will require a resubmittal of a complete application.

A request to sell or serve alcohol to the general public at a City Event or Rental Event requires approval from the Parks and Recreation Department (PARD) Director. The RENTER must provide proof of insurance and must submit the required form stating the **Renter** understands and accepts PARD procedural processes and policies. A signed and dated Alcohol Request Form shall be submitted to PARD Staff at least thirty (30) days prior to the time of the event/rental.

**APPLICANT INFORMATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: |  | | | | | | | |
| Organizer Name |  | | | | | | (“***Applicant***”) | |
| Company or Organization Name: |  | | | | | | (“***Applicant***”) | |
| Billing Address: |  | | State: | Choose State | | Zip: | |  |
| Mobile #: |  | Emergency #: | | |  | | | |
| Email address: |  | | | | | | | |

Events anticipating 1000 attendees or more must fill out an [Austin Center for Events Application](http://www.austintexas.gov/CityStage)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EVENT DETAILS** (type detailed information in the boxes below) **C O M P L E T E A L L B O X E S** | | | | | | | | | | | |
| Event Name: | | | |  | | | | | | | |
| Detailed Event Description: | | | |  | | | | | | | |
| Park Site: | | | |  | | | | | | (“***Facility***”) | |
| Park Address: | | | |  | | | | | | | |
| **Event Schedule** | | | | | | | | **Anticipated # of Attendees** | | | |
| Day 1: | |  | Start time – Ending Time: | | | |  | Event Day 1 | | |  |
| Day 2: | |  | Start time – Ending Time: | | | |  | Event Day 2 (if applicable) | | |  |
| Day 3: | |  | Start time – Ending Time: | | | |  | Event Day 3 (if applicable) | | |  |
| **Alcohol Distribution** | | | | | | | | | | | |
|  | Served (free – no ticket or donation required) | | | |  | Sold, or Donations Collected | |  | Served and Sold | | |
| **For Sales, you are required to have a State of Texas Sales/Tax ID:** | | | | | | | | | Choose an item. | | |
| [**https://comptroller.texas.gov/taxes/sales//**](https://comptroller.texas.gov/taxes/sales//)  *Texas law requires exempt organizations to collect tax on most sales of taxable items.* | | | | | | | | |
| **Will there be an admission charge or required donation? *Yes, or No.*** | | | | | | | | | Choose an item. | | |
| **If yes, how much?** | | | | | | | | |  | | |

|  |
| --- |
| Describe the 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.­­­­­­­­ |
|  |

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

**INSURANCE REQUIREMENT MANDATE**

Applicant 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.

1. **Requirements:** [See requirements](http://www.austintexas.gov/page/special-events-policies-procedures), or visit [**http://www.austintexas.gov/page/special-events-policies-procedures**](http://www.austintexas.gov/page/special-events-policies-procedures)**.** The insurance document is located in the “policies and procedures section”. Minimally, General, Auto and Liquor Liability coverages are required.

**Indemnification.** Applicant shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees (“***Indemnitees***”) against any and all liability, damages, losses, claims, demands, and actions of any nature, due to personal injury (including, without limitation, workers' compensation and death claims), or property loss or damage of any kind (“***Claims***”) which arises or is claimed to arise out of or is in any manner connected with the use of the City property or the presence on the City property of the Applicant, its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility, except as to Claims which arise out or are related to City’s negligence or intentional acts or omissions.The undersigned warrants that he/she has the authority to bind the Applicant to this indemnification provision.

**SIGNATURE**:

I certify that the information contained in this Application is true and correct to the best of my knowledge, and that I am authorized to act on behalf of the Applicant and the Company listed in the Application. Attachment A – Permit Conditions, are hereby incorporated into this application.

This Application is executed by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| By (signature):  🡺 | |  | Date:  🡺 | Click here to enter a date. |
| Printed/Typed name and title: | |  | | |
|  | By **BOTH** checking this box and typing my name in the above “applicant signature” line, I attest that this constitutes and represents my signature “electronically”.  **Electronic Signature Authorization:** I hereby acknowledge and agree that a signed, faxed, scanned copy or electronic signature of the Application shall be treated as an original document and signature binding me to the terms and conditions contained in the agreement. I authorize the City of Austin to accept the faxed, scanned copy or electronic signature, of the Application as the original document and signature. | | | |

**APPROVALS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility /Site Manager  By (signature): 🡺 |  | Date:  🡺 | Click here to enter a date. |
| Division Manager  By (signature): 🡺 |  | Date:  🡺 | Click here to enter a date. |
| PARD Director  By (signature): 🡺 |  | Date:  🡺 | Click here to enter a date. |
| City Manager  By (signature): 🡺 |  | Date:  🡺 | Click here to enter a date. |

**ATTACHMENT A - PERMIT CONDITIONS:**

**These conditions apply only if the Director approves the permit request.**

1. The **APPLICANT** must abide by the following PARD policies and procedural processes for events involving the consumption of alcohol:
   1. **APPLICANT** 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.
   2. 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.
   3. 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.
2. Alcohol Permitting Process Overview and Checklist:
   1. Visit [**http://www.austintexas.gov/page/special-events-policies-procedures**](http://www.austintexas.gov/page/special-events-policies-procedures)**, or** see “[Alcohol Permitting Process Overview](http://www.austintexas.gov/sites/default/files/files/Parks/Special_Events/policies/alcohol_permit_process.pdf)”.
3. Alcohol Service Standards and Requirements**:** 
   1. **V**isit [**http://www.austintexas.gov/page/special-events-policies-procedures**](http://www.austintexas.gov/page/special-events-policies-procedures)**,** or see [Alcohol Service Standards - Beer Garden Requirements and Mock Layouts](http://www.austintexas.gov/sites/default/files/files/Parks/Special_Events/policies/alcohol_service_requirements.pdf).
4. Applicant agrees to comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility to comply with all federal, state and local laws and regulations, and with all applicable City policies, rules and procedures.
5. The **APPLICANT** will abide by Chapters 8 of the City of Austin Code, 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 **APPLICANT** shall also be obligated to observe all rulings and regulations regarding City’s volume levels of amplified music.

**ATTACHMENT A - PERMIT CONDITIONS (continued)**

1. These conditions apply only if the Director approves the permit request.
2. No alcoholic beverages are allowed at this site in accordance with the City of Austin Code, as amended, unless permission is requested and granted by PARD in writing.
3. Applicant shall not bring or permit its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility to bring or keep anything on City property that may adversely affect the Facility. The Applicant shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons of the Event for which the Applicant plans to use the Facility to bring any items onto the property, or place any decorations or other items on the Facility that may damage any portion of the Facility, including but not limited to trees, grounds, or plant life, without the prior written consent of the Parks and Recreation Department Director. The City reserves the ight at any time and at its sole discretion to require the Applicant to remove from the Facility any animals, furniture, fixtures, wiring, exhibits, or other items brought onto the Facility by the Applicant. The Applicant shall immediately remove any item upon City’s request.
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 **APPLICANT** 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 PARD.
6. If **APPLICANT** plans to operate a concession stand, RENTER must request and receive permission from PARD. The operation of this stand would be subject to current PARD and City of Austin policies and procedural processes.