



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

ALCOHOL SERVICE or SALES - Applicant Permitting Process Steps

The information is provided as a courtesy regarding the alcohol approval process (sell, serve, consume), and TABC Permit Approval Process. **Please plan and account for the time it takes to obtain all required signatures.**

1. Book and confirm the reservation. Organizer must submit all required paperwork and maintain contractual items in good standing throughout the permit process.
2. At **alcohol PROHIBITED sites**, complete the "Alcohol at a Rental/Cosponsored Event Form" to obtain approval to temporarily request alcohol at a site.

What type of event are you having?

PUBLIC EVENT: An event is considered public if any of the following apply: there is NOT a finite and/or limited guest list, a person of the public may purchase or acquire a ticket for entrance or participation, a person of the public may attend the event, event is advertised by website, email, print or radio media to the public.

PRIVATE EVENT: Events are considered private when a limited and finite count of guests is expected. Examples would be a wedding, a birthday party, or a private reception, which are NOT open to the public., and there is NO charge for alcohol.

3. Plan completion and implementation requirements:

PUBLIC EVENT CHECKLIST:

- Certificate of Insurance
- Containment Plan (see checklist page 2)
- Health Permit Copy (typical for poured, mixed, or handled beverages)
- Licensed Peace Officer Plan

Additional items for Sales:

- TABC permit application (stamping/verification)
- State of Texas Sales/Tax ID
- \$30 PARD alcohol permit fee
- TABC Permit Issued (copy provided to PARD)

PRIVATE EVENT CHECKLIST:

- Manage event guests
- Enforce no glass requirement
- Enforce no Styrofoam
- Contain event at reserved area
- Reminders:
 - o NO charge for alcohol
 - o NO tips for alcohol
 - o BYOB ONLY

City Timing Requirements:

Minimum of 4-6 months prior to event day.
[Citywide Event Application](#)

City Timing Requirements:

Minimum of 4-6 weeks prior to event day.

TABC SUBMITTAL TIMING ALERTS!!!

PARD Site Booked 4-6 months in advance, & Citywide Event Application	Within First 30 Days PARD Alcohol Form (if required)	1 day each TABC Form Stamped by PARD, and APD	10+ days before event TABC Form Submitted to TABC	Event Day

Review alcohol policy document online! www.austintexas.gov/parkevents

Original 2008, Updates 2010, 2014, 2016, 2017, 2019.



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

ALCOHOL SERVICE or SALES - Event Permitting Submittals Checklist

Items noted are required by permit/approval/contract to serve, sell, or provide alcohol to the public. This checklist is provided for your convenience in preparing for your event.

Event Name:			
Event Date(s):		Items DUE BY:	<i>30 days prior to event</i>
Property Name:			
<input checked="" type="checkbox"/>	Item	How to complete, and what to submit.	
	Insurance certificate copy <i>(General, Auto & Liquor coverage minimum)</i>	Email insurance certificate.	
	Containment Plan <ul style="list-style-type: none"> <i>INTERIOR - the facility will provide a map of approved areas for alcohol service, sales, or consumption.</i> <i>EXTERIOR - alcohol service standards – exterior beer garden, fencing requirements applies to outdoor unenclosed areas. Containment Plan</i> 		
	Health Permit copy <i>(typical for poured, mixed or handled beverages)</i>	Email permit copy.	
	Licensed Peace Officer Plan (minimum 1) <ul style="list-style-type: none"> <i>Events may be required to supplement security with docents or ushers as required by the facility manager to keep alcohol consumption in the approved lobby or gallery area.</i> 		
Additional Items Required for Sales			
	TABC permit application stamping <i>(we DO NOT stamp applications without Valid insurance on file.)</i>	Applicant provides TABC application to Travis Co, City APD and Parks office.	
	State of Texas Sales/Tax ID <i>(Texas law requires exempt organizations to collect tax on most sales of taxable items.)</i>	Texas Sales and Use ID Number:	
	\$30 PARD alcohol permit fee	Permit fee paid.	
	TABC permit Issued	Email permit copy.	