



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512)974-6797 phone  
 reservations@austintexas.gov  
<http://austintexas.gov/parkevents>

## ALCOHOL SERVICE or SALES - Applicant Permitting Process Steps

The information is provided as a courtesy regarding the alcohol approval process (sell, serve, consume), and TABC Permit Approval Process. **Please plan and account for the time it takes to obtain all required signatures.**

1. Book and confirm the reservation. Organizer must submit all required paperwork and maintain contractual items in good standing throughout the permit process.
2. At **alcohol PROHIBITED sites**, complete the "Alcohol at a Rental/Cosponsored Event Form" to obtain approval to temporarily request alcohol at a site.

### What type of event are you having?

**PUBLIC EVENT:** An event is considered public if any of the following apply: there is NOT a finite and/or limited guest list, a person of the public may purchase or acquire a ticket for entrance or participation, a person of the public may attend the event, event is advertised by website, email, print or radio media to the public.

**PRIVATE EVENT:** Events are considered private when a limited and finite count of guests is expected. Examples would be a wedding, a birthday party, or a private reception, which are NOT open to the public., and there is NO charge for alcohol.

3. Plan completion and implementation requirements:

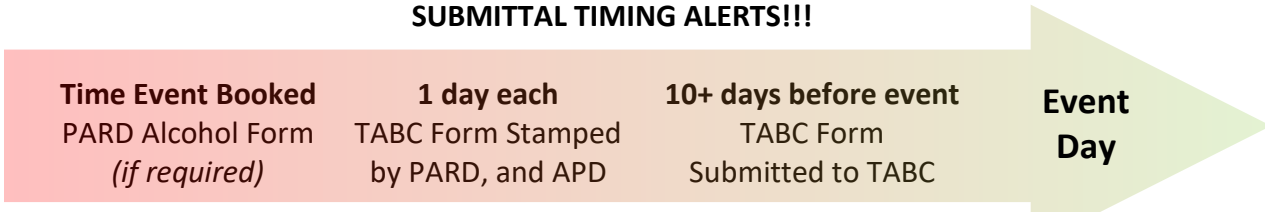
#### PUBLIC EVENT CHECKLIST:

- Certificate of Insurance**
- Containment Plan** (see alcohol service standards - beer garden, indoors, or fenced)
- Health Permit copy**  
*(typical for poured, mixed, or handled beverages)*
- Licensed Peace Officer Plan contract
- Additional items for Sales:**
- TABC permit application** (stamping/verification)  
*(if ANY funds, tickets or required donations)*  
*(Valid insurance MUST be on file.)*
- State of Texas Sales/Tax ID**  
*Texas law requires exempt organizations to collect tax on most sales of taxable items.*
- \$30 PARD alcohol permit fee
- TABC Permit Issued *(copy provided to PARD)*

#### PRIVATE EVENT CHECKLIST:

- Manage event guests
- Enforce no glass requirement
- Enforce no Styrofoam
- Contain event at reserved area
- Reminders:**
  - o *NO charge for alcohol*
  - o *NO tips for alcohol*
  - o *BYOB ONLY*

### SUBMITTAL TIMING ALERTS!!!



Review alcohol policy document online! [www.austintexas.gov/parkevents](http://www.austintexas.gov/parkevents)



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## ALCOHOL SERVICE or SALES Event Permitting Submittals Checklist

The items below are required by permit/contract to serve, sell, or provide alcohol for a fee, as part of an admission ticket, sale, or required donation for alcohol at an event on park property.

This checklist is provided for your convenience in tracking your submittals.

Event Name:			
Event Date(s):		Items DUE BY:	
Property Name:			
<input checked="" type="checkbox"/>	<b>Item</b>	<b>How to complete, and what to submit.</b>	
	<b>Insurance certificate copy</b> <i>(General, Auto &amp; Liquor coverage minimum)</i>	<b>Email insurance certificate.</b>	
	<b>TABC permit</b> application stamping <i>(we DO NOT stamp applications without Valid insurance on file.)</i>	<b>Applicant provides TABC application to City APD and Parks office.</b>	
	<b>State of Texas Sales/Tax ID</b> <i>(Texas law requires exempt organizations to collect tax on most sales of taxable items.)</i>	<b>Texas Sales and Use ID Number:</b>	
	\$30 PARD alcohol permit fee	<b>Permit fee paid.</b>	
	<b>Health Permit</b> copy <i>(typical for poured, mixed or handled beverages)</i>	<b>Email permit copy.</b>	
	<b>TABC permit</b> Issued	<b>Email permit copy.</b>	
	<b>Containment Plan</b> <i>(follow the link to review alcohol service standards - beer garden, indoors, or fenced – typically applies to outdoor unenclosed areas)</i>		
	<b>Law Enforcement Agency:</b> <i>(name of agency that employees officer(s) hired for event. For ex. Austin Police Dept., or Travis County Sheriff)</i>	<i>Events must hire licensed peace officers and may NOT use licensed security.</i>	
	<b>Name of Licensed Peace Officer in Charge:</b>		
	<b>Contact (mobile):</b>		