



**Dripping Springs Ranch Park Facilities Rental Agreement**  
1042 Event Center Drive  
Dripping Springs, TX 78620  
**(512) 894-2046**

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

**Applicant Information**

Organization Name: \_\_\_\_\_

Contact Name (Designated Event Spokesperson): \_\_\_\_\_

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: \_\_\_\_\_

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**Alcoholic Beverages**

*\*Please see Facilities Rental Policy regarding alcoholic beverage service, consumption & security requirements.*

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

**Set up / Dirt Needs**

Do you have special set-up needs or special dirt needs:         Yes    NO

If yes, please describe below in detail and show set-up needs on attached building layout.

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**Check Amenities Requested**

**Fields (Please check field(s) wanted) \$100 Per Field, Per Day**

Field 1  Field 2  Field 3  Field 4 (please check)

# fields \_\_\_\_\_ x # days \_\_\_\_\_ x \$100 Total: \_\_\_\_\_

**Stalls \$20 Per Stall Per Day # stalls \_\_\_\_\_ x # days \_\_\_\_\_ x \$20** Total: \_\_\_\_\_

**Check here if you will handle your own stall check-ins**

**Outdoor Arena**

\$150 Per Day **OR**  \$75 Per Day with Indoor Arena Rental Total: \_\_\_\_\_

**Outdoor Arena Lights \$25 Per Night # nights \_\_\_\_\_ x \$25** Total: \_\_\_\_\_

**Primitive Camping \$10 Per Night # nights \_\_\_\_\_ x \$10** Total: \_\_\_\_\_

**RV Sites with Hook-Up \$35 Per Night # nights \_\_\_\_\_ x \$35** Total: \_\_\_\_\_

**All Facilities at DSRP (Entire Park) (excluding Ranch House) \$2,500** Total: \_\_\_\_\_

**Event Center (Entire Event Center 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: \_\_\_\_\_

**Rental of 75 or more stalls will result in a 50% arena rental fee discount**

**\*\*Special Event Room (please check selection(s) below)**

<input type="checkbox"/> Full Day (12 hours) Friday - Sunday <u>with</u> food and drinks \$1,000	Total: _____
<input type="checkbox"/> Full Day (12 hours) Friday - Sunday <u>no</u> food or drinks \$900	Total: _____
<input type="checkbox"/> Half Day (6 hours) Friday - Sunday <u>with</u> food and drinks \$550	Total: _____
<input type="checkbox"/> Half Day (6 hours) Friday - Sunday <u>no</u> food or drinks \$500	Total: _____
<input type="checkbox"/> Full Day (12 hours) Monday - Thursday <u>with</u> food and drinks \$500	Total: _____
<input type="checkbox"/> Full Day (12 hours) Monday - Thursday <u>no</u> food or drinks \$450	Total: _____
<input type="checkbox"/> Half Day (6 hours) Monday - Thursday <u>with</u> food and drinks \$350	Total: _____
<input type="checkbox"/> Half Day (6 hours) Monday - Thursday <u>no</u> food or drinks \$300	Total: _____
<input type="checkbox"/> Each Additional Hour \$50 # Add'l Hrs. _____ x \$50	Total: _____

**\*\*Vendor Hall/Front Porch (please check selection(s) below)**

<input type="checkbox"/> Full Day (12 hours) \$400	Total: _____
<input type="checkbox"/> Half Day (6 hours) \$250	Total: _____
<input type="checkbox"/> Each Additional Hour \$35 # Add'l Hrs. _____ x \$35	Total: _____

**Concession Kitchen (please check selection(s) below)**

<input type="checkbox"/> Full Day (12 hours) \$250	Total: _____
<input type="checkbox"/> Half Day (6 hours) \$150	Total: _____
<input type="checkbox"/> Each additional hour \$25 # Hours _____ x \$25	Total: _____

**Special Electrical Needs (please list)**

\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> Large Amp Plugs \$35 Per Event	Total: _____
<input type="checkbox"/> Direct Plug into Transformer \$50 Per Event	Total: _____

Special Dirt Needs (please list)

\_\_\_\_\_  
\_\_\_\_\_

Arena Packing \$450 Per Event Total: \_\_\_\_\_

Water/Drag During Event \$100 Per Day # Days \_\_\_\_\_ x \$100 Total: \_\_\_\_\_

Equipment Rental during Event (Tractor/Drag/Water)

\$150 Per Day # days \_\_\_\_\_ x \$150 Total: \_\_\_\_\_

Cattle Pen Clean-up/Reconfiguration Fee \$200 per event

(Fee can be refunded if pens are clean & in original configuration at end of event) Total: \_\_\_\_\_

Chairs & Tables (check selection(s) below)

Tables (40 available) Quantity \_\_\_\_\_ x \$5 Per Table Total: \_\_\_\_\_

Chairs (300 available) Quantity \_\_\_\_\_ x \$0.50 Per Chair 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 make selection(s) 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 \$200 Total: \_\_\_\_\_

Concession Kitchen \$100 Total: \_\_\_\_\_

Waiving custodial fees (see note above regarding security deposit)

Staff On-Site during Event  
# of Staff Needed \_\_\_\_\_ x # Hours \_\_\_\_\_ x \$25 Per Hour Total: \_\_\_\_\_

Sound System \$50 per event Total: \_\_\_\_\_  
 Projector/Screen \$50 per day # days \_\_\_\_\_ x \$50 Total: \_\_\_\_\_

Additional Panels not including set up # Panels \_\_\_\_\_ x \$1.00 Total: \_\_\_\_\_  
 Additional Panels including set up # Panels \_\_\_\_\_ x \$2.50 Total: \_\_\_\_\_

Special Bleacher Set Up \$100 Total: \_\_\_\_\_

Stage Set Up or Removal \$50 per event Total: \_\_\_\_\_

Laser Timer \$25 per event # events \_\_\_\_\_ x \$25 Total: \_\_\_\_\_

Audio/Visual Engineer – Fee TBD at assessment per event specifications – list needs below  
\_\_\_\_\_  
\_\_\_\_\_  
Total: \_\_\_\_\_

Damages to the rental space, facilities or any part of the DSRP property exceeding the amount of the collected security deposit will be assessed at a cost plus 15% Administrative Fee.  
Date: \_\_\_\_\_ Lessee Initial: \_\_\_\_\_  
 Other fees may be assessed on an event basis depending on special requirements and requests from Lessee.  
Date: \_\_\_\_\_ Lessee Initial: \_\_\_\_\_

<b>Total Rental Fees Due:</b> _____
<b>Total Rental Fees Paid:</b> _____
<b>Balance Due on Rental Fees:</b> _____
<b>Total Security Deposit Due:</b> _____
(Security Deposit due 10 days prior to event)
<b>Total Security Deposit Paid:</b> _____
<b>Balance Due For:</b> _____

**\*\*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.**

**The decision as to whether or not a proposed event or activity is appropriate for the desired space at the Dripping Springs Ranch Park and Event Center rests with the DSRP Manager.**

**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. FAILURE TO ADHERE TO POLICIES AND PARK RULES COULD RESULT IN EVENT CANCELLATION, FINES AND ALL PAYMENTS AND DEPOSITS BEING FORFEITED.**

# DRIPPING SPRINGS RANCH PARK

## Dripping Springs Ranch Park Facilities Rental Policy

*(revised 2018)*

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 Manager (“DSRP Manager”) 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 Ranch Park, 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 hours, noon to noon daily. Electricity and water are included in fee. Campers may pay the Ranch Park staff or the Lessee/event holder responsible for remitting payment to the City. Maximum stay is 7 days.



Event Center Concessions Kitchen

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

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 the arena dirt before the 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. The DSRP equipment is available for use during events for a fee. Before use each operator must be cleared by staff on equipment use and sign the DSRP Equipment Use Waiver.

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 Manager.

**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. 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. No glass containers are allowed on premises of the Dripping Springs Ranch Park and Event Center. This includes outdoor spaces. **Failure to comply with this policy will result in a \$500 fine and immediate cancellation of your event.**
2. When renting the special event room or any other areas of the facility it is the event holder's responsibility to supervise all children. Persons under the age of 18 years authorized to be in a park facility must be accompanied by an adult at all times. The ratio of minors to adults shall be no less than one adult for every eight minors. **Failure to follow these guidelines could result in immediate cancellation of event.**
3. Arena Rental Period: Daily (12 hours), ½ Day (6 hours), or hourly.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Events with amplified music must end at midnight and is restricted to 65 decibels or less. Time will be given to clean up and exit after the event, but the music must end at midnight. Events with alcohol must cease alcohol consumption at midnight.
10. 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.)**

11. **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 is at the 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, the lessee is responsible for cost of damage plus a 15% administrative fee. 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.
12. Lessee has the option to clean the facility after use or to purchase custodial services. Prices for the custodial services available on the rental agreement. 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.
13. **Insurance:** Event 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.
14. **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.
15. **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.
16. **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, including any vendors, 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 below for guidelines-final plan must be approved by Staff.

All Events with alcohol must have security present. Events with up to 250 attendees must have one law enforcement officer. 250-500 attendees require 2 law enforcement officers. Attendance of over 500 persons requires 3 law enforcement officers.

Other events may be required to have security, even if no alcohol is served or consumed, depending on attendance and type of event.

17. 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 Ranch Park Staff 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 Ranch Park or on the Ranch Park's website.
18. Special Event Food Vendors: Special events that will have food vendors must obtain a Special Events Food Vendor permit from the City of Dripping Springs. Please contact Kyle DeHart, City of Dripping Springs Environmental Health & City Inspector for more information.
19. Concessions: Please contact [ldickinson@cityofdrippingsprings.com](mailto:ldickinson@cityofdrippingsprings.com) to inquire about concessions availability.
20. 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.
21. Overnight RV Camping: Overnight RV camping is permitted. Refer to the Fee Schedule for pricing. Campers may pay the DSRP Staff 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.
22. Overnight Primitive Camping: Overnight primitive camping is permitted. Refer to the Fee Schedule for pricing. Campers may pay the DSRP staff 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.
23. 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

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

24. **Parking:** Parking at DSRP event center is free to Lessee and its participants. The City may choose to charge for parking at other hosted events. If your event attendance is expected to be exceed 500 attendees, Lessee will be required to submit a parking plan to DSRP management no later than 30 days prior to event. Parking Plans, parking requirements or parking lot attendants may be required and this determination is at the sole discretion of DSRP management.
25. **Horse Show Managers or Producers** will receive one free RV spot and 2 free stalls per show.
26. **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. All leasable equipment is noted on the Rate Schedule. DSRP can arrange for additional equipment or services through outside sources at rates to be quoted upon request.
27. **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.
28. **Coggins Lab Accession Log:** Lessee is required to comply with the Texas Animal Health Control ("TAHC") regulations. Current Coggins Lab Accessions are required for all horses on DSRP property.
29. **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.
30. **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.

31. 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 existing banner or exit sign.
32. It is the responsibility of the Lessee to remove all event related items (i.e. banners, signs, decorations, etc.) at the end of the event. DSRP will not be responsible for any items left behind.
33. No smoking on or around the DSRP Event Center and Outdoor Arena.
34. 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.
35. 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.
36. 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.
37. Planning Setups (Floor Plans): DSRP staff will assist with arrangements for set up of your event. This assistance includes helping you plan the floor plans and layout for your event. All efforts will be made to ensure no detail is overlooked.
38. Floor Plan and Layout: The floor plan and event layout is due 30 days prior to the event. Changes made after this 30 day deadline may result in additional fees.
39. DSRP has internet available. A password is required for access.
40. Clerical Support is not a direct service of DSRP; but, in the case of assisting with copies, staff can assist you for a fee (\$.05 per copy). Office supplies are not provided by DSRP.
41. Please keep DSRP staff informed of any deliveries for your event. DSRP cannot accept responsibility for liability or loss. Lessees must arrange for security for items shipped in advance. DSRP does not arrange return shipping for any item, this is the Lessees responsibility.
42. DSRP will provide trashcans and liners for events. Lessee is responsible for emptying these cans and disposing of trash in the dumpsters located on the property unless other arrangements are made. All bulk trash items must be removed by Lessee. If not removed and disposed of an additional clean up fee may be assessed.
43. The DSRP Lobby is not a rental space. It is common area which serves as the entrance and restroom access for concurrent events. No Lessee will be permitted to conduct events in the Lobby that would interfere with other events occurring within DSRP.
44. Any space is rented as is; 'four walls'; any changes or modifications could result in additional fees. Please refer to fee schedule. Personnel necessary for normal building operations will be on duty. If additional staff is needed for your event there will be additional staff fees.
45. Each event will have a designated spokesperson. Any communications before and during the event must come through the designated spokesperson.

**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 and 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. Lessee hereby agrees 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 or Designated Event Spokesperson Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
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.**