



**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 Tour Group Pilot Project - Concession Application

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

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

### APPLICANT AND COMPANY INFORMATION

Contact Name:	, Title of the Person....		
Company or Organization Name:	, a Choose a state. Choose Organization Type (the "Company")		
Tax ID:			
Billing Address:		State: Choose State	Zip:
Mobile #:		Emergency #:	
Email address:			
Company website or social media account(s):			

### 6 MONTH TEMPORARY PERMIT TYPE REQUEST - \$1,500.00

"X"	Please choose the pilot period(s) you wish to be in the park below:		
Date:	January - June		
Date:	July - December		
Date:	April - September		

*\*All tours must be between 5 AM and 10 PM.*

### Notice of Requirements:

- **Insurance:** Full details at: [www.austintexas.gov/parkevents](http://www.austintexas.gov/parkevents)
- **Proof of Background Check**
- **Texas Driver's License**
- **Liability Waiver**
- **State of Texas Sales and Use Tax Permit (tax id):** Texas tax law requires organizations to collect tax on sales of taxable items. <https://comptroller.texas.gov/taxes/sales/>
- **Health Permit**



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### Requested Park Information:

Common Tour Routes:	

### Concession Device Information and Images:

Detailed Description of Device Used:	
Special Needs (if any):	

### Impact Considerations:

Please describe how the concession may affect the following:

Traffic/Parking Impact/Safety	
Where do customers park for the operations? Do any customers park on parkland.	
Pedestrian/Bicycle Traffic Messaging	
Public Safety How will the requestor message public safety requirements and laws to customers?	
Environment and Sustainability	
How will the requestor handle waste, litter and recycling?	
Vendor plan to minimize waste and unnecessary packaging:	



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### Tour Program Information:\*

List the exact products offered and the prices of those products.

Tour Menu Item	Proposed Cost or Range of Cost

**\*Add/insert additional pages as needed, OR attach a menu of items and costs.**

**TIP** – in word, you are able to use the “tab” key at the last line, and create additional rows.



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## **Key Park Code, Rules and Best Practices:**

- ☐ Glass, Styrofoam and smoking are prohibited in all parks at all times.
- ☐ Have permit with you on site at all times.

## **Signature and Agreement:**

I certify that the information contained in this approval request is true and correct to the best of my knowledge, and that I am authorized to act on behalf of the Company listed in the request.

I have also read, understand, and I am willing to comply with the concession policies and procedures set by the City of Austin Parks and Recreation Department. 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.

IF the request is approved, the Company shall comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company 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.

IF the request is approved, the Company shall not bring or permit its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to bring or keep anything on City property that may adversely affect the Facility. The Company shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company 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 Company to remove from the Facility any animals, furniture, fixtures, wiring, exhibits, or other items brought onto the Facility by the Company. The Company shall immediately remove any item upon City's request.

**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 request is approved, Company shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees any and all liability,



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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 on the City property of Production Company, its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which Production Company plans to use the Facility.

	<a href="#">[Click here to enter a date.]</a>
Signature of Applicant	Date

**FOR PARD OFFICE USE ONLY**

\*\*\*\*\*

**Parks and Recreation Department Review:**

☐ Approved

☐ Denied

\_\_\_\_\_  
Site's Supervisor/  
Division Manager Signature

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

\_\_\_\_\_  
Date

☐ Approved

☐ Denied

\_\_\_\_\_  
Event Manager Signature

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

\_\_\_\_\_  
Date