



DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

APPLICANT INFORMATION

Lessee/Company Name: _____

Designated Event Spokesperson: _____

Address: _____ City/State/Zip _____

Phone #: (____)____ - _____ Alternate Phone #:(____)____ - _____

Email: _____

EVENT INFORMATION

Name of Event: _____ Website _____

Event Start Date: _____ (Actual, not set up)

Event End Date: _____ (Actual, not break down)

Event Start Time: _____ *Event End Time: _____

***All music & alcohol consumption must end by *midnight*. No exceptions.**

Description of Event: _____

Expected Attendance for Event: _____

Times and Types of Use: *(Please be specific and list all times the space is needed, including deliveries & set-up. Failure to list all set up times & dates and event times could result in the building not being accesible or staff unavailable at your desired times.*

Set Up dates and times? _____

Special Requests? _____



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SOUND & AUDIO/VISUAL EQUIPMENT

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

Will you use DSRP Sound System/Microphones? YES NO

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

Will you need a sound/AV Tech (additional fee TBD) 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: _____

SPECIAL ELECTRICAL NEEDS

(Special electrical needs will result in additional fees)

Do you have special electrical needs/set up? YES NO

If **YES**, special electrical needs *must be submitted to DSRP no later than 30 days in advance of the event*. Failure to make this submittal could hinder your electrical needs being met by the facility. Please describe special electrical needs in detail: _____

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: _____

WWW.DRIPPINGSRINGSRANCHPARK.COM

PHONE: 512-594-2046

PHYSICAL ADDRESS: 1042 EVENT CENTER DRIVE
DRIPPING SPRINGS, TEXAS 78620

MAILING ADDRESS: PO Box 384
DRIPPING SPRINGS, TEXAS 78620



DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

Certificate of Liability Insurance Provided (Must list Dripping Springs Ranch Park/City of Dripping Springs as Certificate Holder & Additional Named Insured): YES NO

Approved for Alcohol Sales: YES NO

City Staff Signature of Approval: X _____

GENERAL LIABILITY INSURANCE

Certificate of Liability Insurance Provided (Must list Dripping Springs Ranch Park/City of Dripping Springs as Certificate Holder & Additional Named Insured): YES NO

CONCESSION SALES

Would you like to request concession sales at your event? YES NO

SPECIAL SET-UP or DIRT NEEDS

(Special set-up & dirt needs will result in additional fees)

Do you have special set-up needs or special dirt needs? YES NO

If **YES**, special set-up needs or special dirt **needs must be submitted to DSRP no later than 30 days** in advance of the event. Failure to make this submittal could hinder your set-up and/or dirt needs being met by the facility.

Please describe special set-up and/or dirt needs in detail: _____



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DRIPPING SPRINGS RANCH PARK FACILITIES RENTAL POLICY

(approved 12/10/19)

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.

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 Event Center 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.

DSRP EVENT CENTER DEFINITIONS

Event Center Facility Rental

Fee includes use of the large indoor arena, small arena, lights, announcer's booth, public address system, chutes, panels, warm up arena and common/ vendor areas; 12,000 sq. ft meeting space & 6,000 sq. Ft. meeting space, Concession Kitchen. The fee does not include any facilities not listed here.

Event Center Large Indoor Arena Rental

Fee includes use of large indoor arena, lights, announcer's booth, public address system, chutes, panels, and warm up arena. The fee does not include any facilities not listed here.

Event Center Small Indoor Arena Rental

Fee includes use of small indoor arena, lights, announcer's booth, public address system, chutes, panels, and warm up arena. The fee does not include any facilities not listed here.

Large Special Event Room Rental

Fee includes the 12,000 sq. ft. meeting space is available in conjunction with other events, or for stand-alone events. The fee does not include any facilities not listed here.

Small Special Event Room Rental

Fee includes the 6,000 sq. ft. meeting space is available in conjunction with other events, or for stand-alone events. The fee does not include any facilities not listed here.

Vendor Hall/Front Porch Rental

Fee includes the 19,000 sq. ft. covered area in the Event Center is available in conjunction with other events, or for stand-alone events. The fee does not include any facilities not listed here.

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 primitive camp site (Grounds fee will apply if tied adjacent to primitive camp site, in a portable pen or tied to trailer). Tying horses to the stalls is prohibited. Tying horses to your trailer at your RV campsite or erecting a portable pen at your RV campsite is prohibited. Tying or placing horses in any livestock pens, rough stock pens or cattle pens 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. DSRP requires that each stall have a minimum of 2 bags of shavings per stall. Shavings are not included in the stall rental price but are available for purchase at

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Dripping Springs Ranch Park. No outside shavings are allowed. Event Managers/Show managers have the option to do their own stall check-ins and remit payment to DSRP for stalls and shavings at DSRP rates.

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 Managers/Show managers have the option to do their own RV check-ins and remit payment to DSRP for RVs at DSRP rates.

Concession Stand Rental

The Concession stand is available for rent during events. If Lessee requires a concessionaire, contact DSRP Manager. The fee does not include any facilities not listed here.

Concession Kitchen Rental

The Concession Kitchen is available for rent during events. If Lessee requires a concessionaire, contact DSRP Manager. The fee does not include any facilities not listed here.

Tables and Chairs

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

Arena Prep

DSRP 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.

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.).

Outdoor Riding Arena & Round Pen Rental

The arena is 250 x 150 sq ft. This arena can be used in conjunction with events at the Event Center or as a standalone 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 for warm-up and training horses. The fee does not include any facilities not listed here.



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POLICIES FOR USE: Dripping Springs Ranch Park Event Center & Outdoor Arena

1. **No GLASS** containers are allowed on premises of the Dripping Springs Ranch Park and Event Center. This includes all outdoor spaces. **Failure for lessee and guests to comply with this policy will result in a \$500 fine and immediate cancellation of your event.**
2. When renting the special event rooms 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 always be accompanied by an adult. 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).
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 Rooms, 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. Recurring events have the option to book multiple years in advance.
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. One hour 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. If the premises are not vacated within the 1-hour clean up time, a per hour charge will be incurred.
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 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. **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 unless otherwise noted in rental agreement. Lessee agrees to leave the premises in as good



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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 are 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 and DSRP 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.



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

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 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, nine men’s toilets and three urinals. The new addition houses eight women’s toilets, five men’s toilets and three urinals. 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 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	1	2	2	3	4	10	10	12	17	20	24
2	1	1	2	3	4	8	12	16	20	27	32	39
3	1	1	2	3	5	10	15	19	24	34	38	47
4	1	1	2	4	6	11	16	22	27	38	41	54
5	2	2	2	4	6	12	18	24	29	41	42	58
6	2	2	3	4	7	13	18	25	31	42	46	62
7	2	2	3	4	7	13	19	25	32	46	46	64
8	2	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.

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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 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 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, layout, dirt needs & electrical needs and parking plan:** The floor plan, event layout, dirt needs and electrical need and parking plans are due to DSRP no later than 30 days prior to the event. Failure to do so could hinder DSRP from meeting layout and electrical needs. Changes made after this 30-day deadline may result in additional fees.
39. **DSRP has wifi internet available.** A password is required for access.
40. **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.



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41. **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.
42. **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.
43. **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.
44. **Each event will have a designated spokesperson.** Any communications before and during the event must come through the designated spokesperson.

**Parties booking individual areas of the Dripping Springs Ranch Park and Event Center (Vendor Hall/Front Porch, Special Event Rooms, Indoor/Outdoor Arenas, 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.

The floor plan, event layout, dirt needs, electrical needs and parking plans are due to DSRP no later than 30 days prior to the event. Failure to do so could hinder DSRP from meeting floor plan, event layout, dirt needs, electrical needs and parking needs. Changes made after this 30 day deadline may result in additional fees.

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.



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EVENT NAME: _____ **FEES** **EVENT DATE:** _____

Full payment of the fee for rental is due when the reservation is made to hold the space and date requested.

RENTAL SPACES REQUESTED: _____

RENTAL SPACE FEE AMOUNT: _____

ADD ONS & FEES: _____

TOTAL RENTAL FEES: _____ **BALANCE DUE ON RENTAL FEES:** _____

SECURITY DEPOSIT AMOUNT: _____ **DUE DATE:** _____

A separate security deposit of fifty (50%) percent of the facility rental cost is due ten (10) days prior to the first day/date of the event unless otherwise noted in rental agreement.

SECURITY DEPOSIT PAID? YES OR NO

BALANCE DUE FOR: _____ **BALANCE AMOUNT:** _____

Please read and initial/date below:

Initial: _____ Date _____ I have read and understand the policies, terms and conditions on the preceding pages required for rental of the park.

Initial: _____ Date _____ I understand that failure to comply with any of the policies, terms and conditions outlined in this agreement could result in forfeiture of my rental date, rental fees, security deposit and possible fines.

Initial: _____ Date _____ Damages to the rental space, facilities or any part of Dripping Springs Ranch Park Property exceeding the amount of the collected security deposit will be assessed at a cost plus 15% administrative fee.

Initial: _____ Date _____ Other fees may be assessed on an event basis depending on special requirements and requests from lessee.

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 event 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.

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Lessee or Designated Event Spokesperson Signature

Date Signed

City Representative

Date Signed

*****CASH AND CHECKS ARE ACCEPTED*****

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.

Lynne Dickinson, DSRP Manager, LDickinson@cityofdrippingsprings.com

Rachel Henry, DSRP Event Center Coordinator, RHenry@cityofdrippingsprings.com

FOR OFFICE USE ONLY

COMPILATION PAGE

SPACE: _____ KITCHEN? YES OR NO

TABC? YES OR NO INSURANCE PROVIDED? YES OR NO

DSRP STAFF CLEANING? YES OR NO

OF TABLES: _____ # OF CHAIRS _____

SPECIAL LAYOUT REQUESTED?

STALL COUNT? YES OR NO PANNEL COUNT? YES OR NO SHAVINGS COUNT? YES OR NO

LIGHTS ON TIMER? YES OR NO

MIC AND SOUND? YES OR NO PROJECTOR SCREEN? YES OR NO

EXTRA ARENA DRAG? YES OR NO

ARENA DRAG SCHEDULE: _____

SPECIAL DIRT NEEDS: _____



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2020 SECURITY DEPOSIT REFUND FORM

Event Name: _____

Event Date: _____

Contact Name: _____

Address: _____ City _____ State _____

Phone: (____) _____ - _____ Email: _____

Total Deposit Paid: \$ _____ RECEIPT #: _____ Date: ____/____/____

DEPOSIT REFUND NOTES-POST EVENT

The following security deposit amount is being returned for the event listed above:

Amount Returned: \$ _____

Refund Received by: _____ Date ____/____/____
(Customer Printed Name)

Customer Signature X _____

DSRP Staff Signature: _____ Date ____/____/____

ATTACHMENT A
Dripping Springs Ranch Park Fee Schedule
approved 12/10/19

ENTIRE PARK						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE	
All Facilities at DSRP (excludes Stalls, VIP Booths, RVs & Ranch House)	Entire park (excluding Ranch House) per day	\$ 4,000.00			\$ -	
All Facilities at DSRP (excludes Stalls, RVs, Ranch House & VIP Booths)	Each Additional Hour	\$ 75.00			\$ -	

EVENT CENTER						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE	
Event Center (excludes Stalls, VIP Booths, & RVs)	All Indoor Arenas, Vendor Hall, Both Special Event Rooms, Kitchen & concession stands. (excludes stalls & rv spaces) Full Day (12 Hours)	\$ 3,000.00			\$ -	
Event Center	Each additional Hour	\$ 75.00			\$ -	

ARENAS						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE	
Large Indoor Arena	Full Day (12 hrs) Monday - Thursday	\$ 400.00			\$ -	
Large Indoor Arena	Full Day (12 hrs) Friday - Sunday	\$ 900.00			\$ -	
Large Indoor Arena	Half Day (6 hrs) Monday - Thursday	\$ 225.00			\$ -	
Large Indoor Arena	Each additional Hour	\$ 40.00			\$ -	
Outdoor Arena	Per Day	\$ 150.00			\$ -	
Outdoor Arena	With Indoor Arena Rental	\$ 75.00			\$ -	
Outdoor Arena Lights	Lights for outdoor arena - per night	\$ 25.00			\$ -	
Small Indoor Arena	Full Day (12 hrs) Monday - Thursday	\$ 200.00			\$ -	
Small Indoor Arena	Full Day (12 hrs) Friday - Sunday	\$ 350.00			\$ -	
Small Indoor Arena	Half Day (6 hrs) Monday - Thursday	\$ 100.00			\$ -	
Small Indoor Arena	Each additional Hour	\$ 25.00			\$ -	
Both Indoor Arenas	Full Day (12 hrs) Monday - Thursday	\$ 500.00			\$ -	
Both Indoor Arenas	Full Day (12 hrs) Friday - Sunday	\$ 1,100.00			\$ -	
Both Indoor Arenas	Half Day (6 hrs) Monday - Thursday	\$ 300.00			\$ -	
Both Indoor Arenas	Each additional Hour	\$ 30.00			\$ -	
VIP Booth	14 Available, Full Day (12 hrs), per day	\$ 150.00			\$ -	

EVENT ROOMS						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE	
Large Special Event Room	Full Day (12 hrs) Friday - Sunday WITH Food & Drinks	\$ 1,500.00			\$ -	
Large Special Event Room	Full Day (12 hrs) Friday - Sunday NO Food & Drinks	\$ 1,000.00			\$ -	
Large Special Event Room	Half Day (6 hrs) Friday - Sunday WITH Food & Drinks	\$ 800.00			\$ -	
Large Special Event Room	Half Day (6 hrs) Friday - Sunday NO Food & Drinks	\$ 600.00			\$ -	
Large Special Event Room	Full Day (12 hrs) Monday - Thursday WITH Food & Drinks	\$ 750.00			\$ -	
Large Special Event Room	Full Day (6 hrs) Monday - Thursday NO Food & Drinks	\$ 500.00			\$ -	
Large Special Event Room	Half Day (6 hrs) Monday - Thursday WITH Food & Drinks	\$ 500.00			\$ -	
Large Special Event Room	Half Day (6 hrs) Monday - Thursday NO Food & Drinks	\$ 350.00			\$ -	
Large Special Event Room	Each additional Hour	\$ 75.00			\$ -	
Small Special Event Room	Full Day (12 hrs) Friday - Sunday WITH Food & Drinks	\$ 800.00			\$ -	
Small Special Event Room	Full Day (12 hrs) Friday - Sunday NO Food & Drinks	\$ 500.00			\$ -	
Small Special Event Room	Half Day (6 hrs) Friday - Sunday WITH Food & Drinks	\$ 400.00			\$ -	
Small Special Event Room	Half Day (6 hrs) Friday - Sunday NO Food & Drinks	\$ 300.00			\$ -	
Small Special Event Room	Full Day (12 hrs) Monday - Thursday WITH Food & Drinks	\$ 400.00			\$ -	
Small Special Event Room	Full Day (12 hrs) Monday - Thursday NO Food & Drinks	\$ 250.00			\$ -	
Small Special Event Room	Half Day (6 hrs) Monday - Thursday WITH Food & Drinks	\$ 250.00			\$ -	
Small Special Event Room	Half Day (6 hrs) Monday - Thursday NO Food & Drinks	\$ 175.00			\$ -	
Small Special Event Room	Each additional Hour	\$ 50.00			\$ -	

Total Amount _____

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VENDOR HALL / FRONT PORCH

FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE
Vendor Hall / Front Porch	Full Day (12 hrs)	\$ 400.00			\$ -
Vendor Hall / Front Porch	Half Day (6 hrs)	\$ 250.00			\$ -
Vendor Hall / Front Porch	Each additional Hour	\$ 35.00			\$ -

CONCESSION KITCHEN / CONCESSION STAND

FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE
Concession Kitchen	Full Day (12 hrs)	\$ 300.00			\$ -
Concession Kitchen	Half Day (6 hrs)	\$ 200.00			\$ -
Concession Kitchen	Each additional Hour	\$ 25.00			\$ -
Concession Stand	Full Day (12 hrs)	\$ 200.00			\$ -
Concession Stand	Half Day (6 hrs)	\$ 100.00			\$ -
Concession Stand	Each additional Hour	\$ 25.00			\$ -

FIELDS / TRAILS

FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE
Fields	Fields available: 4, fee is per field, per day	\$ 100.00			\$ -
Trails	Trails - 5+ miles, per event	\$ 450.00			\$ -

CUSTODIAL FEES - all facilities

FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE
Custodial Fee	Waiving Fee: I will do my own cleaning	\$ -			\$ -
Custodial Fee	Entire Park, per event	\$ 1,000.00			\$ -
Custodial Fee	Event Center, per event	\$ 750.00			\$ -
Custodial Fee	Large Indoor Arena, per event	\$ 300.00			\$ -
Custodial Fee	Small Indoor Arena, per event	\$ 150.00			\$ -
Custodial Fee	Outdoor Arena, per event	\$ 100.00			\$ -
Custodial Fee	Large Special Event Room - NO Food or Drinks, per event	\$ 250.00			\$ -
Custodial Fee	Large Special Event Room - WITH Food or Drinks, per event	\$ 350.00			\$ -
Custodial Fee	Small Special Event Room - NO Food or Drinks, per event	\$ 150.00			\$ -
Custodial Fee	Small Special Event Room - WITH Food or Drinks, per event	\$ 200.00			\$ -
Custodial Fee	Vendor Hall / Front Porch, per event	\$ 150.00			\$ -
Custodial Fee	Concession Kitchen	\$ 150.00			\$ -
Custodial Fee	Concession Stand	\$ 75.00			\$ -
Custodial Fee	Fields / Trails	\$ 200.00			\$ -
Custodial Fee	VIP Booth, per booth, 14 available	\$ 25.00			\$ -

STALLS / SHAVINGS / RV / PRIMITIVE CAMPING / GROUNDS FEE / DUMP STATION

FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE
Stalls	128 Available	\$ 25.00			\$ -
Shavings	2 bag min per stall	\$ 8.00			\$ -
RV Hookup	30 AMP & 50 AMP & Water & Dump Station	\$ 40.00			\$ -
Primitive Camping	Water only, per day per site	\$ 10.00			\$ -
Grounds Fee	For all horses on property not stalled	\$ 10.00			\$ -
Dump Station	Dump Station	\$ 20.00			\$ -

AUDIO VISUAL / SOUND SYSTEM / ELECTRICAL NEEDS

FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE
Large AMP Plugs	Spider Box or Community Board, each plug/box	\$ 35.00			\$ -
Direct Plug	Direct Plug into Transformer, each plug	\$ 50.00			\$ -
Sound System	Sound System, per day	\$ 50.00			\$ -
Sound System	Projector / Screen, per day	\$ 50.00			\$ -
Audio/Visual Engineer	Fee TBD at assessment per event specifications	\$ -			\$ -

Total Amount _____

ATTACHMENT A
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ARENA EQUIPMENT & DIRT NEEDS						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS/HRS (if applicable)	TOTAL DUE	
Panels	Panels without DSRP setup, each	\$ 1.00			\$ -	
Panels	Panels WITH setup by DSRP Staff, each	\$ 2.50			\$ -	
DSRP Staffing	For panel setup, per hour, per staff member	\$ 25.00			\$ -	
Arena Packing	Hard Packing Arena	\$ 450.00			\$ -	
Water & Drag	Water & Drag during event, per day	\$ 100.00			\$ -	
Tractor Rental	Per Tractor, drag, water	\$ 150.00			\$ -	
Laser Timer	Laser Timer per timer, per day	\$ 25.00			\$ -	
Jumps	Jumps, per event	\$ 650.00			\$ -	
Jumps	Jump set up fee, per staff member per hour	\$ 25.00			\$ -	

ATV						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS (if applicable)	TOTAL DUE	
Kawasaki Mule	per day	\$ 25.00			\$ -	
John Deere Gator	per day	\$ 25.00			\$ -	

DSRP STAFF						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS/HRS (if applicable)	TOTAL DUE	
DSRP Staffing	DSRP Staffing to help at event, per hour, per staff member	\$ 25.00			\$ -	

CHAIRS / TABLES / STAGE / BLEACHERS						
FACILITY/ITEM	DESCRIPTION	FEE (ea)	# REQUIRED (if applicable)	# DAYS/HRS (if applicable)	TOTAL DUE	
Stage - Event Room	Removal or Reconfiguration of stage in event room	\$ 50.00			\$ -	
Stage - Event Room	Set up of additional stage in event room	\$ 50.00			\$ -	
Stage - Arena	Set up of stage in arena (per stage)	\$ 50.00			\$ -	
Bleachers	Special portable bleacher set up, per bleacher set	\$ 100.00			\$ -	
Tables	40 rectangular 8' tables, each	\$ 10.00			\$ -	
Chairs	300 gray folding chairs, each	\$ 1.00			\$ -	

Total Amount _____

Page 1 Total: _____
Page 2 Total: _____
Page 3 Total: _____
Grand Total: _____