



APPLICATION/REQUEST- PERMIT FOR PARK USE

This constitutes a request for permit approval by the Director. If approved, this will constitute a permit for park use under City Code § 8-1-12. **Please complete all boxes.**

Incomplete applications can not be reviewed and will require resubmittal of a complete application

APPLICANT INFORMATION

Event Name:					
Organizer Name	("Applicant")				
Company or Organization Name:	("Applicant")				
Billing Address:		State:		Zip:	
Mobile #:		Emergency #:			
Email address:					

COMPLETE ALL BOXES

EVENT DETAILS

COMPLETE ALL BOXES

Type of Event

- Public Event** (ex. public, advertised, posted, marketing event, or ticketed)
- NOTE – *Insurance* required by the Organization and/or Organizer.
 - Events anticipating 1,000 attendees or more must fill out an *Austin Center for Events Application*.
- Private Event** (family members, wedding, birthday party, NOT for fundraisers)

Detailed Event Description:

Park Requested: _____ ("Facility")

Park Address: _____

Proposed Event Schedule

Set Up Day(s): _____	Start time – Ending Time: _____
Event (s): _____	Start time – Ending Time: _____
Take Down Day(s): _____	Start time – Ending Time: _____

Anticipated Number of Attendees

Event Day 1	Event Day 2 (if applicable)	Event Day 3 (if applicable)
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Additional Request Details Information (Answer Y / N)

Co-Sponsorship Request or Council Fee Waiver? **	
Sound Curfew Extension? (City Code restricts eligibility)	
Occupancy Curfew Extension? (City Code restricts eligibility)	
Request for a non-reservable site?	

**** If the request is for a public event or co-sponsorship, additional approvals and agreements are required.**



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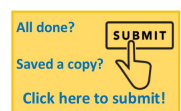
Event Details	Answer
Will there be an admission charge or required donation? If yes, how much?	
Will amplified sound be present? <ul style="list-style-type: none"> All amplified sound outdoors must end by 10 PM A permit will be required for sound coming out of any speakers 	
Will there be moonwalks or inflatables present? <ul style="list-style-type: none"> Moonwalks must be contracted through an approved vendor. NO Miniature Trains, Water slides or Petting Zoos. 	
Will there be alcohol present? <ul style="list-style-type: none"> Events with alcohol may require a TABC permit, insurance, fencing, and a security plan 	
Will there be food present? <ul style="list-style-type: none"> Health permits are required for any food served/sold to public 	
Will there be merchandise sales or other vendors present? <ul style="list-style-type: none"> State of Texas Sales/Tax Id will be required for concession/sales 	
If food or merchandise vendor sales on site, or ticket sales - State of Texas Sales/Tax ID number: <ul style="list-style-type: none"> Texas tax law requires exempt organizations to collect tax on most of sales of taxable items. https://comptroller.texas.gov/taxes/sales/ 	Texas Tax ID #↓
Describe how litter will be collected and removed: <ul style="list-style-type: none"> Trash and recycling containers need to be provided and hauled for events with over 200 attendees. 	
Will portable toilets be needed? <ul style="list-style-type: none"> Events over 250 attendees require portable toilets at a ratio of 2 toilets/500 attendees with at least 1 ADA unit. 	

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 **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.

By (signature): →		Date: →	
Printed/Typed name and title:			





ALL ELECTRONIC APPLICATIONS MUST BE SUBMITTED TO:
reservations@austintexas.gov

<http://www.austintexas.gov/parkevents>

ATTACHMENT A - PERMIT CONDITIONS:

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

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.

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 right 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.

Applicant hereby grants permission to the City to copy and to perform minor edits to promotional information from the event application, marketing, or website material to use in posting short publicly viewable information about the Event on the City's website.

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.

FOR PARD OFFICE USE ONLY

Special Events Manager

Notes/ Required Conditions:

Signature:

Date:

PARD Director

Signature:

Date: