



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

## **TOUR GROUP CONCESSION APPLICATION** **PILOT PROJECT PERMIT PROCESS CHECKLIST**

### **Step 1** **Applicant**

#### **Completed Application**

- Application Form - *Must be completed by owner*
- Devices to be used - *Clear color images of devices*
- Program Menu – Maps

### **Step 2** **City of Austin**

#### **Application Review**

- Completeness check
- Review application

### **Step 3** **Applicant**

#### **Document Submittal**

**Note:** *Items below are due after review and preliminary approval of application (step 1 and 2). This allows for applicant questions and answers prior to having to procure or produce documentation.*

- Insurance Certificate** - *Certificate names the city-General & Auto coverage.*
  - Worker's Compensation *(required if NOT a sole proprietor)*
  - Sole Proprietor Letter – worker's compensation
  - Sole Proprietor Letter – auto coverage
- Liability Waiver – Copy for City Approval
- Texas Driver License – Copy
- CPR and First Aid Certifications (Group Leaders Only) – Copy
- Background Checks – All employees working with public
- Texas Sales and Use Permit (tax id)
  - <https://comptroller.texas.gov/taxes/sales/>
  - *Texas tax law requires organizations to collect tax on sales of taxable items*
- Health Permit Copy – If non packaged food will be served

### **Step 4** **City and Applicant**

#### **City Permit Issuance**

- Concession Contract Drafted *(City)*
- Concession Contract Executed *(Applicant and City)*
- Permit Printed *(City)*
- Fee Paid *(Applicant)*