



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 Interior Public Gallery Openings and Interior Theatre Rentals

The information is provided as a courtesy regarding the alcohol approval process (sell, serve, consume), and TABC Permit Approval Process.

This plan will NOT be accepted for outdoor events, OR any other events that have 1 or more of the following elements: outdoor structures, impact streets/right of way, fencing, exceed venue capacity, or that require tent permits.

A sale is defined as alcohol being obtained for a fee, as part of an admission ticket, sale, or required donation for alcohol at an event on city property

Steps and Requirements Overview

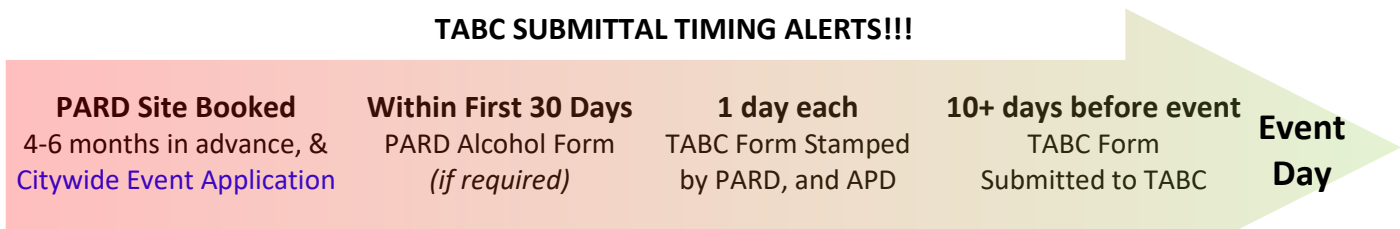
1. Book and confirm the location/facility reservation. The event organizer must submit all required paperwork and maintain contractual items in good standing throughout the permit process.
2. Complete the "Alcohol at a Rental/Cosponsored Event Form" to obtain approval to temporarily request alcohol at a site.
3. Follow plan completion and implementation requirements:

PUBLIC EVENT CHECKLIST OVERVIEW:

- [Certificate of Insurance](#)
- [Containment Plan](#) *(see checklist and details on Page 2)*
- [Health Permit](#) copy *(typical for poured, mixed, or handled beverages)*
- Licensed Security Officer Plan *(minimum 1)*

- 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)*

TABC SUBMITTAL TIMING ALERTS!!!



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



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ALCOHOL SERVICE or SALES - Event Permitting Submittals Checklist

Interior Public Gallery Openings and Interior Theatre Rentals

Items noted are required by permit/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"> The facility will provide a map of approved areas for alcohol service, sales, or consumption. The ORGANIZER is required to provide sufficient docents or ushers to ensure alcohol stays in approved indoor areas. 		
	Health Permit copy <ul style="list-style-type: none"> Typical for poured, mixed or handled beverages. 	Email permit copy.	
	Licensed Security Officer Plan (minimum 1) <ul style="list-style-type: none"> Events may be required to supplement security with docents or ushers as required by the PARD facility manager to keep alcohol consumption in the approved lobby or gallery area. 	State Database of Licensed Security	
Additional Items for Sales			
	TABC permit application stamping <ul style="list-style-type: none"> Valid insurance MUST be on file prior to PARD stamping the TABC application. 	Applicant provides TABC application to Travis Co, City APD and Parks office.	
	State of Texas Sales/Tax ID <ul style="list-style-type: none"> Texas law requires exempt organizations to collect tax on most sales of taxable items. 	Texas Sales and Use ID Number:	
	\$30 PARD alcohol permit fee	Permit fee paid.	
	TABC permit Issued	Email permit copy.	