

Received by Fire Marshal's Office  
on: \_\_\_\_\_

**TRAVIS COUNTY APPLICATION  
FOR A MASS GATHERING PERMIT**

1. **Basic Information.**

(a) Name of the event: \_\_\_\_\_

(b) Start date and time: \_\_\_\_\_

(c) End date and time: \_\_\_\_\_

(d) Promoter's name: \_\_\_\_\_

(e) Promoter's address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) Promoter's phone number: \_\_\_\_\_

(g) Promoter's email address: \_\_\_\_\_

2. **Information on Event Location and Property Owner.**

(a) Name of property owner: \_\_\_\_\_

(b) Mailing address of property owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Property owner's phone number: \_\_\_\_\_

(d) Property owner's email address: \_\_\_\_\_

(e) The 911 address **of the property on which the mass gathering will be held:**  
\_\_\_\_\_

(f) Describe the property on which the event will be held:

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(g) The application must include a certified copy of the agreement between the promoter and the property owner.

Is a certified copy of the agreement between the promoter and the property owner attached? \_\_\_\_ Yes \_\_\_\_ No

3. **Event Information.**

(a) What is the maximum number of persons the promoter will allow to attend the mass gathering: \_\_\_\_\_

(b) Describe the plan the promoter intends to use to limit attendance to the maximum number specified above.

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(c) Will alcohol be served at the event? \_\_\_\_ Yes \_\_\_\_ No

(d) Will minors be attending the event? \_\_\_\_ Yes \_\_\_\_ No

If minors will be attending the event, provide a description of the promoter's preparations for supervising minors who may attend the mass gathering.

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(e) The application must include a financial statement that reflects the funds being supplied to finance the mass gathering and each person supplying the funds.

Is a financial statement attached? \_\_\_\_ Yes \_\_\_\_ No

(f) Will there be performers at the event? \_\_\_\_ Yes \_\_\_\_ No

If there will be performers at the event, include an attachment that sets out the name and address of each performer who has agreed to appear at the mass gathering.



(n)	Location and capacity of any camping areas		
(o)	Location and number of officers providing traffic control		
(p)	Location and capacity of on-site parking, including location and capacity of parking for recreational vehicles		
(q)	Routes for ingress/egress for attendees		
(r)	Routes for emergency access ingress/egress		
(s)	Location and description of traffic control signage		
(t)	Locations for pick-up and drop off for any shuttle that will be used		
(u)	Locations of lighting		

5. **Health and Sanitation.**

The promoter must submit all the information specified below in sufficient detail for the County Health Authority to comprehensively review and evaluate the extent of the promoter's compliance with the requirements and minimum standards set forth in 25 Tex. Admin. Code Sections 265.1-265.3.

(a) **Toilets.**

The promoter must attach an executed copy of its contract with the toilet facilities provider for the event. Is a copy attached?

\_\_\_\_ Yes                      \_\_\_\_ No

(b) **Water Source.**

Will promoter be using a public water supply? \_\_\_\_ If yes, provide name of water company: \_\_\_\_\_

Will promoter be using a private company to provide water? \_\_\_\_ If yes, attach a copy of the executed contract agreement and a copy of the water test.

Is a copy of the contract attached? \_\_\_\_ Yes                      \_\_\_\_ No

Is a copy of the water test attached? \_\_\_\_ Yes                      \_\_\_\_ No

Will promoter be able to provide an adequate supply at the rate of 1 pint per hour per person?                      \_\_\_\_ Yes                      \_\_\_\_ No

Will promoter be able to provide adequate water dispensing equipment (single use cups, etc.)?     Yes                       No

(c)    **Solid and Liquid Waste Collection and Removal.**

The promoter must attach an executed copy of its contract with each solid waste collection and removal company for the event, and each contract must specify the frequency that solid waste will be picked up. Is a copy attached?

Yes                                       No

Does the promoter agree to make all trip tickets available for inspection?

Yes                                       No

(d)    **Site Clean-Up Plan.**

The promoter must include a site clean-up plan that specifies the date and time by which the site will be returned to its pre-event condition.

Is a site clean-up plan attached?     Yes                                       No

(e)    **Food Services.**

(1)    The promoter must attach a list of all permitted mobile food vendors and temporary food service vendors, including vendors providing bar services.

Is a list attached?                       Yes                                       No

(2)    Does the promoter agree to ensure that all temporary food service permit applications are submitted to the Environmental health Services Division of the Austin/Travis County Health and Human Services Department at least ten days before the event?

Yes                                       No

6.    **Food and Beverage Vendors.**

All mobile vendors/trailers will be subject to fire and health inspections. The promoter must ensure that all food and beverage vendors comply with the following requirements and not allow a vendor to operate if it does not.

(a)    Propane bottles utilized by food vendors must be securely attached to the mobile food unit. All spare bottles must be kept off event grounds at designated location. No spare bottles may be stored on event grounds. All other flammable liquids and gases must be kept off event grounds at designated secure location during the event.

- (b) Each vendor/ tent must have a 2A10BC rated fire extinguisher.
- (c) Any cooking operation involving combustible cooking media (frying vegetable or animal oils and fats) requires a Class K rated extinguisher, in addition to a 2A10BC rated fire extinguisher. All extinguishers must have a current annual inspection.
- (d) Propane appliances must have LPG stamped on their hoses.
- (e) No grilling with charcoal or wood is allowed under any tented structure.
- (f) Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing or enclosure or other approved means.
- (g) A minimum of 10 feet separation is required between cooking tents and non-cooking tents.
- (h) A permitted Travis County Mobile Food Vendor must keep their food service confined within their truck. Expanding food service outside their truck, i.e. a table out front, would require an additional temporary food service permit.
- (i) 10' x 10' pop-up canopies are permissible if they are properly staked and positioned. Walls, dressings, etc., may not be hung to enclose the canopy or provide walls.
- (j) All mobile food vendors (food trucks) must hold a Travis County Mobile Food Vendor Permit, not just a City of Austin permit.
- (k) If a tent will be used, the vendor must comply with all requirements regarding tents.

Does the promoter agree to ensure that all food and beverage vendors comply with the requirements listed above?                     Yes                     No

7. **Medical and Nursing Care.** In an attachment, describe the preparations that are being made to provide adequate medical and nursing care for the event, including:

- (a) The number of emergency medical services personnel that will be on-site during the event,
- (b) A description of the qualifications of emergency medical services personnel that will be on-site during the event, and
- (c) The promoter's plan for evacuation of sick or injured persons

Is an attachment with the above-referenced information included?

Yes

No

8. **Traffic Control.**

(a) List the dates and times traffic control operations will be in effect:

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(b) Specify the method that will be used for collecting payment for on-site parking:

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(b) Will a shuttle operation be used for the event?

Yes

No

If a shuttle operation will be used, attach a shuttle operations plan that includes:

- (1) All pick-up and drop-off locations;
- (2) The anticipated number of shuttle patrons;
- (3) The method for collecting payment for use of the shuttles; and
- (4) The hours of operation for shuttle services.

Is a shuttle operations plan attached?  Yes  No

(c) The promoter must attach a traffic control plan map that includes:

- (a) All routes of ingress/egress for attendees—these routes must be all-weather routes or otherwise approved by Fire Marshal;
- (2) All routes to be used for emergency access ingress/egress-- these routes must be all-weather routes or otherwise approved by Fire Marshal;
- (3) The location and description of all traffic control signage;
- (4) The locations, number, and hours for all traffic control officers; and
- (5) The location of all parking facilities

Is a traffic control plan map attached?  Yes  No

(d) The promoter must attach an executed contract for providing traffic control services for the event that includes:

- (1) The name of the company providing services;
- (2) The hours and dates the services will be used;

- (3) A detailed description of the services that will be provided; and
- (4) The contact information for the lead person in charge of traffic control services in the field.

Is an executed contract attached?       Yes       No

9. **Tent and Membrane Structure Floor Plans.**

For each tent that attendees might enter during the event, the promoter must provide interior layout/floor plan information, including:

- (a) Identification of the use of the tent
- (b) Dimensions of the tent
- (c) Any infrastructure/production elements outlined and labeled within, with dimensions for large items.
- (d) Fire extinguisher locations
- (e) Locations for ingress/egress, including locations of battery backup powered exit signs w/ emergency lighting

Is interior layout/floor plan information for each tent and membrane structure attached?       Yes       No

10. **Stage Engineering Reports.**

For each stage that will be used during the event, the promoter must submit a report that provides engineering details and installation requirements for that stage. How many stages will be used during the event?      \_\_\_\_\_

Is an engineering report attached for each stage that will be used during the event?       Yes       No

11. **Liability Insurance Policy.**

The promoter must attach a copy of its liability insurance policy for the event.

Is a copy of the insurance policy attached?       Yes       No

12. **Additional Fire Marshal Rules and Regulations.**

The promoter must ensure compliance with each of the following rules and regulations:

- (a) Pyrotechnics, outdoor lasers, flame effects/performers are not permissible without prior permitting and approval through the Travis County Fire Marshal's Office.

- (b) Stage lighting is subject to regulations to avoid disruption of air traffic. Most stage configuration will require lighting to remain below 30 degrees from deck.
- (c) Event infrastructure locations and quantities, including cable ramps, barricade, fence lines etc., are subject to review and approval by the Travis County Fire Marshal's Office.
- (d) Fire extinguishers, battery backup exit signs and site signage quantities and locations will be determined by the Travis County Fire Marshal's Office. Equipping public safety UTV's with fire suppression will greatly reduce portable extinguishers required throughout the venue.
- (e) All large outdoor modular/scaffold stages must have working anemometer, unless otherwise approved. Display will be placed in designated position determined by the Travis County Fire Marshal's office.
- (f) Site lighting design and placement will be cooperatively advanced to ensure safety and compliance.
- (g) All flammable liquids and gasses must be stored off-site at pre-determined location. Any refueling and/or exchange of compressed gasses should take place when crowds are not present.
- (h) A licensed electrical contractor must supervise and inspect all electrical installations. Multi-day events require a licensed electrician on site for repairs.

Does the promoter agree to ensure compliance with the above rules and regulations?       Yes       No

13. **Emergency Operations/Safety Plan.**

The promoter must submit an emergency operations/safety plan that sets forth the promoter's plan for handling inclement weather, bomb threats, and active shooter threats.

Is an emergency operations/safety plan attached?       Yes       No

14. **Security and Public Safety.**

The promoter must submit a security plan that specifies the number of security staff, who will be providing security for the event, and how security will be handled for the event.

Is a security plan attached?                     Yes                     No

Will the promoter be using Travis County Sheriff's Office off-duty officers to provide security for the event?                     Yes                     No

Will the promoter be using a private security company to provide security for the event?                     Yes                     No

If the promoter will be using a private security company for the event, the promoter must include an executed copy of the promoter's contract with the private security company, and the contract must include:

- (a) The name and address of the company providing services;
- (b) The days and hours security services will be provided;
- (c) Details regarding the services that will be provided, including the number of staff members that will be used and the qualifications of those staff members; and
- (d) Contact information for the lead person in charge of security at the event

15. **Amplified Sound**

- (a) If a mass gathering permit is approved, the applicant must cooperate with the Travis County Sheriff's Office and other County personnel to monitor noise levels. Noise exceeding a decibel level of 85 may result in a violation of §42.01, Penal Code, Disorderly Conduct.
- (b) Amplified sound is prohibited after:
  - (1) 10:00p.m. on Sundays through Thursdays; and
  - (2) 12:00a.m. on Fridays and Saturdays.
- (c) Start time for music on each day of the event: \_\_\_\_\_
- (d) End time for music on each day of the event: \_\_\_\_\_

16. **Lighting**

If a mass gathering permit is approved, the applicant must undertake commercially-reasonable efforts to mask stage lighting to limit light exposure to neighboring properties.

17. **Dust**

If a mass gathering permit is approved, the applicant must undertake commercially-reasonable efforts to limit dust exposure to neighboring properties.

Describe the promoter's plan for (a) commercially-reasonable masking of stage lighting to limit light exposure for neighboring properties, (b) cooperating with the Travis County Sheriff's Office and other County personnel to monitor noise levels

for neighboring properties, and (c) reasonable mitigation of dust exposure for neighboring properties.

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18. **Safety Officer**

If a mass gathering permit is approved, does the promoter agree to abide by the directions of the safety officer designated by the Travis County Fire Marshal, including directions to immediately shut down the event if the safety officer determines that it is necessary to do so to protect the health and safety of attendees?  Yes  No

19. **Information True and Correct**

Does the promoter affirm that all of the information provided by the promoter, including all attachments is true and correct?

Yes  No

Promoter: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_