



Dripping Springs Ranch Park Facilities Rental Agreement

**1042 Event Center Drive
Dripping Springs, TX 78620
(512) 858-4725**

Mailing Address: PO Box 384, Dripping Springs, TX 78620

Applicant Information

Organization Name: _____

Contact Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Other Phone: _____

Email: _____

Event Information

Date(s) of Event From: _____ To: _____

Time of Use (*please be specific and list all times the space is needed, including for deliveries and set-up*):

Name of Event: _____

Description of Event: _____

Expected Attendance for Event: _____

Sound and Audio/Visual Equipment

Will there be loudspeakers, live music, or any activity which involves amplification equipment/devices of any kind? YES NO If yes, please describe: _____

Will you use the DSRP Sound System/Microphones: YES NO

Will you use the projector/screen in the Special Event Room: YES NO

Will you use the Television to display schedules or information for your event: YES NO

Will you need a Sound/AV Tech on hand prior to or during your event: YES NO

If you answered yes to any of the above, please state your specific needs for Sound/AV: _____

Alcoholic Beverages

**Please see Facilities Rental Policy regarding alcoholic beverage service and consumption.*

Will alcohol be served at your event: YES NO

Will alcohol be sold at your event: YES NO

If alcohol is to be sold at your event, you must provide a copy of your Texas Alcoholic Beverage Commission Permit and, a copy of the Certificate of Liability Insurance with at least \$1,000,000.00 (One-Million Dollars and Zero Cents) coverage for personal and property injuries.

TABC License Number: _____

Date Submitted: _____

Received by: _____

Certificate of Liability Insurance provided: YES NO

Approved for Alcohol Sales: YES NO

City Staff Signature of Approval: _____

General Liability Insurance

Certificate of Liability Insurance Provided: YES No

Concession Sales

Would you like to request Concession Sales at your event: YES NO

Check Amenities Requested

Fields (Please check all fields wanted) **\$75 per field, per day + \$150 Security Deposit**

Field 1 Field 2 Field 3 Field 4

fields _____ x # days _____ x \$75 + \$150 Total: _____

Stalls **\$20 per stall per day** # stalls needed _____ x # days _____ Total: _____

Will you handle your own stall check-ins? Yes No

Outdoor Arena

\$150 per day OR **\$75 per day with Indoor Arena Rental** Total: _____

Primitive Camping **\$10 per night** # nights _____ x \$10 Total: _____

Outdoor Arena Lights **\$25 per night** # nights _____ x \$25 Total: _____

RV Site with Hook-up **\$35 per night** # nights _____ x \$35 Total: _____

Event Center (Entire Facility)

Full Day (12 hours) **\$1,750** Total: _____

\$75 for each additional hour: # Add'l Hrs. _____ x \$75 Total: _____

Indoor Arena (please check selections below)

Full Day (12 hours) Friday – Sunday **\$900** Total: _____

Full Day (12 hours) Monday – Thursday **\$400** Total: _____

Half Day (6 hours) Monday – Thursday **\$225** Total: _____

Each Additional Hour \$40 : # Add'l Hrs. _____ x \$40 Total: _____

****Special Event Room (please check selections below)**

Full Day (12 hours) Friday – Sunday **\$850** Total: _____

Half Day (6 hours) Friday – Sunday **\$450** Total: _____

Full Day (12 hours) Monday – Wednesday **\$400** Total: _____

Half Day (6 hours) Monday – Wednesday **\$250** Total: _____

Each Additional Hour \$50: # Add'l Hrs. _____ x \$50 Total: _____

****Vendor Hall/Front Porch (please check selections below)**

Full Day (12 hours) **\$350** Total: _____

Half Day (6 hours) **\$200** Total: _____

Each Additional Hour \$35: # Add'l Hrs. _____ x \$35 Total: _____

Concession Kitchen (please check selections below)

Full Day (12 hours) \$250 Total: _____

Half Day (6 hours) \$150 Total: _____

Each Additional Hour \$25: # Add'l Hrs. _____ x \$25 Total: _____

Special Electrical Needs (please list)

Large Amp Plugs \$35 Per Event Total: _____

Direct Plug into Transformer \$50 Per Event Total: _____

Special Dirt Needs (please list if checked)

Arena Packing \$450 Per Event Total: _____

Other dirt needs fees will be assessed on a case by case basis.

All Facilities at DSRP (excluding Ranch House) \$2,500 Total: _____

Tables \$5 Per Table
Tables _____ x \$5 Total: _____

Chairs \$0.50 Per Chair
Chairs _____ x \$0.50 Total: _____

***Custodial Fees may be waived if Lessee will do their own cleaning. Security deposit could be forfeited if rented spaces is not back to original condition at the end of the event.**

*Custodial Fees (please check selections below)

Event Center Entire Facility \$500 Total: _____

Special Event Room - with Food and Drinks \$350 Total: _____

Special Event Room - no Food and Drinks \$250 Total: _____

Vendor Hall/Front Porch \$150 Total: _____

Indoor Arena \$150 Total: _____

Concession Kitchen \$100 Total: _____

Staff On-Site during Event **\$25 Per Hour per staff member**

Staff Needed _____ x # hours _____ X \$25

Total: _____

Water/Arena Drag Fees during Event **\$100 Per Day**

Days _____ x \$100

Total: _____

Equipment Rental during Event (Tractor/Drag/Water) **\$150 Per Day**

Total: _____

Total Rental Fees Due: _____

Total Rental Fees Paid _____

Balance Due on Rental Fees _____

Total Security Deposit Fees Due: _____

Total Security Deposits Paid _____

***Balance Due For:** _____

** Parties booking individual areas of the Dripping Springs Ranch Park and Event Center (Vendor Hall/Front Porch, Special Event Room, etc.) are subject to being rescheduled or offered another space to hold their event if a party requests booking the entire facility 45 days or more from the individual area booking. In order to guarantee a reservation with no restrictions the entire Event Center must be reserved.

To ensure no other events will take place during your event, you must book the entire Event Center.

A layout of your event must be provided on the attached DSRP Floorplan if you have special set up requirements for your event.

POLICIES AND PARK RULES FOR USE OF THE EVENT CENTER AND OUTDOOR ARENA COMPLEX ARE ATTACHED. PLEASE READ THOROUGHLY BEFORE RESERVING THE FACILITIES. YOU WILL BE REQUIRED TO ADHERE TO ALL POLICIES AND PARK RULES.

Please read and sign below:

I have read and agree to the terms and conditions stated in the Policies and general Park Rules for the Dripping Springs Ranch Park Event Center and/or Outdoor Arena Complex, and Ranch House/Grounds and do hereby request the use of the facilities as outlined in this Agreement. As the authorized agent, I shall be the responsible contact for my group, organization, membership, and/or event. I hereby agree to indemnify and hold harmless the City of Dripping Springs, and its officers and employees from and against any and all liabilities for any injury to person or property which may be suffered by me or by my party arising out of or in any way connected with participation in the rental noted above. By signing below I declare I have read, understand, and agree to abide by the existing said Policies and Park Rules. I understand that I may request to have a copy of the Policies and Park Rules for my possession.

Lessee Signature

Date Signed

City Representative Signature

Date Signed

Please make checks payable to: DSRP; and hand deliver to 1042 Event Center Drive, Dripping Springs, Texas 78620 OR mail to DSRP, PO Box 384, Dripping Springs, Texas 78620. Contact DSRP Manager for more information.