

Received by Fire Marshal's Office
on: _____

**TRAVIS COUNTY APPLICATION
FOR A MAJOR EVENT 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 event will be held:

- (f) Attach a site map of the vicinity and describe the property on which the event will be held:

- (g) Attach a certified copy of the agreement between the promoter and the property owner.

3. **Event Information.**

- (a) What is the maximum number of persons the promoter will allow to attend the event: _____

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

- (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 event.

- (e) Attach a financial statement that reflects the funds being supplied to finance the event and each person supplying the funds.

- (f) 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 event.

- (g) Include an attachment that sets out the name and address of each performer's agent for each performer who has agreed to appear at the event.

- (h) Include an attachment that describes each agreement between the promoter and a performer.

4. **Compliance with Travis County Procedures and Guidelines**

The undersigned promoter agrees to follow the **Travis County Permitting Procedures for Major Events in Unincorporated Areas**. In planning for and carrying out the event, the undersigned promoter agrees to comply with all applicable **Travis County Event Permit Guidelines** (attached hereto) and any special conditions included in the permit.

The undersigned promoter requests a waiver of the following requirement(s):

5. **Health & Safety Officer**

The undersigned promoter agrees to comply, and cause its agents, contractors, and employees to comply with, the orders of the Health and Safety Officer designated by the Travis County Fire Marshal to act on behalf of all County Departments, including but not limited to directions to immediately shut down the event if the Health and Safety Officer determines that it is necessary to do so to enforce the requirements of the permit or protect public health and safety. **Failure to comply with such orders is a criminal offense under the Mass Gatherings Act.**

6. **Information True and Correct**

The undersigned promoter affirms that all of the information provided or to be provided by the promoter is true and correct.

Promoter: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

Travis County Major Event Permit Guidelines

At least 15 days before the event, the promoter shall supply all of the information required below to the Travis County Fire Marshal.

1. Site Plan

The promoter must submit a comprehensive site plan that shows the complete layout of the property, including the following:

Information that must be shown on site plan	Included	Not Included
(a) Tents, identified with description of use and size		
(b) Generators (marked with "G")		
(c) Access points, including ingress and egress from each area, tent, lounge, etc.		
(d) Location of emergency medical services personnel		
(e) Location of each emergency aid station (marked with red +)		
(f) Location of promoter's headquarters		
(g) All stage locations with description of use and size		
(h) All food preparation and food service locations		
(i) All water supply locations, marked with a blue "W"		
(j) All hand-washing and drying facilities that will have running water		
(k) All solid waste collection locations		
(l) Location of each toilet, labeled "Men" or "Women" and a description of the type of toilet		
(m) Location of any hazards on the property such as streams, ponds, or steep or uneven terrain		
(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		

2. **Health and Sanitation**

Attach 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.**

Attach sufficient documentation for the County Health Authority to approve the toilet facilities provider for the event.

(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 information to demonstrate to the County Health Authority that there will be a safe and sufficient supply of water for the event.

Promoter shall supply water at the rate of 1 pint per hour per person by means of adequate water dispensing equipment (single use cups, etc.).

Attach the executed contract agreement between the promoter and the water supplier and a copy of the water test.

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

The promoter must attach sufficient information for health review to approve each solid waste collection and removal company for the event, and the documentation must specify the frequency that solid waste will be picked up.

The promoter shall make all trip tickets available for inspection.

(d) **Site Clean-Up Plan.**

The promoter must include a site clean-up plan for returning the site to its pre-event condition within five days of conclusion of the event.

(e) **Food and Beverage Services.**

- (i) The promoter must attach a list of all permitted mobile food vendors and temporary food service vendors, including vendors providing bar services.
- (ii) The promoter shall 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. All mobile food vendors (food trucks) must hold a Travis County Mobile Food Vendor Permit.
- (iii) 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.

(f) **Food and Beverage Safety Requirements.**

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.

- (i) 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.
- (ii) Each vendor/ tent must have a 2A10BC rated fire extinguisher.
- (iii) 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.
- (iv) Propane appliances must have LPG stamped on their hoses.
- (v) No grilling with charcoal or wood is allowed under any tented structure.
- (vi) 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.

- (vii) A minimum of 10 feet separation is required between cooking tents and non-cooking tents.
- (viii) 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.
- (ix) If a tent will be used, the vendor must comply with all requirements regarding tents.

4. **Medical and Nursing Care.** Attach a description 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

5. **Traffic Control.**

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

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

- (c) 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

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

- (1) 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.
- (e) 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.

6. **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; and
- (e) Locations for ingress/egress, including locations of battery backup powered exit signs w/ emergency lighting

7. **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? _____

8. **Liability Insurance Policy.**

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

9. **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.

10. **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.

11. **Security and Public Safety.**

- (a) 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.

- (b) Will the promoter be using off-duty police officers (peace officers) to provide security for the event? ☐ Yes ☐ No
Agency used: _____
- (c) Will the promoter be using a private security company to provide security for the event? ☐ Yes ☐ No
- (d) If the promoter will be using a private security company for the event, the promoter must attach an executed copy of the promoter's contract with the private security company, and the contract must include:
- (1) The name and address of the company providing services;
 - (2) The days and hours security services will be provided;
 - (3) 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
 - (4) Contact information for the lead person in charge of security at the event.

12. **Amplified Sound.**

- (a) If a permit is approved, the applicant must cooperate with the Travis County Sheriff's Office and the Health and Safety officer designated by the Travis County Fire Marshal to monitor noise levels.
- (b) Amplifying equipment used shall be designed to control the noise level at the perimeter of the site on which the gathering shall take place and be so operated that at no time more than 70 decibels is registered on the "A" scale at slow response of a standard sound level meter which meets the specifications of the American National Standards Institute.
- (c) Amplified sound is prohibited:
- (i) After 11:00p.m. for event days on Sunday through Thursday; and
 - (ii) After 1:00a.m. the next morning for event days that begin on Friday and Saturday.
- (d) Start time for music on each day of the event: _____
- (e) End time for music on each day of the event: _____
- (f) If the Travis County Sheriff's Office or the Health and Safety Officer designated by the Travis County Fire Marshal warns the promoter that sound violates any of the above requirements and the promoter does not immediately cause compliance the Travis County Sheriff's Office or the Health and Safety Officer designated by the Travis County Fire Marshal is authorized to turn off the sound equipment for the remainder of the event.

13. **Lighting**

The promoter must undertake commercially-reasonable efforts to mask stage, parking, and all other lighting to limit light exposure to neighboring properties.

14. **Dust**

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.
