



**OFFICE OF SPECIAL EVENTS**

200 South Lamar, Austin, Texas 78704  
 (512)974-6797 (512) 974-6756 Fax

**SUBMIT FORMS TO:** reservations@austintexas.gov  
<http://www.austintexas.gov/parkevents>

**EARLY RESERVATION LOTTERY REQUEST**

**\*\*\*\* One form per EVENT per SITE is accepted. \*\*\*\***

The lottery process is **ONLY** available the 10<sup>th</sup> month in advance of your desired date, on/before the 20<sup>th</sup> of the month of submittal. The person entering the lottery will be billed and will be held responsible for the reservation.

REQUESTOR INFORMATION						
Name:						
Company Name :						
Billing Address:				State:		
City:				Zip:		
Phone Number #:				Other #:		
Email Address:						
If wedding, provide <b>BOTH</b> names.	1:					
	2:					
Requested Facility:						
3 Dates of Interest:						
EVENT DETAILS - COMPLETE ALL BLANKS!						
Type of Event:						
Detailed explanation of the event:						
Event Start Time:				Event Stop Time:		
Total Estimated Attendance:			Will there be catering / food vending?			
Sound permit needed? If yes, hours? <small>City Code restricts eligibility</small>			Admission charge? (If YES, amount?)			
Alcohol Permit (beer cans /wine ONLY)? "X" all that apply	NONE	Alcohol Permit (hard liquor)? "X" all that apply	NONE	NOTE ALCOHOL: All alcohol SALES require a TABC permit, insurance, fencing and security plan.		
	Served		Served			
	BYOB		BYOB			
	Sold		Sold			
Merchandise/ Other vending, or sales? <i>If yes describe.</i>	If charging admission/ ticketing event – then alcohol is considered sold... REQUIREMENTS↑					

**SIGNATURE**

I certify that the information contained in this request is true and correct to the best of my knowledge. I am aware of and have reviewed the reservation procedures and policies.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

