



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

## **ALCOHOL SERVICE STANDARDS MENU**

- 1. Service Expectations and Standards**
- 2. Permits**
- 3. Definitions Critical to Alcohol Service**
- 4. Beer Garden Technical Requirements**
- 5. Beer Garden Sample Layouts and Applicability**
  - a. Fenced Beer Garden**
  - b. 3 Wall Tent and Moat Type Beer Garden**
  - c. Moat Type Beer Garden**



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## Service Expectations, Standards (private/public), Permits, and Beer Gardens

### Regulations applicable to all park reservations.

1. The organizer should review the [administratively restricted park listing](#) to determine if the park allows consumption of alcohol. NOTE: Alcohol requests are only considered for approved and confirmed (paid) park reservations made through the Parks and Recreation Department Office of Special Events.
2. The organizer assumes all risk, and is responsible for acquiring all necessary Federal, State and Local permits, and for securing and providing (when required) the necessary Liquor Liability Insurance. If in question, it is recommended the organizer contact the local beverage control commission and fully review the proposed event with the proper authorities, in addition to consulting the Parks and Recreation Department Office of Special Events staff.
3. **Containers.** All alcohol MUST be served in aluminum, plastic or paper containers (recyclable or compostable preferred). **NO glass or Styrofoam** is allowed at any park properties. Wine or other beverages packaged in glass MUST be served (by organizer provided server(s)) from the bottle into necessary plastic or paper containers at the point of sale or distribution by a representative of the organizer.
4. If at any time the organizer is found to be in violation of any alcohol related Laws/Ordinances, or City policies or procedures, all sales and/or consumption of alcohol will be stopped immediately up to and including eviction from the event site. If alcohol service is stopped, the service of alcoholic beverages will be closed for the remainder of the event time.
5. **Containment and Monitoring of Service Area.** All park property where alcohol is served, sold, and/or BYOB as part of any park reservation must be both monitored and actively managed in a manner to prevent alcohol from being provided, sold, served, or obtainable to minors, guests who are at risk of over consumption, and to those not invited to or included to/in in the event.



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- a. Alcohol should remain **directly within the rented site**. It may not be carried to other areas of the park or outside of “shelter”, “picnic”, or “reserved” areas. Alcohol served at facilities may not be carried outside the premises, building or fenced area specifically rented/permited. It is the responsibility of the organizer to ensure all guests strictly adhere to this policy.
  - ***For example***, if alcohol is allowed to be consumed at a shelter, you may NOT walk over to an adjacent athletic field, park area, or pool with the beverage. **GLASS AND STYROFOAM ARE PROHIBITED AT ALL TIMES**. Public events have additional requirements.

### **Regulations applicable to PUBLIC events.**

1. **At events with alcohol sales:** A contained and defined area must be utilized for a beer garden (outdoor spaces), or inside a facility with an approved use agreement.
  - a. **Beer Garden Technical Requirements**
  - b. **Beer Garden Sample Layouts**
2. **Security and Safety:** Organizers should minimally draft a plan that includes 2/1000 licensed peace officers when alcohol is served, sold or present at public events. This is in addition to any hired security/staffing the organizer needs/requires for event safety such as cash transport, admission work, back of house security, etc. Adjustments may be requested to enhance public safety based upon event track record, duration, or scope.
3. **Alcohol Service:** Use of TABC certified servers hired by the organizer or through a subcontract of a licensed caterer.
4. **Insurance:** In addition to General Liability and Commercial Auto Liability, organizers who host public events with alcohol will be required to obtain Liquor Liability Insurance. [www.austintexas.gov/parkevents](http://www.austintexas.gov/parkevents)



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## Helpful Minimal Permit Information

**ALCOHOL SALES- TABC (Texas Alcoholic Beverage Commission)** - Liquor Liability insurance and a TABC permit is required IF alcohol will be present and admission to the event is charged and service to those of legal age is dependent upon the sale of alcohol, an admission charge, a ticket, a donation, a donation JAR, membership fee, meal charge, or “tip”. YOU ARE ENCOURAGED TO CONSULT WITH THE TEXAS ALCOHOLIC BEVERAGE COMMISSION IF YOU HAVE ANY QUESTIONS.

**\$30 alcohol permit** review fee will be charged by the Austin Parks and Recreation Department. Payment is due before the department will sign a TABC application.

**Health Permits.** Individuals or organizations are required to obtain a Temporary Food Event Permit for any event in which they are offering food or beverages for public consumption. If you serve food at your event and can answer “yes” to any of the following questions you will need to obtain a temporary food service permit:

- Is the general public invited to the event?
- Can a person other than a member of the organization and their family members or invited guest attend?
- Will the event be advertised or tickets sold to the general public?

Please note the information above may not cover all scenarios. If you have questions on whether a temporary food event permit is needed, please contact the [Health Department](#).

**NOTE:** *The department reserves the right to require additional requirements AT ANY EVENT, public or private, to protect the health and safety of event patrons at any time.*

**Examples of additional requirements** which may be requested at any time: TABC certified servers, Licensed Peace Officer(s) Plan, Ticketing/Wristbands for those of Adult Age, Age Verification Plan, Liquor Liability Insurance, etc.

**NOTE:** *The City of Austin (under Code Chapter 8) reserves the right to deny consumption and/or sale of alcoholic beverages based on previous user/group history.*



## Definitions

**PUBLIC EVENT:** An event is considered public if any of the following apply:

- a. There is NOT a finite and/or limited guest list.
- b. A person of the public may purchase or acquire a ticket for entrance or participation.
- c. A person of the public may attend the event. *This includes social media guests lists, or compiled guests lists where a member of the public may register.*
- d. Advertised by website, social media, email, print or radio media to the public.

**PRIVATE EVENT:** Events are considered private where a limited and finite count of guests is expected.

- *Example: A wedding, birthday party, or private reception, which are NOT open to the public.*

**EVENT ALCOHOL SALES:** Includes public and private events/reservations. An event where alcohol will be served/sold and admission is based on a ticket, suggested donation, donation jar, membership fee, meal charge, or “tip”.

**Note:** For alcohol to be considered free, it must be available to any person of legal age who walks in the door and requests it. If alcoholic beverages are only available to paying customers, the assumption is that the cost of the alcohol is included in the price of the service and constitutes a sale of alcoholic beverages - a [TABC permit](#) will be required.

### **EXAMPLE SCENARIOS:**

- *A wedding reception with free drinks is free.*
- *A boutique that serves free wine while you shop, even without a purchase is free.*
- *A nail salon with a "free" drink when you pay for a manicure is not free.*
- *If you buy tickets to attend a charity ball and they serve "free" drinks it is not free.*
- *If a tip jar sits next to a keg of beer expecting "donations" the beer is not free.*



## Beer (Alcohol) Garden Technical Requirements

1. **Beer Garden Types:** 3 (three) beer gardens types are available with restrictions.
  - a. **Fenced Beer Garden**
  - b. **3 Wall Tent and Moat Type Beer Garden**
  - c. **Moat Type Beer Garden**
2. **Site map:** A diagram of the beer garden(s) on your site plan/event map provided at the time of application is required. The organizer is responsible for maintaining a count of persons entering the garden as determined by the Austin Fire Department.
3. **Entry/Exit:** The exact location and number of entrances/exits will depend upon the size of the enclosed area, and must be approved by the Austin Fire Department Fire Prevention Division and Parks and Recreation staff. All beer gardens which are requesting to have 50 or more people, are required to have a minimum of 2 entries/exits. Additional gates may be requested after site plan review/inspection by the Austin Fire Department. Minimally organizers should prepare for 2 separate gated location points for a beer garden. One primary, and one emergency gate point.
4. **Signage:** All beer gardens must have emergency entrance/exit signage at each gate, placed at 7' or higher. Events continuing past dusk must provide lighting for each gate and the signage.
5. **Service Area:** The serving area(s) must be positioned to not interfere or impede pedestrian traffic entering or exiting the enclosure in order to maintain public safety.
6. **Security:** At a minimum, there will be at least 2 (two) uniformed licensed peace officers positioned within the beer garden area. Security positioned at Entry/Exits must control alcohol and prevent alcohol from entering/leaving event site. Austin Police Department will determine the amount of officers.

*Note:*

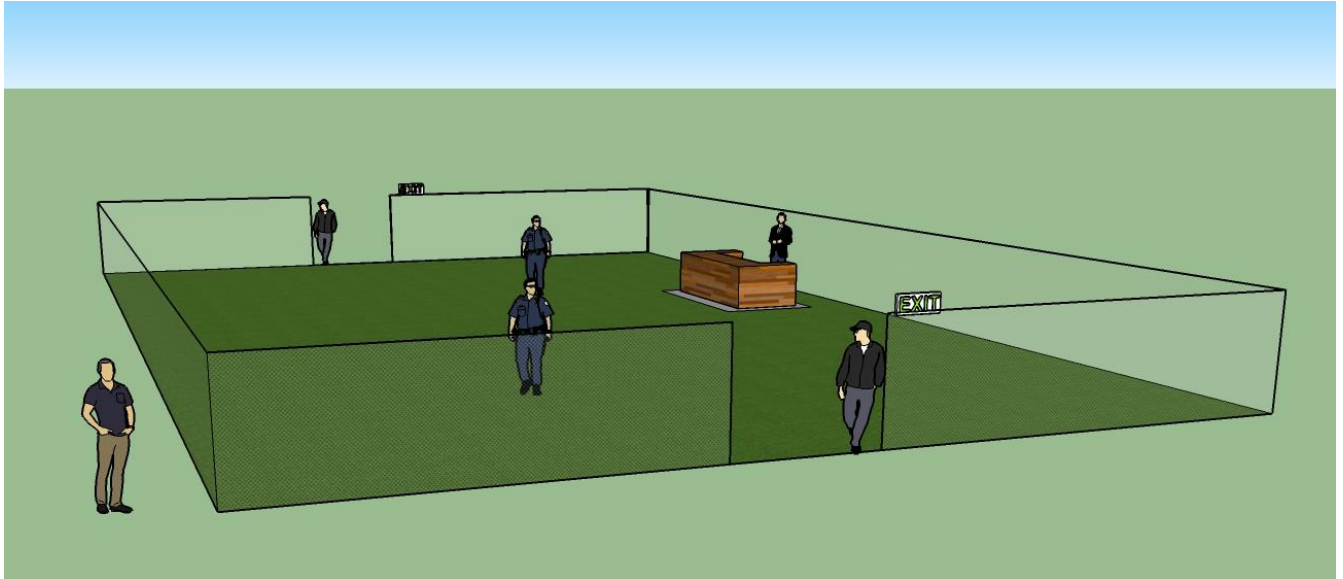
- *All Austin Fire Department Fire Marshal regulations must be adhered to.*
- *An approved overall safety and security plan may be required.*



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# Beer Garden Technical Samples

## Fenced Beer Garden (available for ALL event scenarios)



### Requirements:

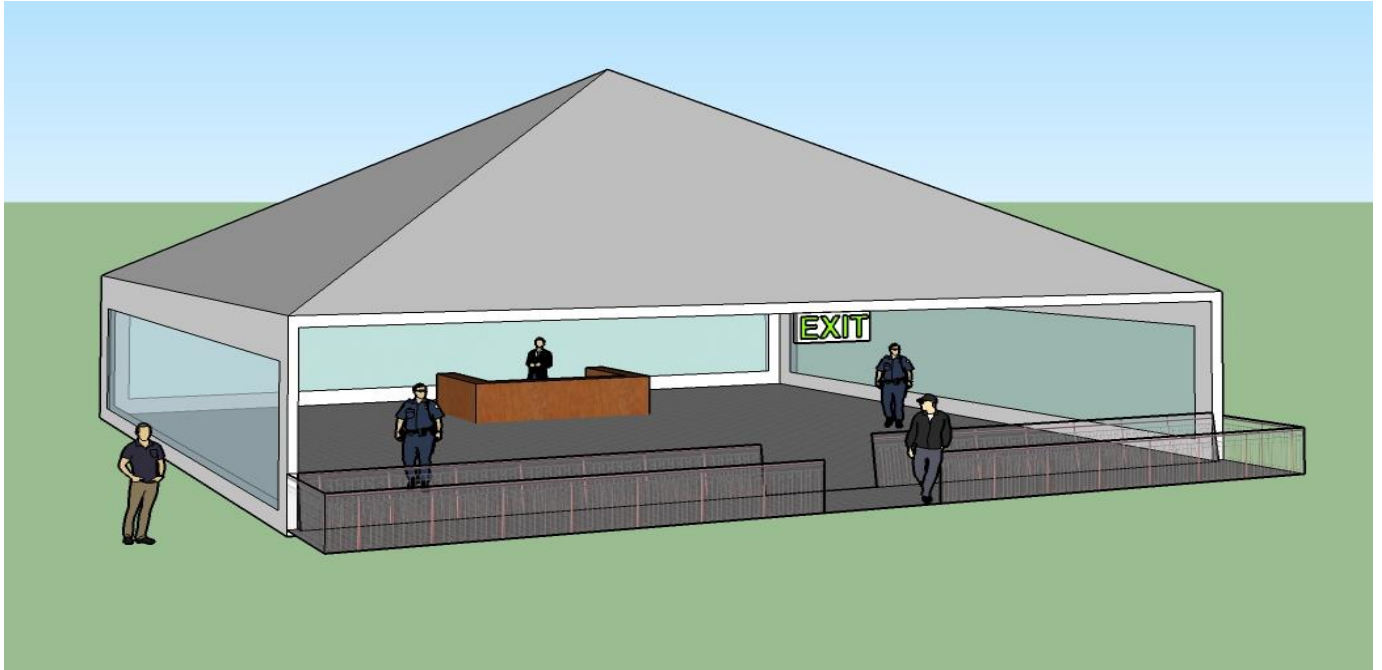
- Listed [Beer Garden Technical Requirements](#) must be met
- 6 Foot chain link fence enclosure
  - As a best practice due to varying environmental conditions, some fences may require sand bagging to assist with safety and stability during windy conditions.

### Approved for:

- Available for all events
- Required of multi-day events
- Required of events over 1,000 with open purchase/consumption events
- Required for use at ticketed events/festivals with major entertainment



### **3 Wall Tent and Moat Type Beer Garden** (available for limited event scenarios)



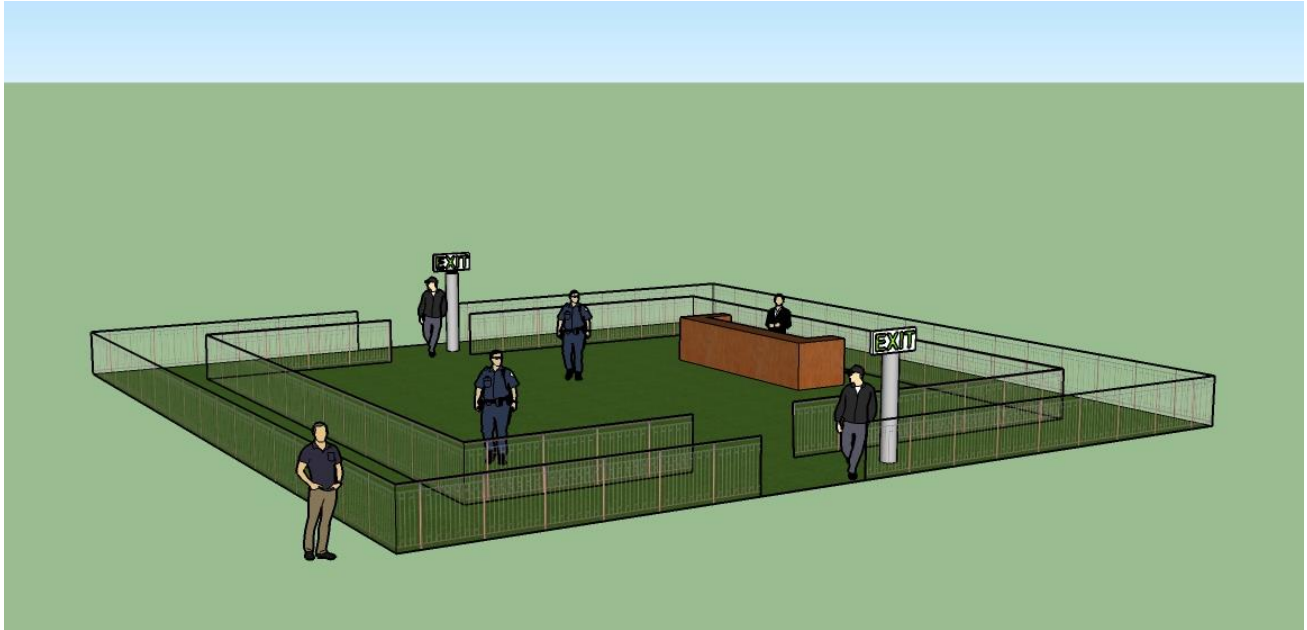
#### **Requirements:**

- Listed [Beer Garden Technical Requirements](#) must be met
- The tent must display a tag indicating heat resistant material
- The tent must include 3 (three) enclosed walls
  - 3 walls of tent must be drawn (closed)
- Moat created by 2 (two) sections of 3 Foot fencing with a 6 Foot separation

#### **Approved for:**

- a private single day event for less than 750 people, OR
- a public single day event for less than 500 people, OR
- a limited consumption single day event over 1000, which will:
  - serve less than 2 beers, 12 ounce service units (post-race beer)
  - does **NOT** serve or sell hard liquor
  - **NOT** for BYOB events
  
- **NOT** for use with open purchase consumption events
- **NOT** for use at ticketed events/festivals with major entertainment

**Moat Type Beer Garden**  
(available for limited event scenarios)



**Requirements:**

- Listed [Beer Garden Technical Requirements](#) must be met
- 3 Foot double fencing
- Moat created by a 6 Foot separation between fencing

**Approved for:**

- a private single day event for less than 750 people, OR
- a public single day event for less than 500 people, OR
- a limited consumption single day event over 1000, which will:
  - serve less than 2 beers, 12 ounce service units (post-race beer)
  - does **NOT** serve or sell hard liquor
  - **NOT** for BYOB events
  
- **NOT** for use with open purchase consumption events
- **NOT** for use at ticketed events/festivals with major entertainment