




Set Up Agreement Form

Front Lobby

Number of Tables _____

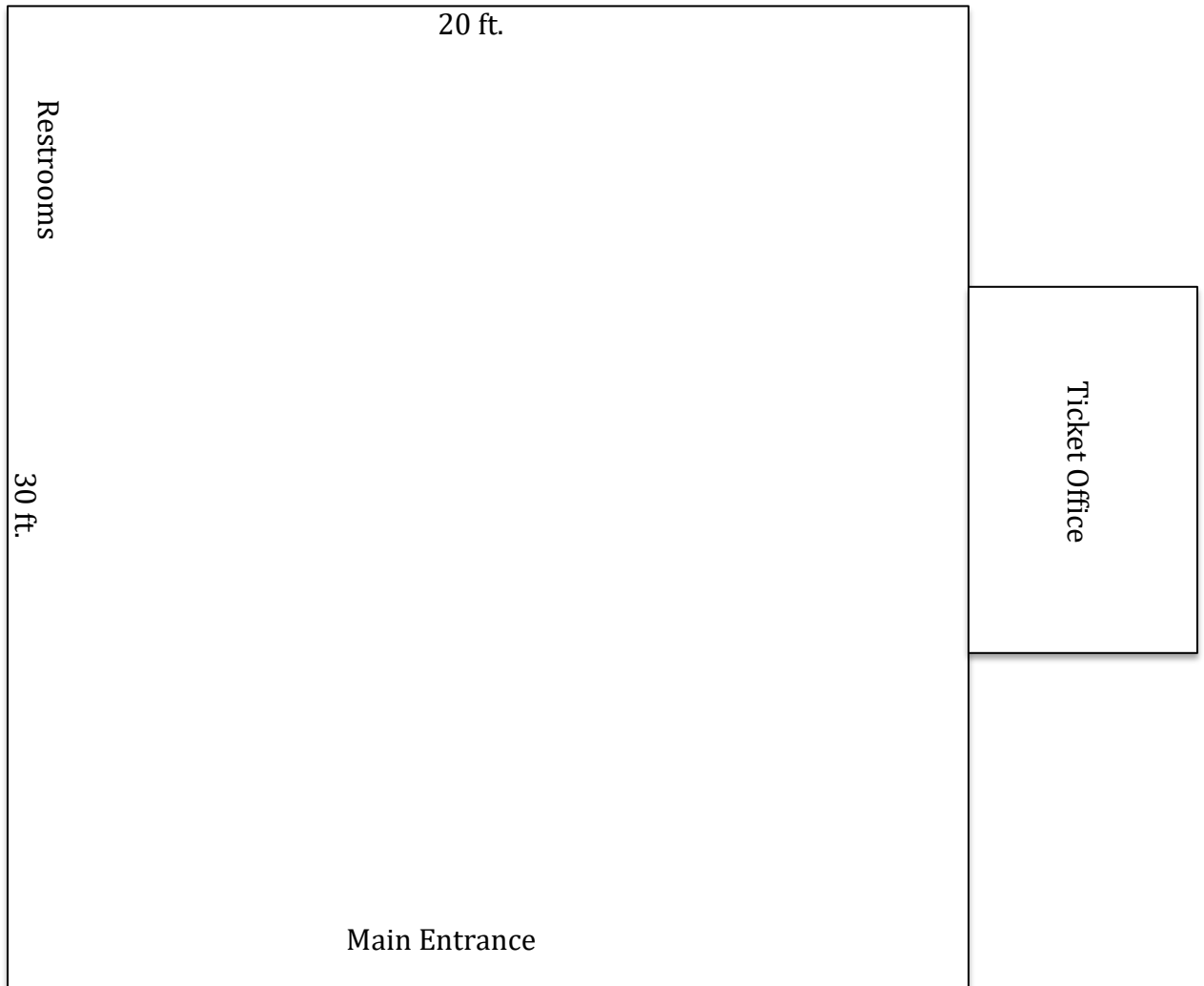
Number of Chairs _____

 = Chair

 = Table

Please illustrate your desired set up below.

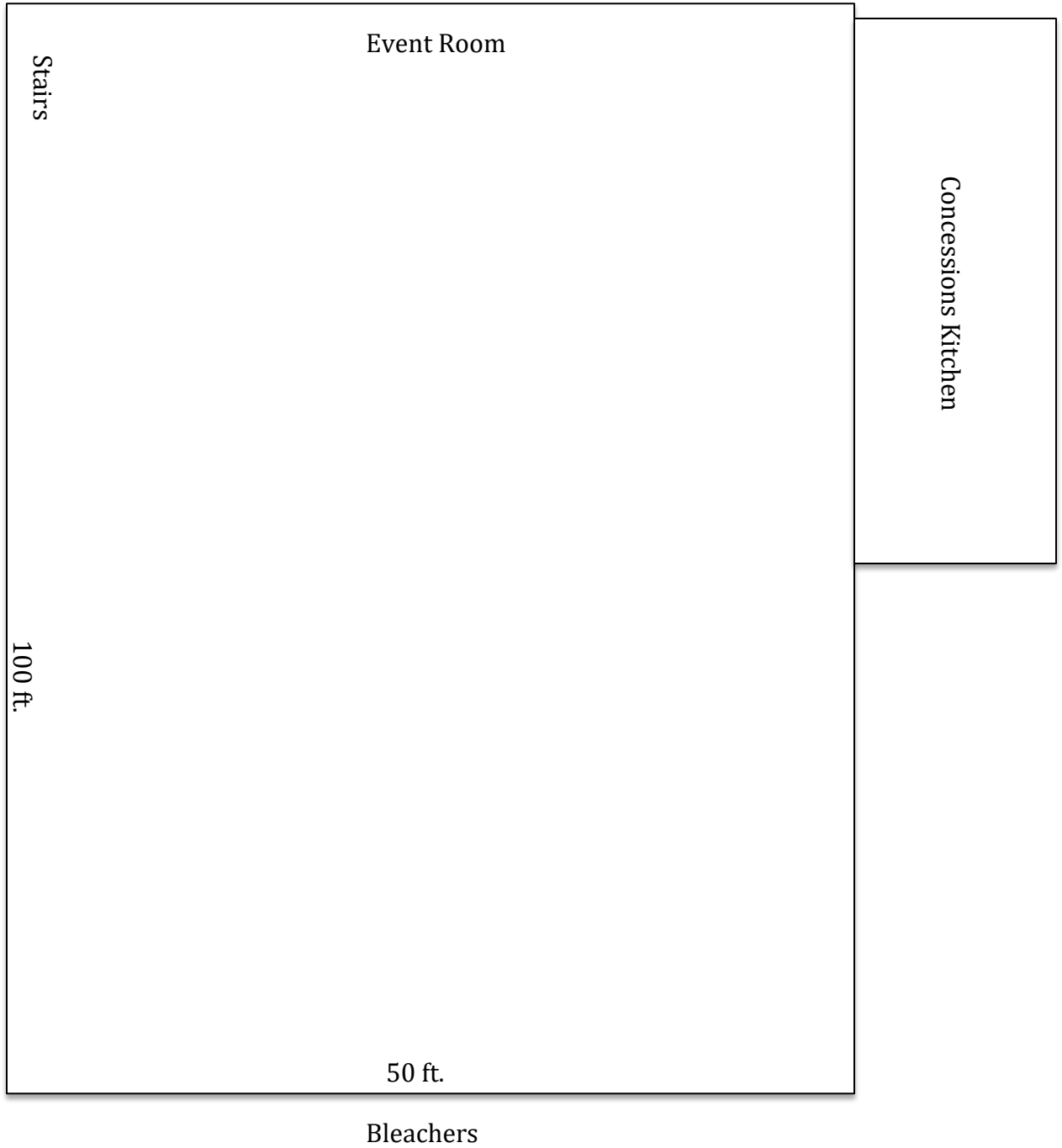
 = Panel



Concession Stand Area

Number of Tables _____

Number of Chairs _____



Warm Up Arena

Number of Tables _____

Number of Chairs _____

Number of Panels _____

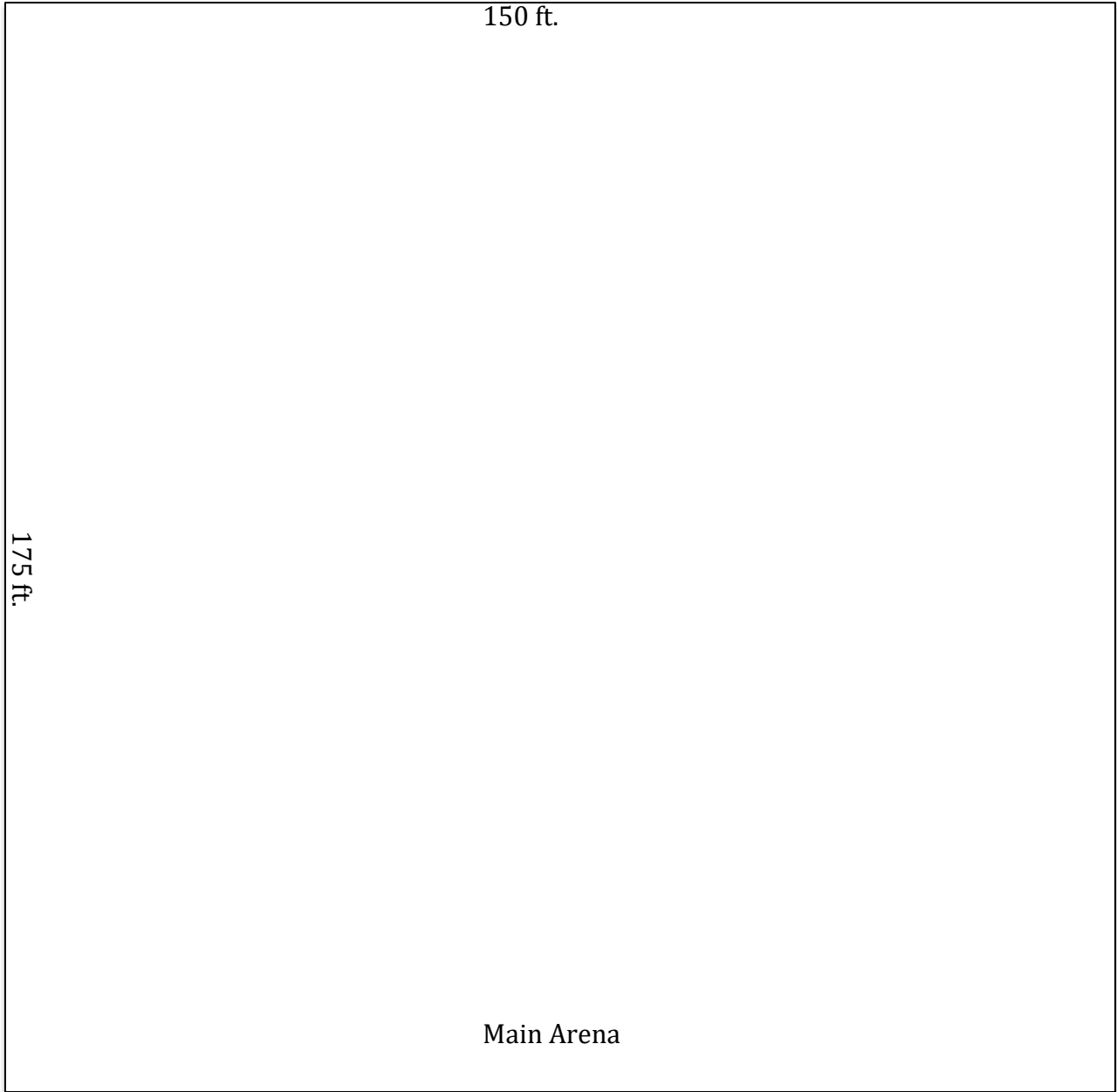
Bay Door

Bay Door

150 ft.

175 ft.

Main Arena

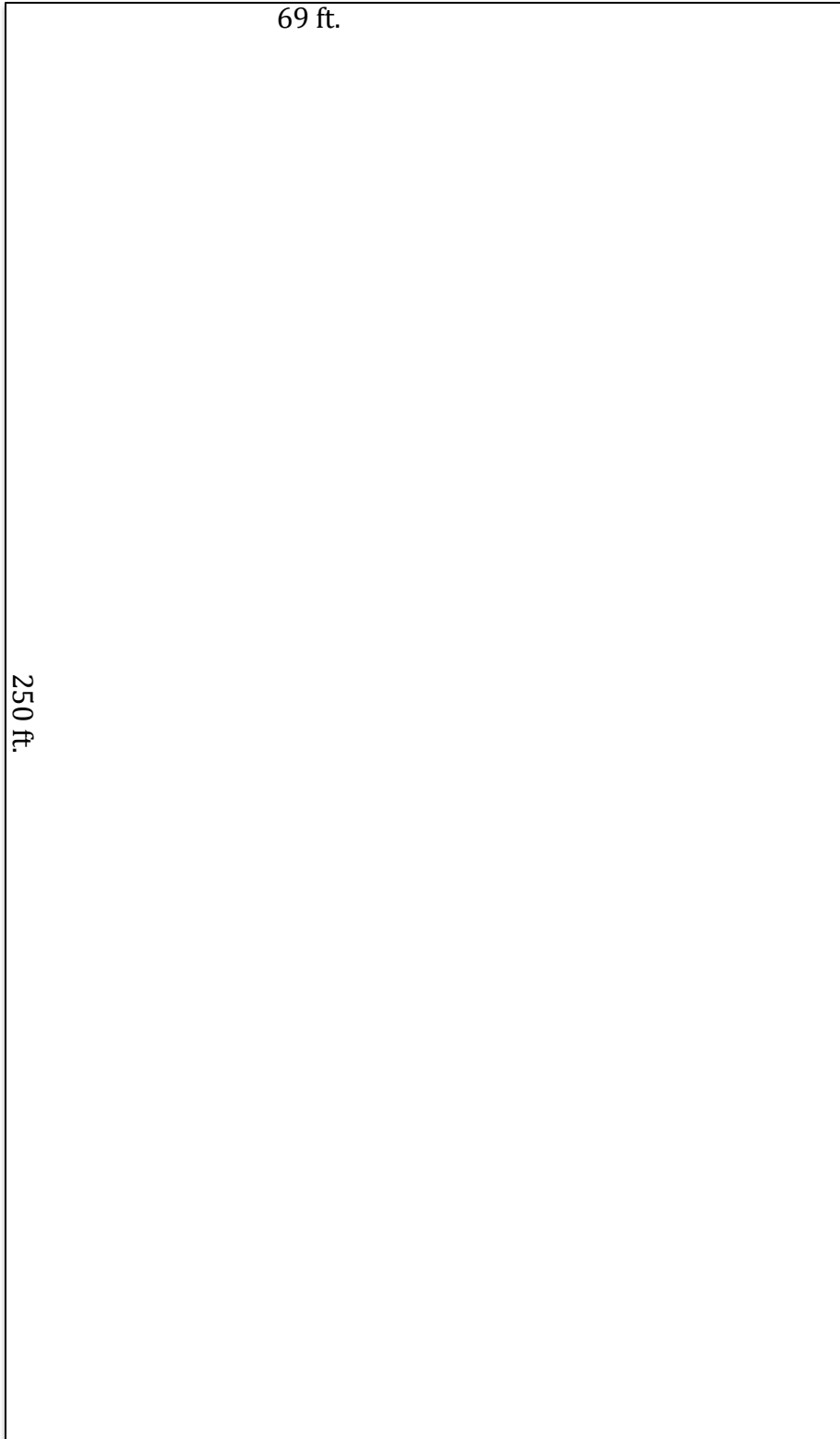


Vendor Hall/ Front Porch

Number of Chairs _____

Number of Tables _____

Number of Panels _____



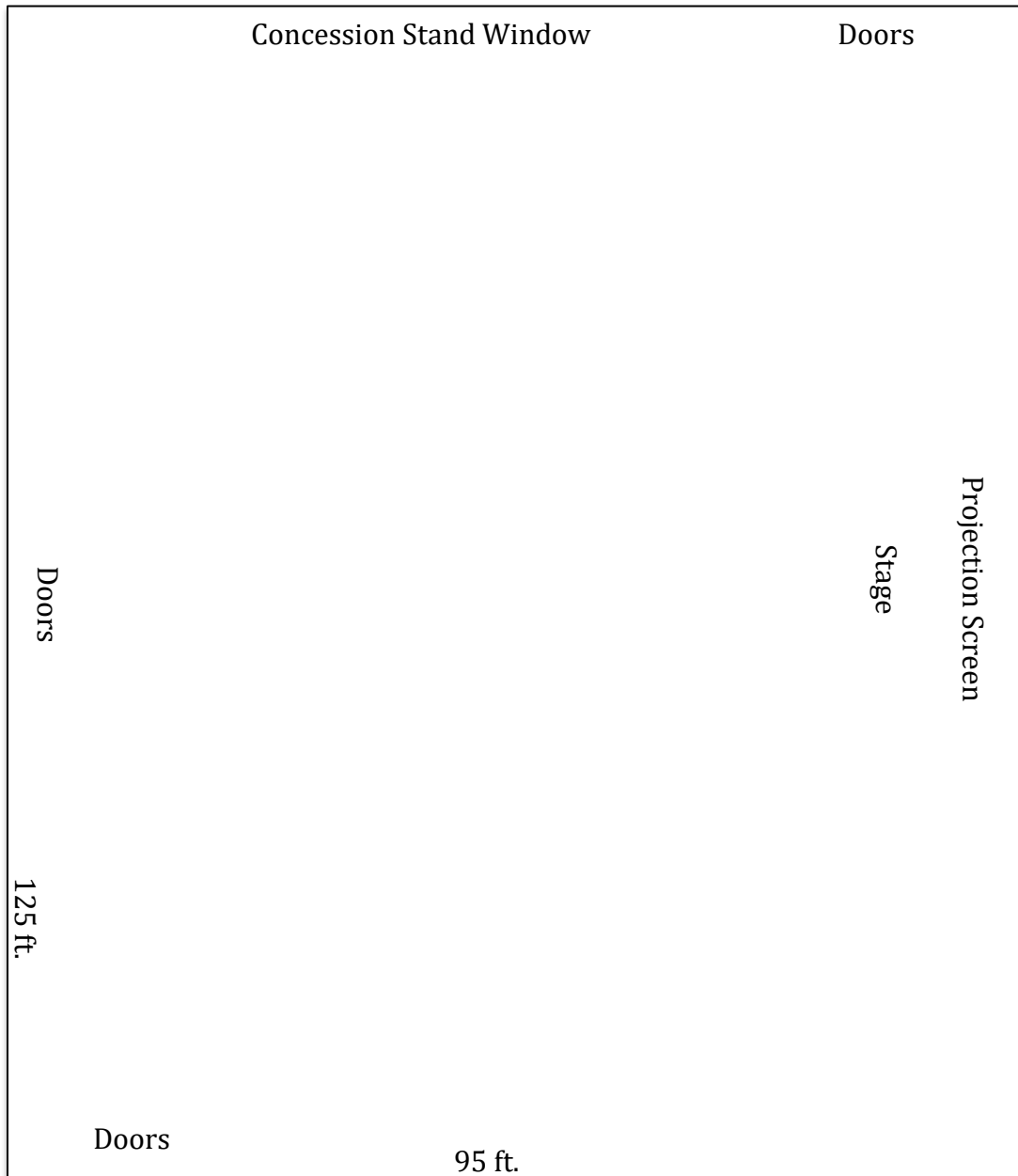
Event Room

Number of Chairs _____

Number of Tables _____

Number of Panels _____

Will you need the stage? _____ Please Illustrate.





Set Up Agreement Form Signature Page

Forms must be submitted at least 30 days before the event.

Name of Event

Set Up Date _____

Date of Event _____

Lessee or Authorized Representative of Lessee

Phone Number _____

I, _____ have approved and inspected the set up and find it to be in compliance with the attached plans for the date of _____ at Dripping Springs Ranch Park.

Set Up Representative

Signature

Date

Staff Member

Signature

Date



Requirements:

- All forms must be submitted at least 30 days before the scheduled event.
- Forms will be accepted via e-mail, hand delivery or regular mail.
- Please call ahead if you are hand delivering forms.
- An authorized representative must be present during set up to supervise and to sign off at completion.

More information

Website

drippingspringsranchpark.com

Ranch Park Manager

Lynne Dickinson

ldickinson@cityofdrippingsprings.com

Cell: 512-560-8319

Office: 512-858-4725

Dripping Springs Ranch Park Physical Address

1042 Event Center Drive, Dripping Springs, TX 78620

Dripping Springs Ranch Park Mailing Address

P.O. Box 384, Dripping Springs, TX 78620

Do you have special electrical needs? If so, indicate in your diagrams and list below.

Do you need stalls? Yes No

Estimated number? _____

Will you be using the PA system? Yes No

Do you any special requests for the arena dirt? (Drug, packed, dirt added ect.)

Do you need tractor services? Yes No. If so describe.

At what time will you be arriving at DSRP to set up?

Date _____

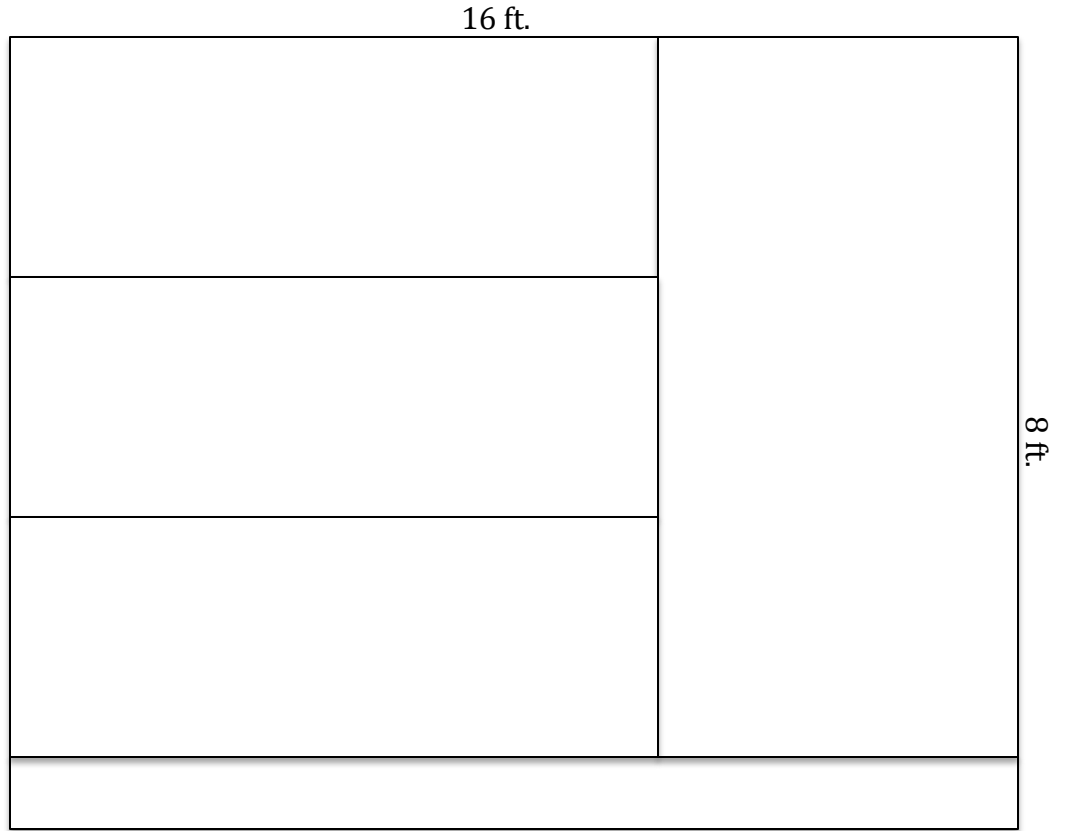
Time _____

By what time do you need the set up completed? _____

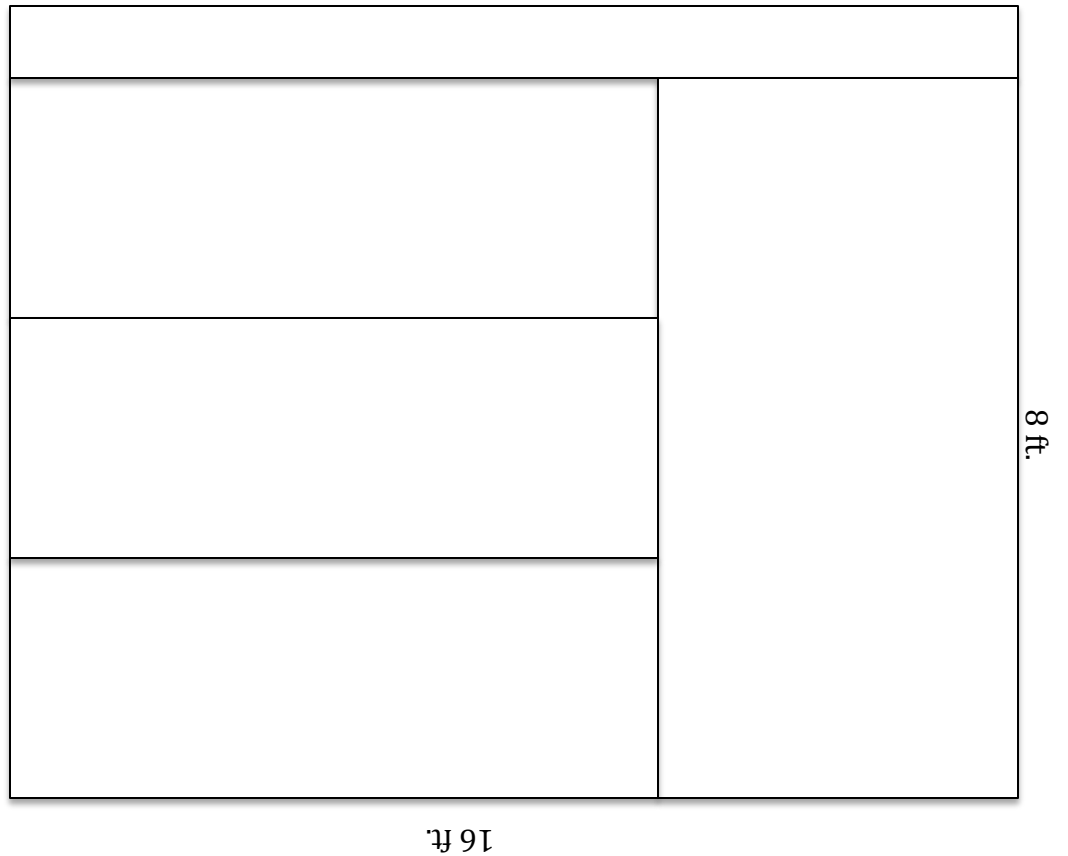
Is there anything you need that has not been included in these forms?

Pen Set Up

This is the current pen set up. If you need a different setup please illustrate on the next page.



Alley



Personalized Pen Set Up

Please illustrate desired pen set up below.

Notes:

Arena

Number of Chairs _____

Number of Tables _____

Number of Panels _____

Do you need the stage in the arena?

If so please illustrate desired positioning below.

Warm Up Arena

Stalls

Bleachers

275 ft.

144 ft.

Bucking Chutes & Announcers Booth