

Sample Event Name		First Event Day	December 31, 2015	
Event Planner		Est. Attendance	10000	
Required Item	Received Date	Item Description (permit/contract requirement)	Format Required	Due Dates
APPLICATION AND CONTRACT			July 4, 2015	
X		Unified Citywide Special Event Application	ACE Online Application	
X		Payment of Fees (25% non-refundable deposit due)		
X		Event Contract (as required by PARD)	Signed Contract	
If applicable	N/A	Designated Smoking Area Application (if desired) If no application received, NO SMOKING at event. Organizer must actively message and enforce regulations.	Application Form, Detailed Site Map. Verification of website information posted.	
SITE PLAN			60-30 DAYS PRIOR TO EVENT	
X		Site Plan Finalized (cad-like detailed computer drawing)	Site Plan	November 1, 2015
X		Site Visit with City Staff	On Site Meeting	December 1, 2015
INSURANCE CERTIFICATES			December 1, 2015	
X		General Commercial and Auto Liability Insurance.	Copy of Certificate	
If applicable		Liquor Liability (public events, and/or events where alcohol is sold)	Copy of Certificate	
If applicable		Moonwalks/Rockwalls - General as listed above for company, COA listed as additional insured AND be inspected/licensed by the State of Texas. (NO water slides, no trains)	Copy of Provider's Certificate	
Not allowed.	N/A	Fireworks/pyrotechnics (insurance specs per AFD)	Copy of Certificate	
SAFETY PLANS			November 1, 2015	
X		EMS Services/Plan	Copy of provider contract or plan.	
X		Public Safety Plan	Detailed safety operations plan. Covers set up, overnight, and grounds security for event hours. A comprehensive plan that documents licensed peace officers (for alcohol events), t-shirt security, and other security in a unified operations plan.	
X		Fire Department Inspection - afdspecialevnts@austintexas.gov	Pay AFD fees, AFD forms.	
X		Fire - Emergency Exit Signage. Approx 7' or higher over gates, white background/red letter signage. Must be lit after dark.	Installation of signage by inspection time.	
X		Inclement Weather Plan.	Written plan for notice of participants, public and contractors of cancellations or delays.	
na	N/A	Water Safety Plan Approval	Plan Copy. Reviewed and approved by Aquatics, AFD, Lake Patrol, and EMS. A template is available.	
na	N/A	EMS Approval		
na	N/A	APD Lake Patrol Approval		
na	N/A	PARKS Aquatics Approval		
na	N/A	City Council Approval of a swimming event (Lady Bird Lake)	City Council Action Item	
na	N/A	Notice to affected waterway concessionaries (Lonestar Riverboat, Tx Rowing Center, Austin Rowing Club, the Rowing Dock)	Copy of advance Notice	
LOGISTICS AND SITE OPERATIONS			December 1, 2015	
X		Event Contact List (form)	Parks Form	
X		Notice Signage (park, closed parking lots, key ingress/egress areas)	Organizer Provided Signage	December 17, 2015
X		Fencing Contract (mandatory with alcohol)	Contract Copy	
X		Turf Protection Decking/Material Contract (copy of PARD APPROVED decking, LD panel, or turf protection material contract)	Contract Copy	
X		Tent contract copy (NO STAKING ALLOWED) Contract must clearly show provision of water barrels in contract.	Contract Copy	
X		Portable Toilet and Hand Sanitizer Plan Includes number and type, hand sanitizer installations, and daily service from paved surfaces.	Contract Copy	As a starting point, the toilets required = 40
X		Trash and Recycling Contract/Plan – dumpsters, recycling, trash containers, and grounds/area litter control. Must all be documented in contract - including general surrounding area clean up.	Contract Copy	
X		Litter control plan - documentation of active litter control plan during event hours (may be included if fully noted in your trash/recycling plan)	Contract Copy	
X		Dumpster Contract	Contract Copy from a Licensed Hauler.	

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TRANSPORTATION, PARKING AND SHUTTLES			December 1, 2015
If applicable	N/A	Traffic Control Plan Engineered (street closures)	Permit Copy
If applicable	N/A	Street Closures which close or affect TXDOT right of way required 30 day advance approval by TXDOT policy.	State Sign Off
X		Transportation and Parking Plan	Template Form is Available to Complete
X		Private Parking Garage Approvals and Listing	Approvals organizer has received from private garage owners.
If applicable		City Garage Request (form) (Palmer, City Hall, OTC and TLC)	Parks Form
	N/A	City Hall Approval	
	N/A	One Texas Center Approval	
	N/A	Palmer Events Center Approval	
X		ADA Parking designated (advertised publicly on website)	Verification of Information Posted Online
X	N/A	Shuttle Plan and Schedule (if ample public parking is not secured and documented on the transportation form)	Contract Copy. Verification of Information Posted Online.
X		Shuttle route maps - color, clearly legible and labeled.	Contract Copy.
X		Bike Rack for bicycle parking. City Sponsored events must provide bike rack for 5% of expected attendees.	Contract Copy, Verification of Information Posted Online
X		Cap Metro Trip Planner posted on Event Website	Verification of Information Posted Online
X		Alternative Transportation Messaging - website presence to discourage neighborhood parking, highlight bike and bus opportunities (suggest posting hike/bike trail maps)	Verification of Information Posted Online
na	N/A	DMS request submitted by City. (variable message boards)	City of Austin
PERMITS FINALIZED		Permits are released AFTER all other contractual items are submitted.	December 17, 2015
X		Sound Permit PARD (fees apply)	Limited to 10 am to 10 pm if approved by PARD. Not released until all other event items are completed.
If applicable		Sound Impact Plan Required if event hosts 7500 or more on any given day. (fees apply)	Copy of Sound Impact Plan.
If applicable		Alcohol Permit Review (TABC Application Signature) Fee to PARD (\$30)	
If applicable		TABC Permit Approval	Copy of FINAL permit from the State (Note: TABC permits are signed after receipt of insurance, fees, and all other contract requirements)
If applicable		Grass Permits for Park	Template Form is Available to Complete
If applicable		Electrical Permit Required for any direct wire ("pigtail") connections, or wire to wire connections. NOT required for SOLE use of a camlock or edison plug systems.	Copy of Permit
If applicable		Master Electrician's License (valid date)	Copy of License
If applicable		Health Permits (Austin Travis County Health Department) TIP! - Organizer should complete the form for all vendors at event and submit at once.	Copy of Permits
NONE	N/A	Pyrotechnics Permit	Copy of Permits
X		Building Permit - structures covering 120 sq. ft or that are used for 10 or more people. REFERENCE BUILDING INSPECTION DOCUMENT	Copy of Permits
If applicable		Tree Permit - required for any event impact that is under a tree canopy or in the critical root zone area. Review by PARD Forestry and /or City Arborist.	Copy of Permit
Check ✓		POST EVENT NOTES and REMINDERS	January 30, 2016
X		Post Event Final Report (damages, clean up, etc)	PARKS
X		Process and Release Deposit (minus billable expenses /damage)	PARKS
If applicable		Annual Events Must Immediately Submit Application/ Request for Future Year.	Citywide ACE Application
If applicable		\$1/ticket PER DAY submitted with ticket manifest (must be on ticket company or LESSEE letterhead)	Organizer check
If applicable		Resubmit street closure information for upcoming year. (6 month deadline by ordinance)	Organizer Point of Information