

## BOATING CONCESSIONS AT WALSH BOAT LANDING

### REQUEST FOR APPLICATIONS

The City of Austin Parks and Recreation Department (PARD) is seeking applications from experienced concessionaires to provide motorized recreational boating services at Walsh Boat Landing. Vendors will be selected based on the completed application and evaluation criteria described in the attached Scope of Work.

If you are interested in participating, please submit all the items listed in Section 5 of the Scope of Work. Applications are due no later than 1:00 p.m., Friday, February 17, 2017. Be advised that no late submittals will be accepted. Late applications will be returned.

Applications must be received no later than 1:00 p.m., Friday, February 17, 2017, and must be delivered in person or submitted by mail to:

City of Austin  
Parks and Recreation Department  
Attn: Gerard Bickham  
200 South Lamar Blvd.  
Austin, Texas 78704-1046

If you have any questions regarding this concession opportunity, please direct them to Gerard Bickham at 512.974.6740 or email [gerard.bickham@austintexas.gov](mailto:gerard.bickham@austintexas.gov). All questions must be submitted no later than 1:00 p.m., February 6, 2017.

PARD looks forward to receiving your application and to a future partnership.

## **BOATING CONCESSIONS AT WALSH BOAT LANDING**

### **PURPOSE**

The City of Austin (City) seeks applications for temporary concession permits in response to this Request for Application (RFA) from commercial boaters qualified and experienced in providing recreational motorized boating services to the public at Walsh Boat Landing.

### **BACKGROUND**

Walsh Boat Landing is an approximately four-acre park located off of Scenic Drive in the Tarrytown neighborhood that provides boating access to Lake Austin. While water access at Walsh Boat Landing is shared by recreational and commercial boaters, multiple community meetings have demonstrated that neighborhood residents, recreational users, and commercial users have conflicting views on the use of the area.

In July 2014, the Texas Parks and Wildlife Department (TPWD), through its Boating Access Program, awarded a \$499,500 grant to the City of Austin for the design and installation of improvements to Walsh Boat Landing. The Texas Boating Access Grant Program provides 75% matching fund grant assistance to construct new, or to renovate existing public boat ramps that provide public access to public waters for recreational boating only. PARD, through the boating access grant with TPWD, will implement modest enhancements to a section of the existing docks and shoreline at Walsh Boat Landing in the fall of 2017.

# BOATING CONCESSIONS AT WALSH BOAT LANDING

## SCOPE OF WORK

### 1. OBJECTIVE

The objective of the RFA is: to sustain the enhancements planned for Walsh Boat Landing with funding from a Texas Parks and Wildlife Department Grant, to address the overuse and deterioration of the landing, and to minimize the shoreline erosion while still accommodating use of the landing by commercial boaters. Permits are anticipated to be issued by March 1, 2017, for the period of March 10, 2017 to September 9, 2017.

PARD's goal is to have a variety of recreational services that accommodate historical boating commercial users while recognizing the need to reduce commercial use at the site.

### 2. DEFINITIONS

- 2.1 "Commercial Boating" means providing a motorized recreation boating business/service in exchange for money.
- 2.2 "Landing" means Walsh Boat Landing.
- 2.3 "Motorized Boating Service" means providing the public with access to any vessel, that is propelled or designed to be propelled by machinery, whether or not the machinery is permanently or temporarily affixed or is the principal source of propulsion.
- 2.4 "Vessel" means any watercraft, other than a seaplane on water, used or capable of being used for transportation on water.

### 3. REQUIREMENTS

- 3.1 General:
  - 3.1.1 Vendor must have a minimum of three years' experience in commercial boating operations.
  - 3.1.2 Vendor must have previously held a temporary concession permit to engage in commercial boating operations at Walsh Boat Landing.
  - 3.1.3 Maximum hours of operation will be in accordance with Park policy for curfew, 5:00 a.m. to 10:00 p.m.
  - 3.1.4 Vendor shall demonstrate the ability to perform in this type of business. The proposal must clearly articulate plans for the commercial boating operation that demonstrate compliance with appropriate laws and regulations and

## BOATING CONCESSIONS AT WALSH BOAT LANDING

- service consistent with the Department's best management practices.
- 3.1.5 Personnel: Vendor shall provide, at Vendor's sole expense, a sufficient number of trained employees to facilitate the performance of the permit.
  - 3.1.6 Vendor shall provide staff with the skills, training, and experience to meet the demands of the public and provide exceptional customer service.
  - 3.1.7 Vendor's staff shall have the experience, skills, training, and certifications to comply with all applicable City, State, and Federal laws for fleet operation and public safety.
  - 3.1.8 Each vessel shall meet all applicable City, State, and Federal codes and laws and be of quality construction and in excellent mechanical condition.
  - 3.1.9 Vendor shall perform regularly scheduled preventative maintenance on each vessel to avoid safety and environmental impacts to parkland, park amenities, and the lake.
  - 3.1.10 The permit term for the concession will be one six-month period with an option, at the City's discretion, for one additional six-month permit. The City reserves the right not to award any permits.
  - 3.1.11 The cost of a six-month permit is \$500.
  - 3.1.12 Preference is for vendors who can begin operation no later than 14 days after the notification of the award of permit.
  - 3.1.13 Vendor's use of the site will be subservient to the needs of the City and any City-approved event. With reasonable notice, Vendor will be required to stop or alter business operations at the request of the City or City-approved event organizers.
  - 3.1.14 Vendor shall accept cash and credit payment options.
  - 3.1.15 Vendor must comply with all City, State, and Federal laws pertaining to a commercial boating operation. All health cards and permits must be mounted in a conspicuous location.
  - 3.1.16 Vendor shall be responsible for removing trash generated from their vessel/business operation, including landing and park property at its own cost.
  - 3.1.17 Vendor should operate the concession with a minimal impact to the environment by eliminating or reducing emissions, best practices for the use of chemicals for pest elimination, sanitation, and cleaning; water and energy conservation; and waste management and recycling in

## BOATING CONCESSIONS AT WALSH BOAT LANDING

accordance with City of Austin Ordinances and Park Rules as applicable. (See Exhibit A).

3.1.18 Vendor must comply with requirements and restrictions delineated in Exhibit A.

3.1.19 If Vendor is found in violation with any City, State, and Federal laws or found to operate outside of park curfew hours, the City may revoke permit.

### 3.2 Vessels:

3.2.1 The City will issue permits for no more than a total of fifteen (15) vessels.

3.2.2 There are four vessel categories and the number of permits to be awarded to each category is listed below:

- Small water craft: small personal water craft such as a Jet Ski, wave-runner, or sea-doo that seats one to three people. (Permits for up to 2 vessels will be issued)
- Pontoon: a flattish vessel less than 30 feet in length that relies on a flotation device with buoyancy sufficient to float itself as well as a heavy load. (Permits for up to 6 vessels will be issued)
- Ski or Wake-surf Boats: vessel between 17 and 28 feet in length where a rider trails behind the vessel, riding the vessel's wake on a board or skis. (Permits for up to 6 vessels will be issued)
- Party boats/barges: Vessel larger than 30 feet in length with capacity to hold 25 to 250 people. (Permits for up to 4 vessels will be issued)

3.3 Insurance: As per the temporary permit requirements, vendors must provide a Certificate of Insurance naming the City of Austin as an additional insured party. Vendors are required to show proof of comprehensive general, auto, and marine liability insurance with a combined single limit of \$500,000 per occurrence. Additional vehicle and statutory workers' compensation insurance may be required. (See Exhibit B Insurance Requirements)

4. **LOCAL BUSINESS PRESENCE:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City Contracts. A firm is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits or has a branch office located in the Austin Corporate City Limits in operation for the last five years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch

## BOATING CONCESSIONS AT WALSH BOAT LANDING

office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. (See Exhibit C Local Business Form)

### 5. APPLICATION SUBMITTALS:

- 5.1 Completed temporary concession permit application.
- 5.2 Provide no less than four photographs or conceptual drawings of each vessel illustrating all four sides of the vessel and the dimensions of each vessel.
- 5.3 Boating schedule: Number of trips/rentals per week and percentage of maximum vessel occupancy per week including days and times services to passengers will be provided.
- 5.4 Brief description of the services provided and how they relate to the park and community.
- 5.5 Demonstrate experience maintaining a boating concession and serving, on a day-to-day basis, a diverse population within a high-use marine/aquatic setting in a safe and efficient manner [i.e., number of certified boat captains and/or other professional staff for vessel, number of staff to handle on board customer safety or proper training of smaller vessel (under 30 feet) operation instruction].
- 5.6 Maximum number of passengers per vessel as allowed by safety requirements.
- 5.7 Length of time each vessel is moored at the dock to load and unload passengers.
- 5.8 Plan for waste disposal, recycling, and other sustainability procedures that will be implemented.
- 5.9 Environmental plan to address water and energy conservation, emissions reductions, integrated pest management, green housekeeping, etc.
- 5.10 Brief description of how your vessel is powered (i.e. gas, diesel, electric) and refueled.
- 5.11 Prices that will be charged for providing the motorized boating services.
- 5.12 Provide evidence of existing website to register patrons and collect payment with no onsite exchange of cash.
- 5.13 No less than two business references (See Exhibit E Business Reference Form).
- 5.14 Local Business Presence (See Exhibit C).

## BOATING CONCESSIONS AT WALSH BOAT LANDING

### 6. EVALUATION CRITERIA:

- 6.1 Efficiency of service: length of time the vessel is moored at the dock to load and unload passengers (15 points).
- 6.2 Boating schedule (15 points).
- 6.3 Services provided and public benefit (15 points).
- 6.4 Reservation system: Ease of web-site to register patrons and collect payment with no onsite exchange of cash for service (10 points).
- 6.5 Experience: Demonstrated experience maintaining a boating concession area and serving on a day-to-day basis a diverse population within a high-use marine/aquatic setting in a safe and efficient manner (15 points).
- 6.6 Customer satisfaction rating from Yelp prior to issuance of RFA (5 points).
- 6.7 Sustainability: Ability of vendor to operate the temporary concession with a minimal impact to the structural and environmental features. (15 points).
- 6.8 Local Business Presence (10 points).

### EXIBHITS:

- Exhibit A: Park Rules
- Exhibit B: Insurance Requirements
- Exhibit C: Local Business Form
- Exhibit D: Temporary Permit Concession Application
- Exhibit E: Business Reference Form

1  
2  
3  
4  
5  
6  
7  
8  
9

**City of Austin  
Parks and Recreation Department**

Park Use Rules

10    **1. Purpose.**

11           These are written rules for the use of City of Austin parks, wildlife preserves,  
12           and recreational facilities. These rules are intended to secure and preserve the  
13           fullest enjoyment of parks, wildlife preserves, and recreational facilities.

14    **2. Applicability**

15           (A) These rules apply to, and in, all parks, wildlife preserves, recreational facilities,  
16           or other areas belonging to the City and managed by, or under the authority of,  
17           the City of Austin Parks and Recreation Department.

18           (B) These rules do not apply to, or in, cemeteries managed by the Parks and  
19           Recreation Department.

20           (C) These rules do not apply to a City, state, or federal agent in the performance of  
21           the agent's official duties.

22    **3. Terms; Definitions.**

23           (A) In these rules, unless otherwise provided, words and phrases mean what they  
24           mean in the City Code. The rules of construction that apply to the City Code  
25           apply to these rules.

26           (B) In this section:

27                   (1) "Director" means the director of PARD, and includes the director's  
28                   designee.

29                   (2) "PARD" means the City of Austin Parks and Recreation Department.

30                   (3) "Park," or "Park Facility," unless otherwise expressly stated, includes all  
31                   parks, wildlife preserves, recreational facilities, and other areas  
32                   belonging to the City and managed by, or under the authority of, PARD  
33                   except a cemetery.



- 1 (4) "Park employee" includes a contractor.
- 2 (5) "Permit" means a permit issued under this section or under the authority  
3 of PARD.
- 4 (6) "Permittee" means a person holding a permit from PARD.
- 5 (7) "Slackline" means a span of webbing or a similar material used for  
6 slacklining.
- 7 (8) "Slacklining" means an activity in which a participant balances on a  
8 span of webbing or a similar material that is anchored at two fixed  
9 points.
- 10 (9) "Weapon" means an instrument designed, adapted, or used to inflict  
11 bodily harm, including, but not limited to, a club, explosive weapon,  
12 firearm, illegal knife, or knuckles, as each of those terms is defined in  
13 Chapter 46 of the Penal Code.
- 14 (10) "Zip Line" means a pulley suspended on a cable that is mounted on an  
15 incline, and designed to enable a user to travel from the top to the  
16 bottom of the inclined cable.

17 **4. Use of Park Facilities Generally.**

- 18 (A) A park facility is generally available for public use on a first-come, first-served  
19 basis, subject to:
- 20 (1) a requirement, if any, for a permit;
- 21 (2) a requirement, if any, to pay an entrance fee or other fee;
- 22 (3) a previous reservation.
- 23 (B) A person shall comply with City signs and markers in a park.
- 24 (C) Entrance or Use Fees.
- 25 (1) A person may not enter or use a park facility for which an entrance or  
26 use fee has been established, unless the person has first paid the fee or is  
27 otherwise authorized to enter.
- 28 (2) A person must display an entrance permit or pass to a gate or entrance  
29 attendant on request.
- 30 (D) Reservations.

- 1 (1) A person may not use or occupy a facility or area for which another  
2 person has paid a reservation fee when the person's use conflicts with  
3 the use of the facility or area by the person who has made a reservation.
- 4 (2) A person must make a reservation in accordance with PARD's  
5 reservation policies.
- 6 (3) A person must display documentation of a confirmed reservation on  
7 request to a City employee charged with the supervision or patrolling of  
8 parks.

9 (E) Permits.

- 10 (1) When the City Code or this rule requires a person to obtain a permit or  
11 written authorization for a use, or prohibits a use without a permit or  
12 written authorization. A person who wishes to apply for a permit or  
13 authorization may contact the director's office. PARD shall provide  
14 information on its Web page explaining how a person may apply for a  
15 permit or authorization.

16 (F) Restricted Uses.

- 17 (1) A person may not use a court or field designed for a specific sport for  
18 another sport, unless the alternative use is permitted by the director. For  
19 example, a person may not use a tennis court for lacrosse, or a baseball  
20 field for soccer.
- 21 (2) PARD may restrict public access and use of wildlife preserves.

22 (G) Occupancy Limit.

- 23 (1) PARD may establish and post a maximum occupancy for any park area  
24 or facility.
- 25 (2) A person may not enter, or remain in, an area or facility for which  
26 PARD has established an occupancy limit when the person's entrance  
27 will have the effect of exceeding the established occupancy limit.  
28 Compliance with this rule does not eliminate any additional  
29 requirements that may be imposed by the City Code or City rules  
30 regarding an event on City property.

31 (H) Closed Areas.

- 32 (1) The City Manager or the manager's designee may close a park area,  
33 wildlife preserve or facility to public entry or otherwise restrict use until  
34 the area or facility can be made available for public use.

1 (2) If practicable, the director shall post notice of a closed area. A person  
2 may not enter a closed or restricted area.

3 (3) A person may not enter an area closed due to flooding, toppled trees, or  
4 debris, or which is the subject of a flood ban.

5 (I) Special Rules for Specific Parks Facilities or Events.

6 (1) Each park facility may develop special rules and regulations that address  
7 problems specific to a facility or an event.

8 (2) Special rules shall be in writing, approved by the director, and posted at  
9 the facility or provided to a person holding or attending an event.

10 (3) A person shall comply with all special rules and regulations posted at a  
11 facility or provided to the person.

12 (J) A person may not smoke in a park, except in a temporary designated smoking  
13 area for a special event.

14 **5. Trail Use.**

15 (A) A person may not operate or use a motor vehicle or a bicycle on a trail or path  
16 that is not designated for the use of the motor vehicle or bicycle.

17 (B) On a trail, a bicyclist shall yield to a runner or a walker, and a runner shall  
18 yield to a walker.

19 (C) People on bicycles may not be more than two abreast if this impedes other  
20 traffic on the trail. A person using a trail must leave ample room on the trail for  
21 other people to pass safely.

22 (D) A bicyclist must use a bicycle that is in good condition and equipped with  
23 properly functioning brakes, and operate the bicycle in a safe manner at a  
24 prudent speed.

25 (E) Unless otherwise posted, all portions of the hike and bike trails are designated  
26 as bicycle speed zones and shall be identified by signage. A bicyclist may not  
27 travel faster than 10 miles per hour in an area designated as a bicycle speed  
28 zone.

29 **6. Assembly.**

30 A person organizing an event in a park that the person reasonably should know  
31 will be attended by more than 60 people must provide notice, at least 24 hours  
32 before the event begins, to PARD by calling the director's office. Subject to

1 compliance with all other applicable rules and ordinances, the event is to be  
2 allowed unless the director finds that the event will disrupt or interfere with a  
3 scheduled event, or prevent or be inconsistent with the intended use of a park  
4 facility at the proposed site of assembly.

5 **7. Disruptive Behavior; Ejection from Facilities.**

6 (A) If a person's conduct violates these rules, or is unlawful, disruptive,  
7 destructive, or hazardous, the person may be warned and asked to stop the  
8 conduct immediately by any park employee. If a person persists in the conduct  
9 after a warning, a park employee may eject the person from the park.

10 (B) If a person's conduct is criminal, poses an imminent threat of injury or  
11 property damage, or prevents the public enjoyment of the premises, a park  
12 employee may eject the person from the park.

13 **8. Peace and Quiet.**

14 (A) A person shall preserve the peace and quiet enjoyment of a park by observing  
15 the law governing noise and amplified sound.

16 (B) A person may not use offensive language, make unreasonable noise, discharge  
17 weapons or fireworks, or engage in gestures or conduct in a park that would be  
18 offensive to a person of ordinary sensibility.

19 (C) A person may not operate a noise-making device in a park in violation of  
20 applicable law.

21 (D) A person shall observe and comply with noise restrictions posted in a park.

22 **9. Weapons and Firearms.**

23 (A) A person may not carry or possess a weapon or firearm while in a park, except:

24 (1) where the use is expressly allowed;

25 (2) as allowed by state and federal law; or

26 (3) when otherwise authorized in writing by the director.

27 (B) The use of a firearm, air gun, paintball gun, pellet or B.B. gun, bow and arrow,  
28 or projectile device capable of inflicting personal injury is prohibited unless  
29 conducted under permit or in a park facility where the director has authorized  
30 the use.

1 (C) A person may not display a firearm or other weapon in a park in a manner that  
2 the person should reasonably know will alarm or threaten another person.

3 **10. Abandoned or Unattended Property.**

4 (A) A person may not abandon a vehicle or other personal property in a park.  
5 PARD may remove, impound, and dispose of abandoned property under  
6 applicable law.

7 (B) A person may not leave a vehicle, boat, or other property unattended at any  
8 park in such a manner as to create a hazardous or unsafe condition. PARD may  
9 impound the unattended property or move the unattended property to a safe  
10 place.

11 **11. Parking.**

12 (A) Unless parking is otherwise prohibited, a person may park a motor vehicle in a  
13 park only in a designated area, or within twelve feet of a public park road.

14 (B) A person may not park, store, or leave a vehicle or trailer in an area posted  
15 "restricted" or with "no parking" signs.

16 (C) PARD may impound a parked vehicle or trailer that creates a hazardous or  
17 unsafe condition.

18 **12. Commercial Activity.**

19 (A) Generally.

20 (1) Unless a person is specifically authorized to do so by a permit or  
21 contract, or is acting in conjunction with a specifically permitted use of a  
22 reserved park facility; a person may not:

23 (a) sell or rent a good or service in a park;

24 (b) place a stand, cart, or vehicle in a park for a commercial  
25 purpose;

26 (c) affix an advertisement to park property.

27 (B) Providing Commercial Classes and Instruction.

28 (1) A person may not conduct classes or instructional activities for  
29 compensation in a park unless the person obtains a contract from PARD.

1 (2) A person may not provide a free class or instruction as an inducement or  
2 advertisement for a paid class or instruction, unless the person has a  
3 contract from PARD to conduct classes for compensation.

4 (C) Performing Artists.

5 (1) A person may perform as an artist or entertainer in a park, but the  
6 person:

7 (a) may not block a sidewalk or trail, or impede pedestrian or  
8 vehicular traffic;

9 (b) may not block or impede access to a park concession;

10 (c) may not perform at a restricted-access event without the written  
11 permission of the event organizer;

12 (d) may not juggle potentially hazardous materials or items such as  
13 knives or fire; and

14 (e) must comply with all otherwise applicable ordinances and rules.

15 **13. Animals.**

16 (A) A person bringing a pet or other animal into a park shall keep the animal under  
17 confinement or direct control. Leads or leashes used to control animals may  
18 not be more than six feet long. A person who brings a dog into a park may  
19 allow the dog to be without a leash in a designated off-leash area; provided that  
20 the dog must at all times remain under the person's immediate personal  
21 supervision and command. A person who brings a dog into a designated off-  
22 leash area must carry a leash in order to restrain the dog should the need arise.

23 (B) A person shall remove waste left by an animal under the person's care and  
24 control and shall dispose of the waste only in an appropriate waste receptacle.

25 (C) A person who brings an animal into a park may not permit the animal to  
26 remain unattended or create a disturbance or a hazard.

27 (D) A person may not permit an animal under the person's control to be in the  
28 water of a swimming pool or designated swim area, and may not permit an  
29 animal, except for a service animal for the disabled, within the land area or  
30 beach area adjacent to the water of a swimming pool or designated swim area.

31 (E) A person may not bring livestock into a park, or permit livestock to range at a  
32 park, except with the written approval of the director.

- 1 (F) A person may not ride, drive, lead, or keep a horse at a park or wildlife  
2 preserve, except on a horseback riding trail designated and posted by PARD,  
3 and except as authorized under a contract, approved reservation, or permit.
- 4 (G) A person may not ride a horse in a park in a dangerous manner.
- 5 (H) A person may not hitch a horse to a tree, shrub, or structure in a manner that  
6 causes damage, or that the person should reasonably know will cause damage.
- 7 (I) Except for a service animal for the disabled, an animal shall not be brought  
8 into a designated wildlife preserve. This does not apply to a trained animal  
9 used by an employee or agent of the City of Austin in reasonable discharge of  
10 the employee's or agent's duties.

11 **14. Cremation Remains.**

- 12 (A) A person may not disperse or dispose of cremation remains in a park without  
13 the written authorization of the director.

14 **15. Slacklining.**

- 15 (A) A person may not set up a slackline in a park without a permit. A permit is  
16 valid for one year beginning on the date the permit is issued. A permittee must  
17 be at least 18 years of age. As a condition of the permit the permittee must  
18 agree to a full release from liability and indemnification of the City acceptable  
19 to the City Attorney. A permittee may not set up a slackline in a special event  
20 zone without the written authorization of the director.
- 21 (B) A person may not engage in slacklining unless the person is accompanied by a  
22 permittee in possession of a valid permit. No more than 15 persons, including  
23 the permittee, may engage in slacklining at one time under a single permit.
- 24 (C) A permittee may affix a slackline on a temporary basis while the slackline is  
25 in use, and must remove the slackline when the slackline is not in use. A  
26 permittee is responsible for all activity on the permittee's slackline, and may  
27 not leave a slackline unattended at any time. A person may not engage in  
28 slacklining before dawn or after dusk. A park employee may remove and store  
29 unattended slacklining equipment without notice to the permittee.
- 30 (D) A person may not use slacklining equipment in a park unless that equipment is  
31 maintained in an operable and safe condition. This is the sole responsibility of  
32 a person using the equipment. A park employee may direct that equipment  
33 that appears to be unsafe or improperly set up be removed.

- 1 (E) A permittee may not affix a slackline to an object or fixture other than a tree,  
2 including but not limited to a building, bike rack, handrail, art object, fence or  
3 light pole.
- 4 (F) A permittee may not use a tree as an anchor post for a slackline if:  
5 (1) the tree is less than 1 foot in diameter;  
6 (2) the tree is a heritage tree; or  
7 (3) the tree is posted as not for use for slacklining.
- 8 (G) A person may not alter a tree for use as an anchor post for a slackline; this  
9 includes but is not limited to, trimming limbs, installing bolts, or removing  
10 bark.
- 11 (H) To protect the bark on a tree, a permittee must place some type of fabric  
12 (burlap, carpet squares, or similar material) that is at least one-quarter inch  
13 thick between the tree and the slackline tied to the tree.
- 14 (I) A permittee may not set up a slackline unless a clear and flat landing surface is  
15 present under the full length of the slackline.
- 16 (J) If the Manager of Grounds, Facilities Management, or the manager's designee  
17 determines that a tree or an area shows damage from slacklining activities, the  
18 manager or the manager's designee may restrict the tree or area future use from  
19 slacklining, and post the tree or area as not for slacklining. A person may not  
20 engage in slacklining in an area posted as not for slacklining.
- 21 (K) A permittee may not set up a slackline:  
22 (1) that is higher than six feet above natural grade at the center of the span;  
23 (2) that is within 25 feet of a sidewalk, building, road, street, bikeway, water  
24 feature, sport court, bike rack, handrail, art object, fence or light pole  
25 measure from the center of the span; or  
26 (3) without the written permission of the director, that exceeds a length of  
27 100 feet.
- 28 (L) A permittee may not set up a slackline in a manner that blocks a park entrance  
29 or exit, or interrupts the existing use of an area by the general public.
- 30 (M) The director shall revoke a permittee's permit if a total of three violations of  
31 this rule by a permittee are documented by PARD staff. A violation of this rule  
32 by a person slacklining under the permittee's permit is a violation by the



1            permittee. If a permit is revoked, the former permittee may not reapply for a  
2            permit for a period of one year from date of the revocation. A person who has  
3            two permits revoked may not reapply for a permit.

4            **16. Hammocks.**

- 5            (A) A person may affix a hammock on a temporary basis while the hammock is in  
6            use and must remove the hammock when the hammock is not in use. The  
7            owner of the hammock is responsible for setting up and taking down the  
8            hammock by 10 p.m. each day and may not leave the hammock unattended. A  
9            park employee may remove and store an unattended hammock without notice  
10           to the owner.
- 11           (B) A person using a hammock must maintain the hammock in an operable and  
12           safe condition. This is the sole responsibility of the person using the hammock.  
13           A park employee may direct that a hammock that appears to be unsafe or  
14           improperly set up be removed.
- 15           (C) A person may not affix a hammock to an object or fixture other than a tree,  
16           including but not limited to a building, bike rack, handrail, art object, fence or  
17           light pole.
- 18           (D) A person may not use a tree as an anchor post for a hammock if:
- 19                  (1) the tree is less than 1 foot in diameter;
- 20                  (2) the tree is a heritage tree; or
- 21                  (3) the tree is posted as not for use for a hammock.
- 22           (E) A person may not alter a tree for use as an anchor post for a hammock; this  
23           includes but is not limited to, trimming limbs, installing bolts, or removing  
24           bark.
- 25           (F) To protect the bark on a tree, a person must place some type of fabric (burlap,  
26           carpet squares, or similar material) between the tree and the hammock tied to  
27           the tree.
- 28           (G) A person may not set up a hammock unless a clear and flat landing surface is  
29           present under the full length of the hammock. A person may not set up a  
30           hammock that is higher than six feet above natural grade at the center of the  
31           span.
- 32           (H) If the Manager of Grounds, Facilities Management, or the manager's designee  
33           determines that a tree or an area shows damage from hammocks, the manager  
34           or the manager's designee may restrict the tree or area future use from

1 hammocks, and post the tree or area as not for hammocks. A person may not  
2 affix a hammock to a tree in an area posted as not for hammocks.

3 **17. Zip Lines.**

4  
5 (A) A person may not set up a zip line in a park without a permit. As a condition of  
6 the permit the permittee must agree to a full release from liability and  
7 indemnification of the City acceptable to the City Attorney. A permittee may  
8 not set up a zip line in a special event zone without the written authorization of  
9 the director.

10 (B) Due to the high impact of a zip line on integrity and preservation of park  
11 property, and the hazards associated with the use of a zip line by participants,  
12 the conditions of a permit must be negotiated on a case-by-case basis.

13 **18. Installation of a Water Ski Course on a City Lake.**

14 (A) A person may not install a water ski course, water ski jump, or similar course  
15 or device, on or in the waters of Lake Austin, Lady Bird Lake, or Lake Walter  
16 E. Long (Decker) Lake, or the tributaries thereof, except with a permit.

17 **19. Remote Control Models.**

18 (A) A person may operate a remote control model car, truck, boat, or the like in an  
19 open area of a park provided the person does not disrupt the enjoyment of the  
20 park by other park patrons.

21 (B) A person may not operate a remote control model on or in an established trail,  
22 sports field or court, playground, splash pad, fenced swimming pool area,  
23 picnic pavilions, or other area with a specific designated use without the  
24 written authorization of the director.

25 (C) A person may not operate a model aircraft in a park except in a specifically  
26 designated area.

27 **20. Protected Resources.**

28 (A) Wildlife.

29 (1) All wildlife in a park is protected. A person may not harm, harass, hunt,  
30 trap, or remove an animal, including a mammal, fish, insect, bird,  
31 reptile, or other living creature from a park except with the written  
32 approval of the director.

1 (2) This does not apply to fishing by a person in an area where fishing is  
2 allowed, if the person is in compliance with state law requiring a fishing  
3 license.

4 (B) Plant and Fungal Life.

5 (1) Plant and fungal life in a park is protected. A person may not  
6 intentionally injure, thrash, or remove any live plant or fungus, or a  
7 portion of a plant or fungus, except with the approval of the director.

8 (2) A person may not collect or harvest dead wood or plants, or portions  
9 thereof, including mowing, clearing for wildfire mitigation, and invasive  
10 plant removal, except with the written approval of the director.

11 (3) A person may collect fruits and nuts on the ground. Except in an area  
12 designated by PARD for the purpose, and clearly posted, a person may  
13 not pick fruits or nuts.

14 (4) A person may not release or plant a plant or a fungal prologue, including  
15 a seed, cutting, or spore in a park except with the written approval of the  
16 director.

17 (C) Artifacts and Geological Resources.

18 (1) Every site, object, building, artifact, implement, and location of  
19 historical, archaeological, geologic, scientific, or educational interest of  
20 every character located in, on, or under the surface of a park is protected.

21 (2) A person may not remove, excavate, take, dig into, harm, or destroy any  
22 site, object, building, artifact, implement, or location of archaeological,  
23 geological, scientific or historical interest without having a permit  
24 required by the Texas Natural Resources Code, and without having the  
25 written permission of the director.

26 (3) A person may not use a metal detector in a park without a permit.

27 **21. Fires, Firewood and Fireworks.**

28 (A) A person may not light, build, or maintain a fire in a park, except in a device  
29 provided, maintained, and designated for that purpose, or as authorized by  
30 PARD.

31 (B) A portable camp stove or portable barbecue grill of metal construction may be  
32 used in a designated campsite or picnic area.

- 1 (C) A campfire is allowed only in an approved location and under conditions  
2 prescribed by the director or park supervisor. A campfire must be attended at  
3 all times by an adult until fully extinguished.
- 4 (D) During a period of extreme fire hazard, the director may prohibit or restrict  
5 fires in designated areas.
- 6 (E) A person may not cut, gather, or collect wood or other combustible material at  
7 a park, for use as firewood or fuel, except for material designated for this  
8 purpose by PARD.
- 9 (F) A person may not possess or use of any kind of firework in a park, except by  
10 permit.

11 **22. Camping and Overnight Use.**

- 12 (A) A person may not camp at a park except as authorized by permit and only in an  
13 area designated or marked for that purpose. "Camping" means occupying a  
14 designated camping facility; erecting a tent or arranging bedding, or both, for  
15 the purpose of, or in such a manner as will permit, remaining overnight; or the  
16 use of a trailer, camper, or other vehicle for the purpose of sleeping overnight.
- 17 (B) To afford all the public a wider use of camping facilities, the continuous  
18 occupancy of a camping facility by the same person or group in a park is  
19 limited to 14 consecutive calendar days.
- 20 (1) The director may establish an alternate time limit for continuous  
21 occupancy of a facility when the director finds it necessary to achieve  
22 maximum use of the park by the public.
- 23 (2) When a person has used a camping facility in a park for more than seven  
24 consecutive days and vacates the facility for any reason, the person may  
25 not again use the overnight camping facilities in the same park for 48  
26 hours, unless the camp staff determines that adequate camping spaces  
27 are available to serve the public.
- 28 (C) A person under 18 years of age in a park between the hours of 10 p.m. and 5  
29 a.m. must be accompanied or supervised by an adult. The ratio of adults to  
30 minors shall not be less than one adult for every eight minors.

31 **23. Special Reservations for Professional and Semi-professional Sports Teams.**

- 32 (A) PARD's mission is to provide, protect, and preserve a park and facilities  
33 system that promotes recreational, cultural, and outdoor experiences for the

1 Austin community. PARD recognizes that sports programs contribute to the  
2 overall health, recreation, and physical activities of Austin’s residents.

- 3 (B) PARD may allow a professional or semi-professional sports team that is based  
4 in Austin and uses the word “Austin” in the team’s name to reserve a facility  
5 for practice. A professional or semi-professional sports team is a team that  
6 regularly plays teams from other cities on a set schedule in games for which  
7 admission is charged to spectators; pays or reimburses some or all of its  
8 players and staff; and has a team name and logo protected under intellectual  
9 property law.
- 10 (C) PARD may require a team to conduct free clinics for City residents as a  
11 condition of a permit.
- 12 (D) Except as expressly provided in this provision (*Special Reservations for*  
13 *Professional and Semi-professional Sports Teams*), a permit issued under this  
14 provision is subject to all of the conditions, procedures, and limitations  
15 prescribed by the provision entitled *Park Use for Temporary Amenities*,  
16 including, without limitation, the requirements as to application, indemnity,  
17 compliance with laws, limits on use, and revocation.
- 18 (E) A permit is merely permission to engage in an activity on parkland. It is  
19 entirely permissive. A permit does not create a contract or a property right. A  
20 permit does not create any enforceable expectation. A permit does not create a  
21 forum for commercial speech. Except as expressly provided in a permit, the  
22 permittee has no expectation of special access or protection. PARD staff will  
23 offer security to the permittee only in terms of that which is necessary to  
24 secure the park and in the event of an emergency.
- 25 (F) A permittee must submit to PARD a copy of the permittee’s insurance policy,  
26 in a form acceptable to City Risk Management, naming the city of Austin as an  
27 additionally insured. While a permit is in effect, the permittee must carry  
28 liability and property damage insurance (\$25,000 property damage; \$1,000,000  
29 public liability coverage) insuring the City of Austin against any claim  
30 whatsoever resulting from permittee’s use of a reserved City facility or other  
31 use of City land. Insurance policy information must be updated with the City  
32 of Austin at least 30 days before the policy’s expiration.
- 33 (G) A permittee may not advertise, except that team members may wear team  
34 uniforms, and the team name and logo may be used on signs indicating that a  
35 facility is reserved under the permit or directing a park patron to a free clinic.  
36 A team may not sell merchandise, operate a concession, or permit merchandise  
37 to be sold or a concession to be operated.

- 1 (H) A permitted use may not infringe on the availability of a facility for public use  
2 outside scheduled hours stated in the permit.
- 3 (I) A permit may not allow any changes or improvements to be made by a  
4 permittee to a City facility.
- 5 (J) A permittee must obtain PARD Public Information Office approval before  
6 scheduling media events involving PARD staff or facilities.
- 7 (K) Except as expressly provided in a permit, a permittee may not create materials  
8 using any City intellectual property, including the City or PARD seal, without  
9 first obtaining written permission from the PARD Public Information Office.  
10 A permit may provide permission for the use of City intellectual property  
11 under conditions designated by the director.
- 12 (L) Subject to the following limitations, the City may provide, and a permittee may  
13 use, facility lighting, water and wastewater.
- 14 (1) The City is responsible for lighting maintenance. All requests for  
15 maintenance must be submitted to PARD in writing on a form  
16 designated by PARD. PARD is not responsible for providing  
17 maintenance on a particular schedule. Maintenance and scheduling is at  
18 the sole discretion of PARD.
- 19 (2) A permittee is responsible for controlling light use. The City will charge  
20 a permittee \$25 per hour up to \$250 per incident if lights are left on  
21 overnight.
- 22 (3) Abuse of utilities will result in permit revocation.

23 **24. Park Use for Temporary Amenities.**

- 24 (A) This provision applies to a person, other than the City, who provides a  
25 temporary amenity to the general public on park property.
- 26 (B) The director finds that:
- 27 (1) PARD has been approached by persons wishing to provide amenities to  
28 the public on parkland for an extended time;
- 29 (2) §8-1-12 of the City Code authorizes the director to permit the temporary  
30 use of a recreation area, but does not directly anticipate this use; and  
31 (3) accordingly there is a need for a process to permit this kind of use.
- 32

1 (C) This provision defines conditions for the use of the park system by a person  
2 other than the City to provide temporary amenities for use by the general  
3 public. The provision is intended to:

- 4 (1) carry out the intent of §8-1-12 of the City Code;
- 5 (2) inform prospective users of the City's expectations with respect to park  
6 use and activities;
- 7 (3) protect the public health and safety;
- 8 (4) discourage unnecessary and inappropriate use of the park system;
- 9 (5) prevent damage to the park system and its facilities, and
- 10 (6) allow for the fair and uniform administration of park use.

11 (D) Words and phrases.

- 12 (1) "Amenity" means a service located on parkland to be provided without  
13 charge to the general public and intended for use by all park users,  
14 including without limitation, a watering station. The service intended to  
15 be provided for an extended time, and is not connected to a specific  
16 event or recreational use by the person providing the service.
- 17 (2) "Use area" means the location at which a permittee may provide an  
18 amenity under a permit, and the immediately adjacent area.
- 19 (3) "Watering station" means a place where drinking water is provided to  
20 the public for consumption by humans.

21 (E) Permit Required.

- 22 (1) A person wishing to provide a temporary amenity to the public must  
23 obtain a permit.
- 24 (2) A person who wishes to obtain a permit must apply to the director. The  
25 director may prescribe one or more forms for this purpose. On review of  
26 an application, the director may, at the director's discretion, require  
27 additional information from an applicant. The application must  
28 conspicuously state the indemnity agreement in favor of the City  
29 required by this provision and must be signed by a person authorized to  
30 bind the applicant to the indemnity agreement.
- 31 (3) In deciding whether a permit should be granted, the director may  
32 consider the following factors:

- 1 (a) whether the applicant has submitted an accurate and complete  
2 permit application;
- 3 (b) whether the applicant has demonstrated that the requested use  
4 compliments park amenities, serves a park purpose, and  
5 provides a benefit to the general public;
- 6 (c) whether the applicant has demonstrated feasible means and  
7 methods for accomplishing the requested use;
- 8 (d) whether the requested use will duplicate existing services  
9 offered in surrounding areas of the park system;
- 10 (e) whether the requested location is within an area subject to  
11 PARD maintenance and operation and is suitable for the  
12 requested use;
- 13 (f) whether the applicant has a history of non-compliance with park  
14 rules or permit terms and conditions.

15 (F) No right; no waiver; no assignment.

- 16 (1) A permit is merely permission to engage in an activity on parkland. It is  
17 entirely permissive. A permit does not create a contract or a property  
18 right. A permit does not create any enforceable expectation. A permit  
19 does not create a forum for commercial speech. Except as expressly  
20 provided in a permit, the permittee has no expectation of special access  
21 or protection. PARD staff will offer security to the permittee only in  
22 terms of that which is necessary to secure the park and in the event of an  
23 emergency.
- 24 (2) A permit is not a waiver, exception, or defense to a violation of any  
25 applicable law or of a rule or guideline established by PARD or the  
26 director.
- 27 (3) A permit may not be assigned to a person or entity other than the  
28 permittee.

29 (G) No advertising.

30 A permittee may not advertise, market, or engage in any solicitation activities on  
31 parkland. A permittee may identify the permittee's property in an inconspicuous  
32 manner.

33 (H) Limits on use.



1 (1) In a permit:

- 2 (a) the director may prescribe terms and conditions on the  
3 temporary use of parkland in addition to those prescribed in this  
4 provision; and
- 5 (b) the director shall prescribe the days and hours of a permitted  
6 use, which must be subject to change at the discretion of the  
7 director.

8 (2) At a minimum a permittee must:

- 9 (a) indemnify the City, and its officers, employees and elected  
10 officials, from any and all liability, loss or damages the City may  
11 suffer as a result of claims, demands, suits, causes of action,  
12 costs, or judgments including attorney or other professional fees  
13 against it arising out of the permittee's actions under a permit;
- 14 (b) temporarily relocate, or suspend, the permittee's activities on  
15 written notification by PARD, if the director finds that the  
16 relocation or suspension is in the interest of the park system or is  
17 necessary for another activity or use;
- 18 (c) comply with all applicable laws and park rules, including,  
19 without limitation, this provision and all federal, state, and local  
20 health, safety, and environmental laws, during the period of use;
- 21 (d) not create any actionable nuisance;
- 22 (e) take all reasonable precautions to eliminate any nuisances or  
23 hazards relating to the permittee's activities on or about the use  
24 area;
- 25 (f) properly maintain the use area, cause no damage to the use area,  
26 and return the use area to its original condition;
- 27 (g) regularly monitor litter and ensure all trash is contained in trash  
28 receptacles on a daily basis;
- 29 (h) provide PARD with an emergency response contact person  
30 available 24 hours, seven days a week to respond to  
31 emergencies;
- 32 (i) inform PARD of any injuries or serious problems related to the  
33 permittee's activities as soon as possible, and in no event later  
34 than 24 hours after the occurrence;

1 (j) notify the director when the permittee ceases the permitted use.

2 (I) Watering Stations and Amenities Providing Food and Beverages.

- 3 (1) This sub-part applies to a person who provides an amenity subject to  
4 Austin City Code Chapter 10-3 (*Food and Food Handlers*) and Texas  
5 Food Establishment Rules (25 TAC Chapter 229) on park property.
- 6 (2) A permittee may not provide an amenity subject to this provision  
7 without all applicable permits, licenses, and insurance.
- 8 (3) The number of water dispensers at each permitted location shall be  
9 determined by the director on the director's approval of a permit  
10 application.
- 11 (4) The permittee may not provide to the public any Styrofoam containers,  
12 containers of a similar nature, or non-recyclable containers.
- 13 (5) This sub-part is cumulative of the rest of this provision (*Park Use for*  
14 *Temporary Amenities*).

15 (J) Permit Revocation.

- 16 (1) PARD may revoke a permit if a permittee fails to properly fulfill the  
17 permittee's obligations under a permit.
- 18 (2) If the director determines that a violation creates a threat to public health  
19 and safety, the permittee must cease the permittee's activities  
20 immediately on receiving written or oral notice from PARD, and may  
21 not resume activities until the director finds that the threat to public  
22 health and safety no longer exists, and provides written permission to the  
23 permittee to resume activities.
- 24 (3) Except as otherwise provided, before revoking a permit, PARD shall  
25 notify the permittee in writing of the permit violation. The permittee  
26 shall have 10 calendar days from date of the notice to cure the violation.  
27 The director may, in writing, for cause, and in the director's sole  
28 discretion, grant an extension of the cure period.
- 29 (4) If the permittee has not cured a violation as specified in the written  
30 notice within the time provided, the permit is revoked without the need  
31 for further notice, and the permittee must cease the permitted activities.
- 32 (5) A permittee whose permit has been revoked may apply for new permit.  
33 However, an applicant's previous non-compliance with a permit may be  
34 considered by the director in reviewing an application.

**CITY OF AUSTIN - CORPORATE RISK MANAGEMENT DIVISION  
INSURANCE REQUIREMENTS FOR PARK EVENTS and/or PERMITS  
PROVIDE THESE 2 PAGES TO YOUR INSURANCE AGENT**

Required of all Special Events, Permit Requestors, or as required by rental agreement. The REQUESTOR shall carry insurance in the types and amounts indicated below for the **duration of the AGREEMENT**. Others providing services for this event may also be required to provide insurance as identified by the description of their services. Requestor means: applicant, renter, permit applicant, and/or contractor.

### Standard Insurance Requirements

**Commercial General Liability Insurance** with a minimum bodily injury and property damage per occurrence limit of \$500,000 for coverages A (bodily injury and property damage) & B (personal and advertising injury). Coverage for products and completed operations shall also be provided with a limit of \$500,000. See below for policy provisions.\*

- A. Products and Completed Operations with a minimum limit of \$500,000
- B. Damage to Premises Rented to You or Fire Legal Liability with a minimum limit of \$50,000
- C. Independent Contractors coverage

**Business Automobile Liability Insurance** for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence. See below for policy provisions.

### Additional Insurance Requirements (dependent on requested activities as required by PARD)

**Liquor Legal Liability (ALCOHOL):** If CONTRACTOR is **PERMITTED** and granted permission to sell or distribute alcoholic beverages, coverage for **Liquor Legal Liability** with a limit of \$500,000 shall also be provided. THIS IS REQUIRED AT ALL PUBLIC EVENTS.

**Watercraft Liability Insurance:** Watercraft liability insurance with a minimum combined single limit of \$500,000 per accident. Coverage must apply for bodily injury and property damage arising out of the maintenance, use, and operation of any watercraft.

**Moonwalks/ Rockwalls/Other Approved Amenities.** Operators must provide coverage insuring the owner/operator against liability arising out of the use of the amusement ride/device:

(A) For Class B continuous air-flow inflatables, the minimum combined single limit is **\$1,000,000 per occurrence.**

(B) For Class B amusement rides, the minimum limits are as **\$1,000,000 bodily injury** and **\$500,000 property damage per occurrence;** or a combined single limit of **\$1,500,000 per occurrence.**

**Commercial Filming and Photography.** The policy shall contain the following additional provisions:

- a. Medical expense coverage with a limit of \$10,000 for any one person.

**Pyrotechnics/Fireworks.** Contact the Austin Fire Department for specifications.

**Aircraft/UAVs/Drones.** Contact ABIA for motorized flight/aviation insurance specifications.

**Worker's Compensation and Employers' Liability Insurance.** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.

If a sole proprietor, then Worker's Compensation and Employers' Liability Insurance, does not apply to you. You will prepare a letter to place on your company letterhead, sign, date, and return to PARD. The letter tells PARD that you are a sole proprietor and therefore do not need worker's compensation insurance. However, if you have employees performing services, this insurance is required.

### **Insurance Certificate & Policy Provisions, Specifications, and Requirements:**

**☒ All policies shall be endorsed and certificates shall reflect the following:**

- A. City of Austin (listed as additional insured).
- B. Waiver of Subrogation in favor of the City of Austin.
- C. 30 day Notice of Cancellation in favor of the City of Austin (endorsement TE 0202A).

**☒ ALL ENDORSEMENTS naming the CITY as Additional Insured, granting Waivers, and providing Notice of Cancellation, as well as all Certificates of Insurance shall indicate:\*\***

**City of Austin, ATTN: Parks and Recreation Department  
P.O. Box 1088  
Austin, Texas 78767**

The REQUESTOR must complete and forward the CITY standard certificate of insurance to the CITY before the AGREEMENT is executed as verification of coverage required in subparagraphs above. The REQUESTOR shall not commence work until the required insurance has been obtained and until such Insurance has been reviewed by the CITY. Approval of insurance by the CITY shall not relieve or decrease the liability of the REQUESTOR hereunder.

The REQUESTOR'S insurance coverage is to be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best Ratings of B+ VII or better.

The "other" insurance clause shall not apply to the CITY where the CITY is an additional insured shown on any policy. It is intended that policies required in the AGREEMENT, covering both the CITY and REQUESTOR, shall be considered primary coverage as applicable.

If coverage is underwritten on a claims made basis, the retroactive date shall be coincident with the date of the AGREEMENT and the certificate of insurance shall state that the coverage is claims made and the retroactive date shall be shown. The REQUESTOR shall maintain coverage for the duration of this AGREEMENT and for a two year period following the end of this AGREEMENT. The REQUESTOR shall provide the CITY annually with a certificate of insurance as evidence of such insurance.

If insurance policies are not written for amounts specified above, the REQUESTOR shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

The REQUESTOR shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the AGREEMENT or as required in the AGREEMENT. The REQUESTOR shall be responsible for premiums, deductibles, self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the certificate of insurance.

The CITY reserves the right to review the insurance requirements set forth during the effective period of this AGREEMENT and to make reasonable adjustments to insurance coverage, limits and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, and the claims history of their industry or financial condition of the insurance company as well as the REQUESTOR.

The insurance coverages required are required minimums and are not intended to limit the responsibility or liability of the REQUESTOR.

**Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm’s headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6756 Fax  
**Submit your application by email:**  
 reservations@austintexas.gov

**City of Austin Parks and Recreation Department**  
**Temporary Concession Application for**  
**Public Boat Ramps by Commercial Users**  
 (limited to no more than 2 6-month periods per year)

**COORDINATOR AND COMPANY INFORMATION**

Contact Name:			
Company or Organization Name:			(the "Company")
Business Address:	State:	Zip:	
Mobile #:	Emergency #:		
Email address:			
Texas Drivers License or Identification Card Number*:			
NOTICE: At the time the concession is issued, a Certificate of Insurance listing the City of Austin as an additional insured and a State of Texas Sales and Use permit issued by the State Comptroller's Office must be provided. The Comprehensive General, Auto and Marine Liability Insurance should have a combined single limit of \$500,000 per occurrence. Statutory Worker's Compensation Insurance may be necessary.			

**CONCESSION TYPE REQUEST (Check ONE)**

<b>Single Day</b> (\$50)	<input type="checkbox"/>	<b>Temporary</b> (<6 months, \$500/ \$1500)	<input type="checkbox"/>
Please list the <b>date(s)</b> you wish to be in the park below. If 6 month, list the 6 month period.			
<b>Requested Date Period:</b>			
<b>Requested Daily Operational Hours Schedule:</b>			
<b>Average number of requested uses Monday – Thursday:</b>			
<b>Average number of requested uses Friday - Sunday:</b>			



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6756 Fax  
**Submit your application by email:**  
 reservations@austintexas.gov

<b>CONCESSION SERVICES RENDERED (Check and answer ALL THAT APPLY)</b>					
Jet Skis/ Personal Watercraft		Personal Boats		Excursion Boats/ Tour Boats	
<b>Concession Information</b> List the exact products/services offered and the price <b>range</b> of those products. Use additional attachment if needed, or provide a company listing of products, prices, and services.					
<b>Is food/beverage provided by Owner/ Operator or Affiliated Caterer?</b> If yes, describe.					
<b>Best Practice Advice:</b>		Use bulk supplies versus individually packaged condiments, utensils and drinking straws, picnic packs, such as the combined plastic wrapped fork, knife, napkin and pepper/salt. Those items become easily airborne.			
<b>Health Department Permit for Affiliated Caterer?</b>		<b>Permit number:</b>			
<b>Utility Needs:</b>		<i>Note – No electrical available/allowed for use.            There is one legal pump out location at Walsh Boat Landing.</i>			
<b>Sanitary Sewage Disposal</b>		<i>Answer all that apply. If “none”, then indicate “none” or “na”.</i>			
<b>Number of vessels with holding tanks?:</b>					
<b>Holding capacity per boat:</b>					
<b>Number of sanitary pumps outs per week:</b>					
<b>Maximum average gallons per pump out:</b>					
<b>Minimum average gallons pump out:</b>					
<b>Location of pump outs:</b>					
<b>If private company/location, name of provider:</b>					





**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6756 Fax  
**Submit your application by email:**  
 reservations@austintexas.gov

**PARK INFORMATION**

Park(s) Name: _____ Location within Park: _____
--

**IMPACT MITIGATION**

Please describe company/concession plans to mitigate the following:

Traffic/Parking Impact. Include Parking Management and Messaging Strategies for Customers	How will the requestor mitigate traffic and parking in the area?  What messaging will be employed to customers, and by what means/mechanisms?  Will the requestor provide permitted mass transit to the site from off-site business locations?
Public Safety	How will the requestor message public safety requirements and laws to all renters?
Environmental	How will the requestor handle legal sewage disposal from vessels?  Describe the company's inspection program to monitor motor conditions and operational capability.
Trash and Recycling	What is the requestor's plan to mitigate and remove trash and recycling from vessels/renters?



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512) 974-6756 Fax  
**Submit your application by email:**  
reservations@austintexas.gov

## **CONCESSION REQUIREMENTS**

IF the request is approved, the Company shall comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons to comply with all federal, state and local laws and regulations, and with all applicable City policies, rules and procedures.

IF the request is approved, the Company shall not bring or permit its contractors, agents, invitees, guests, volunteers, and patrons to bring or keep anything on City property that may adversely affect the City's property.

Without the prior written consent of the Director of the Parks and Recreation Department (Director of PARD), the Company shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons to bring any items onto the City's property, or place any decorations or other items on the City's property that may damage any portion of the City's property, including but not limited to trees, grounds, or plant life.

The City reserves the right at any time and at its sole discretion to require the Company to remove from the City's property any animals, furniture, fixtures, wiring, exhibits, or other items brought onto the City's property by the Company. The Company shall immediately remove any item upon City's request.

### **Term/Termination**

Unless terminated earlier, this concession shall be effective from and after the date of signature by the concession holder and the Director of PARD or her designee. This concession automatically terminates at the end of the concession term.

The Director of PARD may terminate this concession after providing written notice to the concession holder. The Director of PARD may terminate after determining that (1) the concession holder caused or allowed others under the concession holder's control to cause damage to the park location beyond normal wear and tear: or (2) failure to adhere to the concession rules, requirements, procedures or life/safety issues.

If the concession is terminated due to property damage, the City may retain payments made by the concession holder to offset the damages, in addition to pursuing other legal remedies available.



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512) 974-6756 Fax  
**Submit your application by email:**  
reservations@austintexas.gov

### **Compliance with City of Austin Rules and Regulations**

In addition to the specific rules and regulations established for this concession and use program, Company acknowledges that each park and concession is subject to general park rules and regulations as currently exist and as may be adopted administratively or by ordinance by the City of Austin and agrees to abide by these rules, regulations and requirements.

Concession holder will uphold, abide by and enforce the rules and procedures set forth in Exhibit A.

### **Damage to City Property**

Concession holder must pay for all costs required to repair or replace City property, which is damaged by concession holder, its officers, employees, agents, invitees, guests, volunteers, or patrons.

### **Indemnification**

IF the concession is approved, Concession holder shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees (INDEMNIFIED PARTIES) against 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 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 of Concession holder, its contractors, agents, invitees, guests, volunteers, or patrons on City property.

### **Waiver**

Concession holder, concession holder's its officers, employees, agents, invitees, guests, volunteers, or patrons waive any right they may have had to sue the City, its officers, employees, agents, and assigns due to conduct under this concession.

Concession holder shall communicate the terms of this indemnity and waiver to all of its officers, employees, agents, invitees, guests, volunteers, or patrons.

### **Applicant's Verification:**

I verify that all of the above information is true. I have also read, understand, and am willing to comply with all federal, state and local laws and regulations, and with all applicable City



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512) 974-6756 Fax  
**Submit your application by email:**  
reservations@austintexas.gov

policies, rules and procedures. I agree to the terms of this concession and am authorized to sign on behalf of the Concession holder.

**NOTICE:**

**As a result of park improvement projects at Walsh Boat Landing, the park and ramp area is anticipated to be closed in 2016 and/or 2017 during construction at the site. I am aware that that concession and access to the site will NOT be permitted during this closed construction phase.**

**Updated project information may be found at:**  
[www.austintexas.gov/parks](http://www.austintexas.gov/parks), or  
<http://www.austintexas.gov/department/walsh-boat-landing>

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6756 Fax  
**Submit your application by email:**  
 reservations@austintexas.gov

**PARD USE ONLY**

**Parks and Recreation Department Approvals:**

Division Manager Signature	Printed Name	Date

Office of Special Events Signature	Printed Name	Date

**Concession File – Required Submittals Prior to Concession Approval:**

**Step 1**

**– Applicant Provides Detailed Application**

- Application Form
- Attachment(s) Completion – all applicable **Exhibit B** materials

**Step 2 –**

**After application preliminary approval the following are submitted before a concession is released:**

- Concession Agreement Executed
- Insurance – **Exhibit C**
- Texas Driver License Copy (applicant)
- Health Permit Copy (if applicable)
- State of Texas Sales and Use Permit Copy
- Sole Proprietor Letter (if applicable) – **Exhibit D**
- Contract copy – licensed sanitary sewer hauler, or contract for use/services of private permitted pump-out location
  - Applicants **MUST** keep all pump-out manifests on file for inspection upon request by the City.
- Contract copy for off-site dumpster disposal service at the business address.
  - If no contract exists, written documentation on company letterhead stating litter/recycling removal location and method.
- Copy of company rules/briefing information for renters/clients
- Completed vessel listing, and party boat operator listing. (**Exhibit B**)



## Exhibit A – Rules and Permit Requirements for Temporary Concession Application for Commercial Users of Public Boat Ramps

### Concession Requirements and Restrictions:

- At first departure, vessels may not unload to incomplete parties** because it requires multiple dock uses.
- Standing/stopping in any area of the public ramp** or access area is prohibited at all times until the full rental party is present on site for first departure.
- Dock tie-up/loading time is 15 minutes or less** from the time the vessel, its fixtures, or mooring lines first contact the public dock by any physical means.
- Public trash cans/receptacles may not be used by rental customers after the excursion.
- Concession holder must collect bagged trash from vessel upon return of vessel(s).
- Concession holder shall not use City's trash receptacles for trash collected on vessel(s).
- Concession holder must provide clear instructions to renter about post boating refuse.
- Concession holder must provide or require customers to bring appropriate trash bags for securing waste for concession holder removal.
- Impact on public use and priority of the concession:**
  - Concession holders shall not interrupt existing use of an area by the general public.
  - This concession does not allow the concession holder to prevent the public's access to park entrances. Blocking of public access is prohibited.
  - Alternatively if a loading/unloading session has already begun and is in process, the general public may not interrupt an ongoing use.
- Refueling is PROHIBITED** in any area of the public ramp, access area, or dock area.
- This concession does not authorize the concession holder** to provide or facilitate organized or sanctioned activities; or to conduct on site sales, concessions, or similar activities. Additional concessions are required for such activities.
- Renters must comply with all federal, state and local laws and regulations; and with all applicable City policies, rules and procedures



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512) 974-6756 Fax  
**Submit your application by email:**  
reservations@austintexas.gov

## Key Park Code and Rules:

The following represents select City laws, ordinances and park rules are highlighted in this section for applicant convenience, and NOT a full representation of all federal, state, or local laws, policies, procedures, or rules.

- Laws/Ordinances:**
- On water sound restrictions:
  - City Code 9-2-3-6: "a person may not" .....operate sound equipment in a watercraft audible or causing a vibration 100 feet from the equipment.
- Parkland sound restrictions: The law requires permits for all sound amplification ON PARK GROUNDS. Amplified sound is not allowed before 10 am or after 10 pm on parkland or within 100' of residential property at any time.
- Park curfew is 10 pm – 5 am. No activity is allowed between these hours.
- Glass containers and smoking are prohibited in parks at all times.
- § 8-5-81 - WATERCRAFT AND OTHER MOTORIZED CRAFT ON LAKE AUSTIN.** (A) A person may not use or possess a jet ski, wet bike, motorized surfboard, or similar device on Lake Austin: (1) from sunset on the Friday before Memorial Day until sunrise on the Tuesday after Memorial Day; (2) from sunset on the Friday before Labor Day until sunrise on the Tuesday after Labor Day; or (3) from sunset on July 3 until sunrise on July 5.
  
- Key/Highlighted Park Rules:**
- Styrofoam is prohibited in all parks.
- Additional concession, on-land presence, marketing or similar is prohibited except by additional permit.
- All employees shall have a concession on site at all times.



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6756 Fax  
**Submit your application by email:**  
 reservations@austintexas.gov

**Exhibit B-1**

- List of all personal watercraft or personal boats to utilize site.**

BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

**COMPLETE MORE PAGES AS NEEDED**





**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6756 Fax  
**Submit your application by email:**  
 reservations@austintexas.gov

**Exhibit B-2**

- List of all excursion/tour/party boats.**

EXCURSION, TOUR OR PARTY BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

EXCURSION, TOUR OR PARTY BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

EXCURSION, TOUR OR PARTY BOAT INFORMATION			
Make and model of vessel:			
Vessel color:		Length of vessel:	
Texas Parks and Wildlife Registration number /expiration date:			
Clean Water Certification Program marine sanitation devices (MSDs) decal number:			

**COMPLETE MORE PAGES AS NEEDED**



**OFFICE OF SPECIAL EVENTS**  
 200 South Lamar, Austin, Texas 78704  
 (512) 974-6756 Fax  
**Submit your application by email:**  
 reservations@austintexas.gov

**Exhibit B-2.2**

**List of Licensed Party Boat Operators by Texas Parks and Wildlife**

**LIST OF TEXAS PARKS AND WILDLIFE PARTY BOAT OPERATOR LICENSEES:**  
 Party Boat Operator License is required of operators of charter vessels carrying more than six passengers and with a length exceeding 30 feet, operating on inland waters. The only exemption from this requirement is if the operator holds a USCG Operator of Uninspected Passenger Vessel (OUPV) License, often referred to as a "6-pack license," or higher level of Captain's license issued by the USCG.

Full Name:	
License Number:	
Expiration Date:	

Full Name:	
License Number:	
Expiration Date:	

Full Name:	
License Number:	
Expiration Date:	

Full Name:	
License Number:	
Expiration Date:	

Full Name:	
License Number:	
Expiration Date:	

**COMPLETE MORE PAGES AS NEEDED**



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512) 974-6756 Fax  
**Submit your application by email:**  
reservations@austintexas.gov

## **Exhibit C – Insurance Requirements**

Available online at: [www.austintexas.gov/parkevents](http://www.austintexas.gov/parkevents). From the main portal, click to enter the policies and procedures section, and then scroll down to the advisory information section and select the “insurance” link.

The Comprehensive General, Auto and Watercraft Liability Insurance policy required should have a combined single limit of \$500,000 per occurrence.

Statutory Worker’s Compensation Insurance may be necessary.

Please provide the full specifications document to your carrier/provider so an appropriate policy is provided.



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512) 974-6756 Fax  
**Submit your application by email:**  
reservations@austintexas.gov

## **Exhibit D – If Applicable**

### **Sole Proprietors Workers' Compensation Insurance Requirement**

*NOTE - This letter can be used by a sole proprietor who will complete the entire job by himself with no employees or subcontractors. The letter shall be written on the contractor's letterhead and be submitted with the certificate of insurance indicating coverage for all other lines of insurance required by the City of Austin.*

Date (Month Day, Year)

Sole Proprietor's Letterhead Here

This statement is being submitted in lieu of a certificate of insurance for the workers' compensation insurance coverage required by the City of Austin. I am a sole proprietor with no employees. (Name of activity) \_\_\_\_\_ will be completed by myself without employees or subcontracted assistance.

I understand that if I hire anyone as an employee I will purchase Workers' Compensation Insurance coverage for the required limits and provide a certificate of insurance indicating this coverage immediately. If I hire a subcontractor I will provide the City of Austin with the required proof of insurance for Workers' Compensation for each subcontractor. I understand that Workers' Compensation is required of all subcontractors.

\_\_\_\_\_  
Applicant Printed Name

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

\_\_\_\_\_  
Date

**CITY OF AUSTIN  
REFERENCE SHEET**

**Please Complete and Return This Form with the Application**

APPLICANT'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

The Applicant shall furnish, with the Application, the following information, for at least two recent customers to whom products and/or services have been provided that are similar to those required by this Application.

1. Company's Name \_\_\_\_\_  
 Name and Title of Contact \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone Number (        )                      Fax Number (        )  
 Email Address \_\_\_\_\_
  
2. Company's Name \_\_\_\_\_  
 Name and Title of Contact \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone Number (        )                      Fax Number (        )  
 Email Address \_\_\_\_\_
  
3. Company's Name \_\_\_\_\_  
 Name and Title of Contact \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone Number (        )                      Fax Number (        )  
 Email Address \_\_\_\_\_
  
4. Company's Name \_\_\_\_\_  
 Name and Title of Contact \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone Number (        )                      Fax Number (        )  
 Email Address \_\_\_\_\_
  
5. Company's Name \_\_\_\_\_  
 Name and Title of Contact \_\_\_\_\_  
 Present Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone Number (        )                      Fax Number (        )  
 Email Address \_\_\_\_\_