



## AUSTIN CENTER FOR EVENTS

Austin Center for Events  
505 Barton Springs Rd, Suite 1070,  
Austin, Texas 78704  
[SpecialEvents@austintexas.gov](mailto:SpecialEvents@austintexas.gov)  
<http://austintexas.gov/citystage>

### Legacy Event Notice of Proposed Special Event Dates

#### Legacy Events

- A special event that has been held in the City of Austin in substantially the same form for a minimum of 20 years.
- May submit a notice of proposed special event dates for up to a five year period.
- Must comply with Special Events Ordinance, Section 4-20-30 (Special Event Application Fees and Deadlines) and Section 4-20-31 (Contents of a Special Event Application) each year of the event.

**Please Note: Submittal of this form does NOT guarantee these dates for your event.**

Per Section 4-20-32 (C) *Except as otherwise provided, when multiple Tier 3 or Tier 4 events are requested for the same day and location, ACE will prioritize applications based on the number of years a special event has been conducted in the City. When two or more special events have been conducted for the same number of years, applications will be reviewed on a first come, first serve basis.*

Additionally, ACE will review the submitted dates for any active, pending, or possible conflicts and work with event organizer to resolve those conflicts. The Austin Center for Events has the final decision on approved event dates.



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*Email completed form to [SpecialEvents@austintexas.gov](mailto:SpecialEvents@austintexas.gov)*

## **Applicant Information**

Legal Event Owner

*(company/organization):*

Legal Event Name:

Event Location:

Company/Organization

Street Address:

City:

State:

Zip:

First Name:

Last Name:

Applicant Phone Number:

## **Event Information**

Date of origin or when did the event first begin?

## **Proposed Dates**

**First Day of Event**

**Last Day of Event**

Year 1

Year 2

Year 3

Year 4

Year 5

## **SIGNATURE:**

I certify that the information contained in this Notice is true and correct to the best of my knowledge, and that I am legally authorized to act on behalf of the Event, or Organization/Company listed in the Notice.

This Notice is executed by: