



Dripping Springs Ranch Park Facilities Rental Policy  
*(revised 3.10.2015)*

The following information includes: (1) definitions of rental categories; and (2) general policies and rules for use of the Dripping Springs Ranch Park Event Center and Outdoor Arena (“DSRP Event Center and Outdoor Arena”). In this document, the City of Dripping Springs is referred to as the “City”. The Dripping Springs Ranch Park Coordinator (“DSRP Coordinator”) will be the contact for all events at the Dripping Springs Ranch Park Event Center and Outdoor Arena. Please contact the DSRP Manager for details.

Event Center Definitions

Event Center Facility Rental

Fee includes use of arena, lights, announcer’s booth, public address system, chutes, panels, warm up area and common/ vendor areas; 12,000 sq ft meeting space; concessions.

Event Center Arena Rental

Fee includes use of arena, lights, announcer’s booth, public address system, chutes, panels, and warm up area.

Special Event Room

The 12,000 sq. ft. meeting space is available in conjunction with other events, or for stand-alone events.

Event Center Vendor Hall/Front Porch

The 19,000 sq. ft. covered area in the Event Center is available in conjunction with other events, or for stand-alone events.

Event Center Stalls

Stalls are available for rent at the Event Center. Any horse that remains at the facility overnight must be in a fee for use stall or tied up at the trailer or in a portable pen adjacent to your camp site (Grounds fee will apply if tied adjacent to camp site, in a portable pen or tied to trailer). Tying horses to the stalls is prohibited. Rental period is 24 hours, noon to noon daily. Users may pay the fee at the Dripping Springs City Hall, or may pay directly the Lessee/event holder who is responsible for remitting payment to the City. Using the stalls without renting this amenity will result in forfeiture of event deposit. Shavings are not included in rental price, but are available locally at Dripping Springs area farm and ranch stores.

Event Center RV Sites

Rental period is 24 hour, noon to noon daily. Electricity and water are included in fee. Campers may pay the City or the Lessee/event holder responsible for remitting payment to the City.

Event Center Concessions Kitchen

The Concessions Kitchen is available for rent during events. If Lessee requires a concessionaire, contact DSRP Coordinator.

Event Center Tables and Chairs

The DSRP Event Center does have a limited number of 8 foot long rectangular tables and folding chairs available for rent during events.

Event Center Arena Prep

City will provide personnel on site to prepare and maintain the arena dirt during rental time period as needed. Cost is included in rental fee. Lessees who wish to work the dirt themselves during the event will be required to: 1) bring their own equipment; 2) attend a scheduled orientation with event center staff; 3) provide proof of \$1,000,000.00 of liability insurance coverage to cover personal and property injury/damages to, including but not limited to, any portion of the arena, including the base layer of the arena floor. All equipment brought in by outside parties must be approved by the event center staff prior to use in the arena. Said equipment should be well maintained and in good working order.

Lessee

Person or entity leasing the Event Center and/or the Outdoor Arena (aka: event holder, show manager, etc.).

Park Rentals

Dripping Springs Ranch Park open areas may be available for rent. Inquiries about rentals should be referred to the DSRP Coordinator.

**Outdoor Arena Complex Definitions**

Dripping Springs Ranch Park also has an outdoor arena available for rental. Amenities include the riding arena, a round pen, and arena lights.

Lessee

Person or entity leasing the Event Center and/or the Outdoor Arena (aka: event holder, show manager, etc.).

Riding Arena

The arena is 250 x 150 sq ft and has the ability to seat approximately 300 people. This arena can be used in conjunction with events at the Event Center or as a stand alone rental. The arena has lighting for evening use, announcer's booth, and public address system. An outdoor round pen is included in the rental of the riding arena.

Round Pen

The round pen is adjacent to the arena and is available for warm up and training horses. It is also available for rental as a stand-alone facility.

## Policies for Use - Dripping Springs Ranch Park Event Center and Outdoor Arena

1. Arena Rental Period: Daily (12 hours), ½ Day (6 hours), or hourly
2. Multiple Day Events: Parties booking for multiple day events will pay the 12 hour rate per day. Clean up must be done by 12:00 midnight of the last day of booking or the per hour charge will apply to additional clean-up time.
3. 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.
4. No Sublease: No subleasing of any area of the Dripping Springs Ranch Park Event Center or Outdoor Arena Complex is allowed, excluding vendors related to your event. The City requires knowledge of all the parties it deals with so it can assure that all parties are made aware of the requirements. An association or group that rents the arena and stalls and rents the stalls to its participants will not be considered as subleasing.
5. Event Scheduling: Bookings may be made up to eighteen (18) months in advance of the proposed event. Please contact the DSRP Manager for information and booking of the facilities. Reservations for the Outdoor Arena may be rescheduled or refunded due to weather conditions at the discretion of the City.
6. Event Scheduling: DSRP retains the right to refuse booking an event of a competing or similar nature within 45 days of an event already booked.
7. Payment: Full payment of the base fee for rental is due when the reservation is made. The estimated charges are determined using the rental request form that is completed prior to securing a confirmed date. If additional amenities or facilities are added or deleted at a later date, additional fees or refunds may apply. Events cancelled more than sixty (60) days prior to the first day/date of the scheduled event will receive a one hundred percent (100%) refund. Events cancelled between thirty (30) and sixty (60) days prior to the first day/date of the scheduled event will receive a fifty (50%) percent refund. Events cancelled less than thirty (30) days prior to the first scheduled day/date of the event will receive NO refund. The City shall have the authority to negotiate and/or waive rental fees in special circumstances. **When booking a series of events in one calendar year, full payment for the first event in the series is due at time of reservation. Each successive payment for events in the series is due on the day of completion of the prior event in the series. (Example: Party books 4 Dog Shows in March, July, September and December. Payment for March show is due at time of reservation. Payment for July show is due at completion of March show. Etc.)**
8. Security Deposit: A Security deposit of fifty (50%) percent of the estimated rental cost is due ten (10) days prior to the first day/date of the event. Lessee agrees to leave the premises in as good or better condition than that which existed prior to their usage: such determination at sole discretion of the City. All trash must be disposed of properly. City representative will conduct a walk-through of the premises with the Lessee prior to the event to ensure that all facilities are in working order. An authorized City representative shall complete a walk-through with the Lessee following the event to determine and notify the Lessee of any damages and/or charges. Any damage repair incurred by the City will be deducted from the deposit at actual cost. If damage or repairs exceeds deposit amount, a claim will be made against the Lessee's liability insurance policy, or other appropriate method as determined by City. Deposit refund will be processed within thirty (30) days of the event's conclusion. A \$25.00 NSF fee will be assessed for all returned checks.
9. Lessee has the option to clean the facility after use or to purchase custodial services. Prices available on the fee sheet. If Lessee opts to conduct their own cleaning of the facility it must be returned to as good or better condition than that which existed prior to their Lease. An authorized City representative

shall complete a walk-through with the Lessee following the event to determine and notify the Lessee of any cleaning charges.

10. Insurance: Lessee and any alcoholic beverage vendor must each provide a copy of its certificate of liability insurance, with a separate endorsement listing the City as an additional insured, in the amount of \$1,000,000.00, insuring against any and all claims for personal injury, death, and/or property damage relating to the event and the Dripping Springs Ranch Park Event Center and Outdoor Arena.
11. Indemnification: City shall not be liable to Lessee or Lessee’s employees, agents or invitees, or to any other person or entity, for any injury to person or property on or about the DSRP Event Center and Outdoor Arena caused by the negligence or misconduct of Lessee, its employees, or agents. Lessee and all vendors shall indemnify City and hold City harmless from any loss, expense or claims arising out of any such injury.
12. Alcoholic Beverages: No sale of alcoholic beverages will be allowed at the DSRP Event Center and Outdoor Arena without the prior written approval of the City. Lessees and/or vendors selling alcoholic beverages must be a holder of a current/valid Texas Alcoholic Beverage Commission ("TABC") license and must provide the City a copy of said TABC license/permit a minimum of two (2) business days prior to the event.
13. Security and Emergency Medical Services (“EMS”): Lessee shall be solely responsible for providing a reasonable number of Security and EMS personnel, at the City’s discretion, before, during, and after the event to help maintain order, to regulate traffic control, and/or to provide any other security/safety functions that the City determines to be necessary. Lessee shall be responsible for the actions and safety of Lessee or any of Lessee’s guests, patrons, or anyone on or around the DSRP Event Center and Outdoor Arena premises as a result of the event, including without limitation protecting such persons from injury or death and protecting Lessee’s and City’s property or the property of such persons from loss or damage. Lessee shall arrange for such security and EMS personnel at its own expense and advise the City of actions taken. The City must approve the Lessee plan for security and safety a minimum of three (3) business days before the first day/date of the event. The event cannot take place without prior written approval from the City.

Emergency Medical Technicians are required at each event where there is a substantial risk of injury to the contestants or audience. Need is determined on an event by event basis by Staff. Securing and/or notifying EMT and Paramedics is the responsibility of the event holder.

The establishment of Security requirements for an event will be determined by Staff. These guidelines are established for the protection of life and property while events are in progress and may include officers before, during or after events. All security officers will be arranged for and managed by the event holder. Security and/or Law Enforcement must be present prior to the beginning of the event and must remain until all crowds and traffic are dispersed and evacuated. See table below for guidelines-final plan must be approved by Staff.

Attendance	Security-no alcohol	Law Enforcement-no alcohol	Security-alcohol	Law Enforcement-alcohol
1-250	0	0	1	0
251-500	1	1	2	0
501-1000	1	1	4	1
1001-2000	4	2	4	3
2001+	6	2	6	3

14. Release of Liability Waivers: The Lessee is responsible for copying waivers and obtaining signatures from each participant prior to participation in the event. Signed waivers must be returned to Dripping Springs City Hall no later than seven (7) business days after an event is completed. A copy of the City’s waiver may be obtained from Dripping Springs City Hall or on the City’s website.

15. Concessions: Please contact [ldickinson@cityofdrippingsprings.com](mailto:ldickinson@cityofdrippingsprings.com) to inquire about concessions availability.
16. Litter Control: Trash cans and trash bags are available from Event Center staff. After use, all trash must be placed in the Event Center dumpster. Please pick up any trash left by participants in any areas used in the Park. Trash creates problems for the next user/Lessee and encourages unwanted pests. Please help keep the park clean. Trash that is not removed by Lessee will be removed by Event Center staff and could result in forfeiture of deposit.
17. Overnight RV Camping: Overnight RV camping is permitted. Refer to the Fee Schedule for pricing. Campers may pay the City or the Lessee/event manager responsible for remitting payment to the City. There is a Dump Station on the property available for use with paid RV Fee. There is no discharge of grey water on the property and spills at the Dump Station will be the responsibility of the RV owner.
18. Overnight Primitive Camping: Overnight primitive camping is permitted. Refer to the Fee Schedule for pricing. Campers may pay the City or the Lessee/event manager responsible for remitting payment to the City. Please note that the Park does not have electrical hook-ups for campers.
19. Toilets: The Event Center houses sixteen Women’s toilets and nine Men’s toilets. There is one portable toilet available for the Outdoor Arena. In cases where the existing restroom facilities will be inadequate, the Lessee is responsible for renting additional toilets. Please see guidelines.

**Special Event Portable Toilet Calculator**

		<b>Maximum Attendance*</b>										
<b>Number of Hours</b>		<b>100</b>	<b>250</b>	<b>500</b>	<b>1,000</b>	<b>2,000</b>	<b>3,000</b>	<b>4,000</b>	<b>5,000</b>	<b>6,000</b>	<b>7,000</b>	<b>8,000</b>
	<b>1</b>	1	2	2	3	4	10	10	12	17	20	24
	<b>2</b>	1	2	3	4	8	12	16	20	27	32	39
	<b>3</b>	1	2	3	5	10	15	19	24	34	38	47
	<b>4</b>	1	2	4	6	11	16	22	27	38	41	54
	<b>5</b>	2	2	4	6	12	18	24	29	41	42	58
	<b>6</b>	2	3	4	7	13	18	25	31	42	46	62
	<b>7</b>	2	3	4	7	13	19	25	32	46	46	64
	<b>8</b>	2	3	4	7	14	20	27	33	46	46	66
	<b>9</b>	2	3	4	7	14	20	27	33	46	46	66

\*If alcohol is being served we recommend increasing the number of restrooms for your event. Please keep in mind that this is an estimated number of restrooms needed. You may need more, or less depending on your specific needs.

20. Parking is free to Lessee and its participants. The City may choose to charge for parking at other host events.
21. Horse Show Managers or Producers will receive one free RV spot and 2 free stalls per show.
22. Equipment: Show production equipment provided by the Lessee must be removed by Lessee from the arena or other fields no later than end of rental period. All City equipment such as orange cones or other equipment provided by the City must be returned to original placement following use.
23. Orange Cones: If Available the City will have, free of charge, 36” tall orange traffic cones should the Lessee request them for an event. Lessee is responsible for notifying the City at least five days prior to event, providing the number of cones needed. Lessee is also responsible for placing cones where needed and returning them to their original location. Lost/damaged cones will be replaced at Lessee expense.

24. Coggins Log: Lessee is required to comply with the Texas Animal Health Control ("TAHC") regulations.
25. General Park Rules: General park rules for the City apply at the DSRP Event Center and Outdoor Arena. Campfires, glass containers, or fireworks are NOT permitted at the DSRP Event Center and Outdoor Arena complex or in the general park area. If you have questions about other general park rules, please refer to the Parks link on the City of Dripping Springs website at [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com) or contact City Hall at 512-858-4725.
26. No alterations of any structure will be allowed and there will be no glue, wire, screws, or nails attached to or embedded into the walls or ceilings for any reason.
27. No signs or banners shall be placed in the DSRP Event Center and Outdoor Arena without the consent of the DSRP Manager. No signs or banners shall be placed over an exiting banner or exit sign.
28. Children: All children under the age of 12 must be accompanied by an adult.
29. No Smoking on or around the DSRP Event Center and Outdoor Arena.
30. No alcoholic beverages permitted on or around the DSRP Event Center and Outdoor Arena unless: (a) purchased on site from approved vendor possessing appropriate licensing from TABC, or (b) provided free of charge by a Lessee to invited guests at a private function that is not open to the general public.
31. Dogs: Dogs must be on leash at all times on or around the DSRP Event Center and Outdoor Arena. Owners must pick up after dogs or may be asked to leave the premises.
32. Special Needs: If you find that your event requires services or has needs not addressed in this document or rental forms, please contact the DSRP Manager to discuss.