

# DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs
Ranch Park Event Center, 1042 Event Center Drive
Wednesday, August 02, 2023 at 11:00 AM

# Agenda

### CALL TO ORDER AND ROLL CALL

### **Board Members**

Todd Purcell, Chair Terry Polk, Vice Chair Pam Owens, Secretary Penny Reeves Mike Carroll

### Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andy Binz DSRP Manager Emily Nelson DSRP Assistant Manager Lily Sellers DSRP Program Coordinator Caylie Houchin

### PRESENTATION OF CITIZENS

A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

### **MINUTES**

1. Discuss and consider approval of the May 3, 2023, Dripping Springs Ranch Park Board regular meeting minutes.

### **BUSINESS**

2. Discuss and consider recommendation regarding a Co-Sponsorship Agreement Between the City of Dripping Springs and the Dripping Springs Methodist Church regarding the Wild Game Dinner.

- 3. Discuss and consider recommendation regarding a Co-Sponsorship Agreement between the City of Dripping Springs and Dripping Helping Hands for the Empty Bowl Project.
- 4. Discuss and consider recommendation regarding a Co-Sponsorship Agreement between the City of Dripping Springs and LOOMC Charities, Inc. for the Goat Couture Event on September 9, 2023 at Dripping Springs Ranch Park.
- 5. Discuss and consider a recommendation regarding a budget amendment to host an ice rink at Dripping Springs Ranch Park from December 7, 2023-January 7, 2024; and to recommend City Council accept the bid and negotiate a contract.

### **REPORTS**

The following reports relate to the administration of the Dripping Springs Ranch Park Event Center. The Board may provide staff direction; however, no action may be taken.

- **6.** Eclipse Report regarding Primitive Camping and RV Plan.
- 7. Dripping Springs Ranch Park & Event Center Report Emily Nelson, DSRP Manager

### **EXECUTIVE SESSION**

The Dripping Springs Ranch Park Board of Directors for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Dripping Springs Ranch Park Board of Directors for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

### **UPCOMING MEETINGS**

### **DSRP** Board Meetings

September 6, 2023, at 11:00 a.m. October 4, 2023, at 11:00 a.m. November 1, 2023 at 11:00 a.m.

### City Council Meetings

August 15, 2023, at 6:00 p.m. September 5, 2023, at 6:00 p.m. September 19, 2023, at 6:00 p.m.

### **ADJOURN**

### TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's

Texas Codes Annotated. In addition,	the Board may	consider a vote	to excuse	the absence	of any	Board
Member for absence from this meeting	g.					

I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingpsrings.com, on July 28, 2023, at 4:45 p.m.

City Secretary	

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



# DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

# **City of Dripping Springs**

Ranch Park Event Center, 1042 Event Center Drive Wednesday, May 03, 2023 at 11:00 AM

# **MINUTES**

### CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Purcell called the meeting to order at 11:00 a.m.

### **Board Members present were:**

Todd Purcell, Chair Terry Polk, Vice Chair Mike Carroll Penny Reeves

### **Board Member absent was:**

Pam Owens, Secretary

### City Staff, Consultants & Appointed/Elected Officials present were:

Parks & Community Services Director Andy Binz DSRP Manager Emily Nelson DSRP Assistant Manager Lily Sellers

### PRESENTATION OF CITIZENS

A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

Tina Adkins with Hays County Naturalist spoke regarding bird identification signage at Dripping Springs Ranch Park and the Charro Park Bird Blind. The DSRP Board recommended Tina Adkins to present to the Parks & Recreation Commission.

### **MINUTES**

1. Discuss and consider approval of the March 1, 2023, DSRP Board regular meeting minutes.

A motion was made by Board Member Carroll to approve the March 1, 2023, DSRP Board regular meeting minutes. Board Member Reeves seconded the motion which carried unanimously 4 to 0.

### **BUSINESS**

2. Discuss and consider approval of the DSRP Board of Directors Fiscal Year 2024 Budget recommendation.

Emily Nelson presented the staff report which is on file. Staff recommends approval of the budget recommendations.

A motion was made by Vice Chair Polk to approve the DSRP Board of Directors Fiscal Year 2024 Budget recommendation with removal of the canopy. Board Member Reeves seconded the motion which carried unanimously 4 to 0.

### **EXECUTIVE SESSION**

The Dripping Springs Ranch Park Board of Directors for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Dripping Springs Ranch Park Board of Directors for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

The Board did not meet in Executive Session.

### **UPCOMING MEETINGS**

### **DSRP Board Meetings**

June 7, 2023, at 11:00 a.m. July 5, 2023, at 11:00 a.m. August 2, 2023, at 11:00 a.m.

### City Council Meetings

May 16, 2023, at 6:00 p.m. June 6, 2023, at 6:00 p.m. June 20, 2023, at 6:00 p.m. July 5, 2023, at 6:00 p.m.

# **ADJOURN**

A motion was made by Board Member Carroll to adjourn the meeting. Vice Chair Polk seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 12:00 p.m.



# STAFF REPORT

# **City of Dripping Springs**

**PO Box 384** 

511 Mercer Street

**Dripping Springs, TX 78602** 

**Submitted By:** Emily Nelson, Dripping Springs Ranch Park Manager

DSRP Board Meeting Date: August 2, 2023

Agenda Item Wording: Discuss and consider possible action regarding a Co-

**Sponsorship Agreement for Dripping Springs Methodist Church** 

regarding the Wild Game Dinner.

**Agenda Item Requestor:** Emily Nelson

**Summary/Background:** This year will be the 34<sup>th</sup> Annual Dripping Springs Wild Game Dinner. The

Wild Game Dinner rents the entire Main Side of the facility. Dripping Springs Methodist Church Wild Game Dinner is requesting a Co-Sponsorship with the City of Dripping Springs to hang a banner at the

triangle.

They initially requested the 10% discount. They have opted to utilize the DSRP non-profit discount of 25% instead. They are only requesting a banner

this year.

**Staff Recommendation:** Staff recommends approval of the co-sponsored banner to be hung at the

Triangle.

**Attachments:** Co-Sponsorship Application

**DSRP** Rental Agreement

**Next Steps/Schedule:** Take to City Council for approval.



April 20, 2023 169 Kinloch Court Austin, TX 78737

Dripping Springs Ranch Park 1042 Event Center Drive Dripping Springs, TX 78620

Dear DS Ranch Park Board of Directors,

On behalf of the 34<sup>th</sup> Annual Dripping Springs Wild Game Dinner committee please review the attached application for Co-Sponsorship for our 2024 event on Saturday February 3, 2024 at Ranch Park.

This fundraiser will continue to be a celebratory evening and positive community experience of food, fun and fellowship. In 2023 the event raised over \$100,000 net; the great majority of which was immediately disbursed back into the community supporting many local charities and worthy recipients.

This co-sponsorship funding request is for \$418.75 which is 10% of the cost of the Dripping Springs Ranch Park fee. A copy of the proposed (draft) 4' x 8' outdoor banner is attached (subject to correct Dripping Springs logo usage / placement of course). We will also have 2,500 business cards, 100 11" x 17" posters, 3 additional outdoor banners, and a full compliment of newsprint, magazine, radio and social media marketing and advertising elements.

Thank you for your consideration / support of the 34<sup>th</sup> annual Dripping Springs Wild Game Dinner and I look forward to hearing from you.

BillDellinne

Bill De Winne, Event Vice-Chairman & Marketing Manager 770-329-8361 drippingspringstexas@yahoo.com



# Co-Sponsorship Application

SPONSORING ORGANIZATION NAME:

DS United Methodist Church Wild Game Dinner

**APPLICANT** 

Name: Bill De Winne

Position: Vice-Chairman

Contact Number: (770) 329-8361

Email: drippingspringstexas@yahoo.com

Address: 169 Kinloch Court, Austin, TX 78737

**EVENT** 

NAME: 34th Annual Dripping Springs Wild Game Dinner

START DATE/TIME: February 3, 2024 / 5:00PM

END DATE/TIME: February 3, 2024 / 9:00PM

ADDRESS: 1042 Event Center Drive, Dripping Springs, TX 78620

ESTIMATED ATTENDANCE: 800

### **EVENT DESCRIPTION**

34th Annual Wild Game Dinner charity fundraiser. Full BBQ meal, dessert, soft drinks. Live and silent auctions. Fun, Food and Fellowship!

DS United Methodist Church Tax EIN: 92-3248153

WILL THIS EVENT BE OPEN TO ALL MEMBERS OF THE PUBLIC?
Yes No
HAVE YOU PREVIOUSLY CO-SPONSORED WITH THE CITY OF DRIPPING SPRINGS?
Oyes ONo
WILL YOU NEED MARKETING ASSISTANCE FOR THIS EVENT?
Yes No
WILL THE CITY LOGO BE USED FOR THIS EVENT?
Yes No
WILL ADMISSION BE CHARGED?
Yes No
WILL ANYTHING BE SOLD? (Vendor permit may be required)
Yes No
WILL YOU BE SERVING FOOD?
(Food permit may be required)
Yes No
IS THE ORGANIZATION A REGISTERED NONPROFIT CORPORATION OR 501(c)3? (Attach proof to Application)
Yes No
DOES THE ORGANIZATION HAVE LIABILITY INSURANCE FOR THIS EVENT? (Attach proof to Application)
Yes No
IS A BUDGET SHEET THAT INCLUDES THE EXPENSES THE SPONSORSHIP IS REQUESTING INCLUDED WITH YOUR APPLICATION?
Yes No
HOW WILL THE CITY BE RECOGNIZED AS A CO-SPONSOR?  City Logo will be displayed on all marketing materials (see below);
WHAT IS YOUR MEDIA AND/ OR PUBLICITY PLAN?

2,500 business cards, 100 11x17 signs for local businesses to display, 4 4'x8' outdoor banners, in-church displays, Community Impact ad, Dripping Springs City LifeStyle ad, Century News/Wimberley View ads, KDRP radio ads, Belterra/HighPointe ad, all Social Media posts.

City of Dripping Springs Co-Sponsorship Policy & Application Parks & Community
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# WHAT IS THE PRIOR HISTORY OF THIS EVENT OR SIMILAR EVENTS THAT INCLUDED COMMUNITY INVOLVEMENT?

This charity fundraiser has been held since 1991 and is one of the largest, most well-known event in February each year. Over 100 volunteers are involved in putting on this event with over \$100,000 (net) raised with the 2023 event which is immediately reinvested in our community supporting many worthy causes/needs.

EXI	EASE, CHOOSE ONE OR PLAIN YOUR SELECTION SEVENT		FOLLOWIN	NG OPTIONS AND BRIEFLY
	Promotes the City as a c	lesirable place to liv	e, visit and do	business.
	Promotes the City as a City.	visitor destination as	nd/or bring to	urism- associated revenue to the
	Enhances the quality of	life and wellbeing o	of some or all	residents of the community.
	Advances the City's con Promotes the historic dis		de in being a r	nulticultural community.
	Promotes cultural and a	rtistic awareness am	ong the citize	enry.
**	**************************************	ATION IS TO RE C	OMPLETED	BY CITY STAFF******
	CEIVED BY CITY DATE:		COMMENTS	
CIT	TY ADMINISTRATOR:			
DA'	ТЕ:	<b>O</b> APPROVE	ODENY	O NOT REQUIRED
DR	IPPING SPRINGS RANCH	PARK BOARD OF	DIRECTORS	S RECOMMENDATION:
DA'	ГЕ:	<b>O</b> APPROVE	ODENY	O NOT REQUIRED
CIT	Y COUNCIL:			
DA	ГЕ:	OAPPROVE	ODENY	O NOT REQUIRED

City of Dripping Springs Co-Sponsorship Policy & Application Parks & Community Page 6 of 8

# Sign Request Form

THE CITY MUST BE A CO-SPONSOR OF AN EVENT OR SERVICE FOR A SIGN ADVERTISING IT TO BE DISPLAYED ON CITY PROPERTY. ATTACH THIS REQUEST TO THE CO-SPONSORSHIP APPLICATION.

Banners shall not be more than 32 square feet in area and 6 feet in height.

Noncommercial signs and temporary signs shall not be more than 36 square feet in area and 6 feet in height.

Requirements for Banners to be displayed at The Triangle:

Banner Width & Height: 4 feet tall by 8 feet wide

Banner Material and Grommets: vinyl with hemmed grommets every 2 feet

WIND SLITS ARE REQUIRED TO BE CUT IN BANNER TO ALLOW AIR FLOW. A BANNER WITHOUT WIND SLITS SHALL NOT BE DISPLAYED.

Sign locations will be determined by the City, based on availability.

The City will install the sign.

The City is not responsible for damage caused to a sign.

NAME OF ENTITY: DS United Methodist Church Wild Game Dinner

NAME OF REPRESENTATIVE: Bill De Winne

MAILING ADDRESS: 169 Kinloch Court, Austin, TX 78737

TELEPHONE NUMBER (770) 329-8361

EMAIL ADDRESS: drippingspringstexas@yahoo.com

### DESCRIPTION OF EVENT OR SERVICE:

34th Annual Wild Game Dinner charity fundraiser. Full BBQ meal, dessert, soft drinks. Live and silent auctions. Fun, Food and Fellowship!

DS United Methodist Church Tax EIN: 92-3248153

City of Dripping Springs
Co-Sponsorship Policy & Application

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DESCRIPTION OF INFORMATION TO BE DISPLAYED ON SIGN (ATTACH GRAPHIC TO APPLICATION):
Event name, date, time, place.
SIGN DIMENSIONS AND HEIGHT: 4' x 8'
SIGN MATERIALS: Vinyl banner with required grommets and wind breaks
REQUESTED DATE FOR SIGN TO BE DISPLAYED: (No more than 30 days prior to event/service)
TYPE OF SIGN: BANNER NONCOMMERCIAL TEMPORARY
LOCATION WHERE SIGN WILL BE DISPLAYED:
290/RR12 Triangle
Click here to attach SIGN IMAGE
*****BELOW INFORMATION IS TO BE COMPLETED BY CITY STAFF*****
RECEIVED BY CITY DATE:
CITY ADMINISTRATOR:
DATE: DENY DENY

City of Dripping Springs Co-Sponsorship Policy & Application

Parks & Community Page 8 of 8



I BOUND

# Wild Game Dinner **Dripping Springs**

Presented by VOLVO Cars of Austin

DRIPPING SPRINGS
Texas

Open spaces, friendly faces.

Sat. Feb. 3rd 5-9 PM DS RANCH PARK

Brisket, Venison,

Smoked:

Pork, Sausage,

Tasty Sides &

DSWGD.com

Desserts. Raffles

& Auctions Too!

& EVENT CENTER



APPLICANT INFORMATION
Lessee/Company Name: Dripping Springs Methodist Church
Designated Event Spokesperson: Mike Milliken
Address: 28900 Ranch Road 12 City/State/Zip Dripping Springs, TX 78620
Phone #: (979 ) 571 _ 2066 Alternate Phone #:()
Email: mmilliken2007@gmail.com
<b>EVENT INFORMATION</b>
Name of Event: 2024 Dripping Springs Wild Game Dinner Website WWW.dswgd.com
Event Start Date: 02/02/24 (Vendor Hall) (Actual Rental, including set up)
Event End Date: 02/03/24 (Full Facility) (Actual Rental, including break down)
Event Start Time: 5:00 am *Event End Time: 10:00 pm  *All music & alcohol consumption must end by 10PM. No exceptions.
*All music & alcohol consumption must end by 10PM. No exceptions.
Descripton of Event: Fundraising for the Dripping Springs community. All Proceeds
come back to the dripping springs area to fund etc. Helping Hands,
Home Town Mission, Senior Center, Wounded Warriors, Mission work, etc.
Expected Attendance for Event: 500 +
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. Full Day (12 hours), Half Day (6 hours). This must include set-up and breakdown times needed. Additional Per hour rates are available to Full and Half day rentals.  Set Up dates and times? We will be renting the full facility this year. We are needing the
Warm-up arena hard packed. We will supply the roller for the packing of the arena.
We are also going to need a stage with microphones. We will still have the Thursday to bring
in all the equipment. Lights will need to be left on outside of vendor hall in parking lot.
Special Requests? Packing of the warm-up arena.



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APPLICANT INFORMATION
Lessee/Company Name: Dripping Springs United Methodist Church
Designated Event Spokesperson: Mike Milliken
Address: 28900 Ranch Road 12
Phone #: (979 ) 571 _ 2066Alternate Phone #:()
Email: mmilliken2007@gmail.com
<b>EVENT INFORMATION</b>
Name of Event: 2024 Dripping Springs Wild Game Dinner Website www.dswgd.com
Event Start Date: 02/02/24 (Vendor Hall set up) (Actual Rental, including set up)
Event End Date: 02/03/24 (Full Facility) (Actual Rental, including break down)
Event Start Time: 5:00 am *Event End Time: 10:00 pm *All music & alcohol consumption must end by 10PM. No exceptions.
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Expected Attendance for Event: 500+ people
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
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Set Up dates and times? We will be renting the full facility this year. We are needing the
Warm-up arena hard packed. We will supply the roller for the packing of the arena.
We are also going to need a stage with microphones. We will still have the Thursday to bring
in all the equipment. Lights will need to be left on outside of vendor hall in parking lot.
Special Requests? Packing of the warm up arena.

WWW.DRIPPINGSPRINGSRANCHPARK.COM

PHONE: 512-894-2390

PHYSICAL ADDRESS: 1042 EVENT CENTER DRIVE DRIPPING SPRINGS, TEXAS 78620 MAILING ADDRESS: PO Box 384 DRIPPING SPRINGS, TEXAS 78620



SOUND & AUD	IO/VISUAL EQUIPMENT
Will there be loudspeakers, live music or any activities with the second	vity which involves amplification equipment or devices of any rophones
Will you use DSRP Sound System/Microphones?	■ YES □ NO
Will you use the projector/screen in the Special E	vent Room? 🔳 YES 🗌 NO
Will you need a sound/AV Tech (additional fee TB	3D) 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:
CDECIAL	
	ELECTRICAL NEEDS
(Special electrical needs will result in additional fe	ees)
Do you have special electrical needs/set up? 🔳	YES NO
	to DSRP no later than 30 days in advance of the event. Failure al needs being met by the facility. Please describe special not the warm up arena for
possible projector needs.	
ALCOHO	OLIC BEVERAGES
*Please see Facilities Rental Policy regarding alco	holic beverage service, consumption & security requirements
Will alcohol be served at your event? 🔲 YES 🔳 I	NO
Will alcohol be sold at your event? 🔲 YES 🔳 NO	
	ovide a copy of your <b>Texas Alcoholic Beverage Commission nsurance</b> with at least \$1,000,000.00 (One-Million Dollars and njuries.
TABC License Number:	
	Received by:
WWW.DRIPPINGSPRINGSRANCHPARK.COM	PHYSICAL ADDRESS: 1042 EVENT CENTER DRIV
PHONE: 512-894-2390	DRIPPING SPRINGS, TEXAS 7862

PHONE: 512-894-2390

DRIPPING SPRINGS, TEXAS 78620

MAILING ADDRESS: PO Box 384



Certificate of Liability Insurance Provided (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Certificate Holder</a> & <a href="Additional Named Insured">Additional Named Insured</a> ): <a href="#">Image: Transport of Park/City of Dripping Springs as Certificate Holder"&gt;Molder</a> & <a href="#">Additional Named Insured</a> ): <a href="#">Image: Transport of Park/City of Dripping Springs as Certificate Holder</a> & <a href="#">Additional Named Insured</a> ): <a href="#">Image: Transport of Park/City of Dripping Springs as Certificate Holder</a> & <a href="#">Additional Named Insured</a> ): <a href="#">Image: Transport of Park/City of Dripping Springs as Certificate Holder"&gt;Image: Transport of Park/City of Dripping Springs as Certificate Holder</a> & <a href="#">Additional Named Insured</a> ): <a href="#">Image: Transport of Park Park Park Park Park Park Park Park</a>
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 <a href="Maintenance">Certificate Holder</a> & <a href="Additional Named Insured">Additional Named Insured</a> : <a href="Maintenance">Image: Tripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Maintenance">Molecular (Must list Dripping Springs Ranch Park/City of Dripping Springs Ranch Park/Ci</a></a></a></a></a></a></a></a></a>
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:
Hard pack on the warm up arena for tables, chairs and stage to be set up.



### 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. Additional Custodial Fees required.

### **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. Additional Custodial Fees required.

### **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. Additional Custodial Fees required.

### **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. Additional Custodial Fees required.

### **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. Additional Custodial Fees required.

### **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 standalone events. The fee does not include any facilities not listed here. Additional Custodial Fees required.

### **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

WWW.DRIPPINGSPRINGSRANCHPARK.COM

PHONE: 512-894-2390

PHYSICAL ADDRESS: 1042 EVENT CENTER DRIVE DRIPPING SPRINGS, TEXAS 78620 MAILING ADDRESS: PO Box 384

DRIPPING SPRINGS, TEXAS 78620



Dripping Springs Ranch Park. <u>No outside shavings are allowed</u>. 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 2PM-10AM 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. Additional Custodial Fees required.

### **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. Additional Custodial Fees required.

### **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.

### <u>Lessee</u>

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. Additional Custodial Fees required.



### 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. <u>Facility Rental Period</u>: Full Day (12 hours), Half Day (6 hours). This must include set-up and breakdown times needed. Per hour rates are available to Full and Half day rentals.
- 4. <u>Multiple Day Events</u>: 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. <u>No Sublease</u>: 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. This 1-hour clean up time counts towards the 12 hour or 6 hour rental time frame.
- 10. Payment: A \$250 non-refundable deposit that credits toward your rental fees is due to reserve any dates. Remaining fees are due sixty (60) days prior to your event. 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 refund minus the \$250.00 deposit. 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. A \$25.00 NSF fee will be assessed for all returned checks.
- 11. <u>Security Deposit</u>: A credit card must be placed on file as a security deposit. To avoid charges, 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 charged to the card on file at actual cost.

- 12. <a href="Insurance">Insurance</a>: 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.
- 13. <a href="Indemnification:">Indemnification:</a> 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.
- 14. 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.
- 15. 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.



<u>All Events with alcohol must have security present</u>. 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 dsrpinfo@cityofdrippingsprings.com to inquire about concessions availability.
- 20. 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.
- 21. 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.
- 22. <u>Toilets:</u> 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** 

	-		***************************************			Maxim	um Attenda	nce*				***************************************
Number	1	100	250	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000
of Hours	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

\*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.

WWW.DRIPPINGSPRINGSRANCHPARK.COM

PHONE: 512-894-2390

PHYSICAL ADDRESS: 1042 EVENT CENTER DRIVE
DRIPPING SPRINGS, TEXAS 78620
MAILING ADDRESS: PO Box 384
DRIPPING SPRINGS, TEXAS 78620



- 24. <a href="Parking">Parking</a> 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. 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.
- 26. <u>Orange Cones:</u> 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.
- 27. <u>Coggins Lab Accession Log</u>: 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.
- 28. <u>General Park Rules:</u> 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.
- 29. 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.
- 30. <u>No signs or banners</u> 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.
- 31. 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.
- 32. No smoking on or around the DSRP Event Center and Outdoor Arena.
- 33. 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.
- 34. <u>Dogs must be on leash at all times</u> on or around the DSRP Event Center and Outdoor Arena. Owners must pick up after dogs or may be asked to leave the premises.
- 35. <u>Special Needs</u>: 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.
- 36. <u>Planning Setups (Floor Plans)</u>: 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.
- 37. 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.
- 38. DSRP has wifi internet available. A password is required for access.
- 39. <u>Please keep DSRP staff informed of any deliveries</u> 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.



- 41. <u>DSRP will provide trashcans and liners for events</u>. Lessee is responsible for utilizing these cans athroughtout your event. Your custodial fee covers staff changing out trash throughout your event. 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. <u>Each event will have a designated spokesperson</u>. 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.



EVENT N	AME: 2024	Wild Game Dinner	<b>FEES</b>	EVENT DATE: 02/03/2024
		Ren	tal Space(s) Requested	
Entire Main I Exhibit		Concessi Livestock	ent Room Main ion Kitchen k Arena-New Expansion ent Room-New Expansion	Catering Kitchen-New Expansion Outdoor Arena Outdoor Trails on Field (4 total) How many?
				Vendor Hall \$187.50=\$2437.50
				taff Labor (packing arena) \$25/hr x 4hrs=\$100=\$1250
		£4407.50		ON RENTAL FEES: \$3937.50
			REFUNDA	BLE DEPOSIT DUE: \$500.00
Please read	and initial/da	te below:		
Initial: required for	Date rental of the	I have read a park.	and understand the policies,	terms and conditions on the preceding pages
Initial:	Date	I understand to	hat failure to comply with an	y of the policies, terms and conditions outlined rity deposit and possible fines.
exceeding t	ne amount of	the collected security de	eposit will be assessed at a co	ny part of Dripping Springs Ranch Park Property ost plus 15% administrative fee.
Initial: requests fro	Date m lessee.	Other fees ma	ay be assessed on an event	basis depending on special requirements and



### 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.

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.

Teri Sanders, DSRP Facility Rental Coordinator, tsanders@cityofdrippingsprings.com



# STAFF REPORT

# **City of Dripping Springs**

**PO Box 384** 

511 Mercer Street

**Dripping Springs, TX 78602** 

**Submitted By:** Emily Nelson, Dripping Springs Ranch Park Manager

DSRP Board Meeting Date: August 2, 2023

Agenda Item Wording: Discuss and consider possible action regarding a Co-

**Sponsorship Agreement for Dripping Helping Hands.** 

**Agenda Item Requestor:** Emily Nelson

**Summary/Background:** Empty Bowls is an event that helps supply Helping Hands which serves

people in our community. This will be their 26<sup>th</sup> annual Dripping Springs Empty Bowls. Helping Hands rents the Vendor Hall, Main Event Room, Concession Kitchen, and Concession Plaza. Dripping Springs Helping Hands is requesting a Co-Sponsorship with the City of Dripping Springs to hang a

banner at the triangle.

**Staff Recommendation:** Staff recommends approval of the co-sponsored banner to be hung at the

Triangle.

**Attachments:** Co-Sponsorship Application

**DSRP** Rental Agreement

**Next Steps/Schedule:** Take to City Council for approval.





# **Co-Sponsorship**

# **Policy & Application**

### I. Purpose

The purpose of this Co-Sponsorship policy is to set forth guidelines and criteria governing the granting of City of Dripping Springs funds or in-kind services for the purpose of supporting local festivals, special events, community projects or programs. The City recognizes that Co-Sponsorships play an important role in supporting our community, as well as to promote the tourism and economic development efforts of the City. This co-sponsorship agreement is separate from a request for a grant of Local Hotel Occupancy Tax funds.

### II. Goals and Objectives

Co-Sponsorship of funds or in-kind services will be considered for special events, community projects or programs designed to accomplish one or more of the following goals and objectives:

- Promote the City of Dripping Springs as a desirable place to live, visit and do business.
- Promote the City of Dripping Springs as a visitor destination and/or bring tourism- associated revenue to the City.
- Enhance the quality of life and wellbeing of some or all residents of the community.
- Advance the City's commitment to and pride in being a multicultural community.
- Promote the historic districts.
- Promote cultural and artistic awareness among the citizenry.

The granting of City funds or in-kind support is evaluated according to the effectiveness and impact the particular special event, community project or program has on the community-at-large. Special attention is paid to Co-Sponsorships that promote the attractiveness of the City as a place to visit and/or live, celebrate the heritage of the City and its environs, and/or enrich the character and quality of life of its citizens.

Co-Sponsorship benefits may include:

- Up to 10% fee discount
- Banner on the Triangle or other city-owned property for specified number of days
- Required use of City Logo on marketing
- In kind donations from current city resources

Any Co-Sponsorship requesting benefits in excess of this amount must request a Donation Agreement with the City through the City Administrator.

### III. General Requirements, Eligibility Criteria and Conditions

The applicant for Co-Sponsorship of funds or in-kind services for special events, community projects or programs must meet all of the following requirements, eligibility criteria, and conditions:

- 1. The applicant must be a registered nonprofit corporation or 501(c)3 organization with tax-exempt status. Co-application with a nonprofit corporation will make an applicant eligible to apply for co-sponsorship.
- 2. The special event, community project, or program supports the aforementioned goals and objectives.
- 3. Event and promotion must take place within the City of Dripping Springs limits or extraterritorial jurisdiction. Some limited exceptions will be made. Reason(s) for not holding the proposed event or promotion in the City of Dripping Springs must be stated on the application. Exemption from this requirement will be provided on a case-by-case basis and will favor activity promoting the City of Dripping Springs as a desirable place to live, visit and do business in.
- 4. The recipient of Co-Sponsorship funds or in-kind services shall provide the City recognition as a sponsor in exchange for the funds or in-kind services in a method consistent with other sponsors. In no event shall the recognition for the City's funds or in-kind services be less than that provided to other sponsors who have contributed the same total financial or in-kind support.
- 5. The nonprofit corporation must be ready, willing, and able to enter a contractual agreement for Co-Sponsorship with the City and provide a certificate of liability insurance.
- 6. The nonprofit corporation must comply with all City ordinances if applicable, wherein standards and procedures for the issuance of special event permits or other requirements are set forth.
- 7. The nonprofit corporation will not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition or any condition related thereto.
- 8. All co-sponsorship applications will be reviewed by City Administrator once the application is complete unless the application is for a co-sponsorship for the Dripping Springs Ranch Park and Event Center (DSRP). For the DSRP co-sponsorship applications, the DSRP Board shall review all co-sponsorship applications submitted for events at DSRP. The DSRP Board shall forward recommendations for co-sponsorship applications to the City Council. For non-DSRP co-sponsorship applications, the City Administrator's decision is final. The City will inform the applicant in writing whether an application has been approved or denied.

- 9. All packets must be submitted at least ninety (90) days prior to the event and shall include:
  - a completed sponsorship application;
  - a cover letter describing how the event will benefit the City, its residents, and its visitors; and
  - a budget sheet that includes the expenses for which the sponsorship is requested. Filing of an application is not a guarantee that it will be approved.

### 10. Items that will be considered include:

- Benefit to the community.
- Success of past events that included community involvement.
- How the event complements or conflicts with current City programming and policies.
- How the event aligns with the City's goals and objectives.

# Co-Sponsorship Application

SPONSORING ORGANIZATION NAME: Helping Hands, Inc.

**APPLICANT** 

Name: Carrie Gregory

Position: Co-Chair - Empty Bowl Project

Contact Number: 636-253-6918

Email: carriegregorytx@gmail.com

Address: c/o OS Helping Hands, P.O. Box 804, Dripping Springs, Texas 78620

**EVENT** 

NAME: 26th Annual Empty Bowl Project

START DATE/TIME: 11/5/2023 8:00am

END DATE/TIME: 11/5/2023 5:00 pm

ADDRESS: 1042 Event Center Dr.

ESTIMATED ATTENDANCE: 1000

### **EVENT DESCRIPTION**

The Empty Bowls Project is the major fundraiser for Dripping Springs Helping Hands. The event includes selling ceramic, handmade bowls to the general public and filling the bowls with homemade soups from area restaurants. Patrons who come to our event, during a four hour period, are entertained by local musicians.

Helping Hands, now in its 37th year, provides food and financial support to families in need. This nonprofit organization also sponsors a school supply drive and a Project Elf program so families have gifts

WILL THIS EVENT BE OPEN TO ALL MEMBERS OF THE PUBLIC?
Yes No
HAVE YOU PREVIOUSLY CO-SPONSORED WITH THE CITY OF DRIPPING SPRINGS?
WILL YOU NEED MARKETING ASSISTANCE FOR THIS EVENT?
Yes No
WILL THE CITY LOGO BE USED FOR THIS EVENT?
Yes No
WILL ADMISSION BE CHARGED?
Yes No
WILL ANYTHING BE SOLD? (Vendor permit may be required)
Yes No
WILL YOU BE SERVING FOOD? (Food permit may be required)
Yes No
IS THE ORGANIZATION A REGISTERED NONPROFIT CORPORATION OR 501(c)3? (Attach proof to Application)
Yes No
DOES THE ORGANIZATION HAVE LIABILITY INSURANCE FOR THIS EVENT? (Attach proof to Application)
Yes No
IS A BUDGET SHEET THAT INCLUDES THE EXPENSES THE SPONSORSHIP IS REQUESTING INCLUDED WITH YOUR APPLICATION?
Yes No
HOW WILL THE CITY BE RECOGNIZED AS A CO-SPONSOR?  The City of Dripping Springs will be included on all advertising, social media, and website.
WHAT IS YOUR MEDIA AND/ OR PUBLICITY PLAN?
The advertising plan for EBP is to distribute press releases, newsletters, email blasts, social media blasts and to print banners. The city's logo, if a co-sponsor, will be on all advertising/

City of Dripping Springs Co-Sponsorship Policy & Application

# WHAT IS THE PRIOR HISTORY OF THIS EVENT OR SIMILAR EVENTS THAT INCLUDED COMMUNITY INVOLVEMENT?

The Empty Bowls Project has been conducted in this community for over 25 years. It is an established event that is near and dear to this community as it supports our neighbors in need. Over 100 volunteers come to the event to help with the event.

The Empty Bowls Project raises more than 60% of Helping Hands annual budget and has partnered with the City over the past 6 years as Co-Sponsor.

PLEASE, CHOOSE C EXPLAIN YOUR SEL This Event		FOLLOWING OPTIONS AND BRIEFLY		
Promotes the C	ity as a desirable place to live	, visit and do business.		
Promotes the C	city as a visitor destination and	d/or bring tourism- associated revenue to the		
Enhances the q	Enhances the quality of life and wellbeing of some or all residents of the community.			
Advances the O Promotes the h		e in being a multicultural community.		
Promotes cultu	ral and artistic awareness amo	ong the citizenry.		
promote a healthier envi residents who serve and who are in need of food Hands serves all people	ronment in which to live. Helping volunteer for this nonprofit. Hel and/or assisatnce with their bas regardless of their ethnic origins	and an understanding ot helping others. all of which g Hands enhances the quality of life and well being of lping Hands improves the quality of lives of residents sic living needs. The Empty Bowls Project and Helpings and religions.  Sow the many artistic talents of our community.	S	
*****BELOW IN	FORMATION IS TO BE CO	OMPLETED BY CITY STAFF******		
RECEIVED BY CITY D	ATE:	COMMENTS:		
CITY ADMINISTRAT	OR:			
DATE:	APPROVE	DENY NOT REQUIRED		
DRIPPING SPRINGS I	RANCH PARK BOARD OF I	DIRECTORS RECOMMENDATION:		
DATE:	APPROVE	DENY NOT REQUIRED		
CITY COUNCIL:		_		
DATE:	APPROVE	DENY NOT REQUIRED		

# Sign Request Form

THE CITY MUST BE A CO-SPONSOR OF AN EVENT OR SERVICE FOR A SIGN ADVERTISING IT TO BE DISPLAYED ON CITY PROPERTY. ATTACH THIS REQUEST TO THE CO-SPONSORSHIP APPLICATION.

Banners shall not be more than 32 square feet in area and 6 feet in height.

Noncommercial signs and temporary signs shall not be more than 36 square feet in area and 6 feet in height.

Requirements for Banners to be displayed at The Triangle:

Banner Width & Height: 4 feet tall by 8 feet wide

Banner Material and Grommets: vinyl with hemmed grommets every 2 feet

WIND SLITS ARE REQUIRED TO BE CUT IN BANNER TO ALLOW AIR FLOW. A BANNER WITHOUT WIND SLITS SHALL NOT BE DISPLAYED.

Sign locations will be determined by the City, based on availability.

The City will install the sign.

The City is not responsible for damage caused to a sign.

NAME OF ENTITY: Helping Hands, Inc.

NAME OF REPRESENTATIVE: Carrie Gregory

MAILING ADDRESS: c/o OS Helping Hands, P.O. Box 804, Dripping Springs, Texas 78620

TELEPHONE NUMBER 636-253-6918

EMAIL ADDRESS: carriegregorytx@gmail.com

### DESCRIPTION OF EVENT OR SERVICE:

The Empty Bowls Project is the major fundraiser for Dripping Springs Helping Hands. The event includes selling ceramic, handmade bowls to the general public and filling the bowls with homemade soups from area restaurants. Patrons who come to our event, during a four hour period, are entertained by local musicians.

Helping Hands, now in its 37th year, provides food and financial support to families in need. This nonprofit organization also sponsors a school supply drive and a Project Elf program so families have gifts

City of Dripping Springs Co-Sponsorship Policy & Application

DESCRIPTION OF INFORMATION TO BE DISPLAYED ON SIGN (ATTACH GRAPHIC TO APPLICATION):			
Date, time of 26th Annual Empty Bowl Project along with major sponsors TBD by September.			
SIGN DIMENSIONS AND HEIGHT: 4 x 8			
SIGN MATERIALS: Vinyl			
Villyi			
DECLIFERED DATE FOR GLOVITO DE DIGNA AVED ANIE 10000			
REQUESTED DATE FOR SIGN TO BE DISPLAYED: 10/5/2023 (No more than 30 days prior to event/service)			
TYPE OF SIGN: BANNER NONCOMMERCIAL TEMPORARY			
LOCATION WHERE SIGN WILL BE DISPLAYED:			
Triangle @ 290/RR 12 / Farmers Market area			
Click here to attach SIGN IMAGE			
******BELOW INFORMATION IS TO BE COMPLETED BY CITY STAFF******			
RECEIVED BY CITY DATE:			
CITY ADMINISTRATOR:			
DATE: DENY			

Item 3.



#### DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

			APP	LICANT INFOR	<b>MATI</b>	<b>ON</b>		
Lessee/Co	ompany l	Name:_	Dripping Spring	gs Helping Hands, In	С			_
Designate	ed Event	Spokesr	person: Carrie	Gregory, June Bauoi	mel			
						ng Springs T	X, 78620	_
Phone #:	(636	)253	_6918	City/State/Zi Alternate Phone	#:( <sup>512</sup>	)801	_4987	
Email: Ca	arriegreg	orytx@	gmail.com	Alt Phone = Jui	ne Bauoi	mel		_
				VENT INFORM				_
Name of	Event: 26	th Annua		s Empty Bowls Project			ands-drippingspring	s.org/
				(Actual, not set				
Event End	d Date:			(Actual, not bre	ak down)			
			m	*Event End Ti onsumption must end	me: 3:00	0pm		
		*All m	usic & alcohol c	onsumption must end	by <u>10PI</u>	1. No exception	ons.	
Descripto	n of Eve	nt: The	Annual DS Er	mpty Bowls Project is	s the larg	gest fundrais	er of the year	
				d Social Services no				_
								_
	Attanda							_
								-
set-up. Fa	ilure to l	ist all se	t up times & da	be specific and list all tes and event times co	uld resul	t in the buildi	ng not being acce	esible or
		•		II Day (12 hours), Half hour rates are availabl	• •		•	and
				eded 7am- 6pm.		·		
				eak down 3pm - 6pm	on day	of event.		,
								-
		-						-
Special Re	equests?	Ne respe	ectfully request a 2	25% reduction in the rent	al cost ass	sociated with ou	ır non-profit status.	
Request us	se of table	s and ch	airs in the Main E	vent room. Request notifi	ication of t	otal number av	ailable as soon as	possible.

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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: Soft music playing by volunteer musicians
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
f you answered 'YES' to any of the above, please state your specific needs for sound/AV:Assistance on education of projector screen and instructions on how to access PA system.
Musicians will have their own sound system. We would like to broadcast music via venue PA system
SPECIAL ELECTRICAL NEEDS
Special electrical needs will result in additional fees)
Do you have special electrical needs/set up? ☐ YES ■ NO
f <b>YES</b> , special electrical needs <i>must be submitted to DSRP no later than 30 days in advance of the event</i> . 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
f alcohol is to be <b>sold</b> at your event, you must provide a copy of your <b>Texas Alcoholic Beverage Commission</b> Permit and a copy of the Certificate of Liability Insurance with at least \$1,000,000.00 (One-Million Dollars and Pero Cents) coverage for personal and property injuries.
TABC License Number:
Date Submitted: Received by:

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#### DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

Certificate of Liability Insurance Provided (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Mailto:Certificate Holder">Certificate Holder</a> & <a href="Additional Named Insured">Additional Named Insured</a> ): <a href="#">V</a> YES <a href="#">NO</a>
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 <a href="Mailto:Certificate Holder">Certificate Holder</a> & <a href="Mailto:Additional Named Insured">Additional Named Insured</a> ): <a href="Mailto:VYES">VYES</a> NO
CONCESSION SALES
Would you like to request concession sales at your event? YES V 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?
If <b>YES</b> , special set-up needs or special dirt <b>needs must be submitted to DSRP no later than 30 days</b> 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:

PHONE: 512-894-2390



#### **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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### 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. Additional Custodial Fees required.

#### 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. Additional Custodial Fees required.

#### 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 standalone events. The fee does not include any facilities not listed here. Additional Custodial Fees required.

#### **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 2PM-10AM 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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### **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.

#### <u>Lessee</u>

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. Additional Custodial Fees required.

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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. <u>Facility Rental Period</u>: Full Day (12 hours), Half Day (6 hours). This must include set-up and breakdown times needed. Per hour rates are available to Full and Half day rentals.
- 4. <u>Multiple Day Events</u>: 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. This 1-hour clean up time counts towards the 12 hour or 6 hour rental time frame.
- 10. Payment: A \$250 non-refundable deposit that credits toward your rental fees is due to reserve any dates. Remaining fees are due sixty (60) days prior to your event. 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 refund minus the \$250.00 deposit. 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. A \$25.00 NSF fee will be assessed for all returned checks.
- 11. <u>Security Deposit</u>: A credit card must be placed on file as a security deposit. To avoid charges, 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.

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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 charged to the card on file at actual cost.

- 12. <u>Insurance</u>: 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.
- 13. <u>Indemnification:</u> 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.
- 14. <u>Alcoholic Beverages</u>: 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.
- 15. 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.

<u>Emergency Medical Technicians</u> 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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<u>All Events with alcohol must have security present</u>. 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. <u>Special Event Food Vendors</u>: 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 dsrpevents@cityofdrippingsprings.com to inquire about concessions availability.
- 20. 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.
- 21. 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.
- 22. <u>Toilets:</u> 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		100	250	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000
of Hours	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
					İ	İ	İ		İ	İ	İ	

<sup>\*</sup>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. <a href="Parking: Parking">Parking: Parking</a> 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. **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.
- 26. <u>Orange Cones</u>: 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.
- 27. <u>Coggins Lab Accession Log</u>: 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.
- 28. <u>General Park Rules:</u> 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.
- 29. <u>No alterations of any structure</u> 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.
- 30. <u>No signs or banners</u> 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.
- 31. 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.
- 32. No smoking on or around the DSRP Event Center and Outdoor Arena.
- 33. 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.
- 34. <u>Dogs must be on leash at all times</u> on or around the DSRP Event Center and Outdoor Arena. Owners must pick up after dogs or may be asked to leave the premises.
- 35. **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.
- 36. <u>Planning Setups (Floor Plans)</u>: 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.
- 37. <u>Floor Plan, layout, dirt needs & electrical needs and parking plan</u>: 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.
- 38. **DSRP has wifi internet available**. A password is required for access.
- 39. <u>Please keep DSRP staff informed of any deliveries</u> 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. <u>DSRP will provide trashcans and liners for events</u>. Lessee is responsible for utilizing these cans athroughtout your event. Your custodial fee covers staff changing out trash throughout your event. All bulk trash items must be removed by Lessee. If not removed and disposed of an additional clean up fee may be assessed.
- 42. <u>The DSRP Lobby is not a rental space</u>. 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. <u>Any space is rented as is</u>; '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. <u>Each event will have a designated spokesperson</u>. 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.

Item 3.



#### DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

EVENT NAM	E: 26th Annual Drippin	g Springs Empty Bowls ProjeTES EVENT DATE:
		Rental Space(s) Requested
☐ Entire DSF☐ Entire DSF☐ Main Indo☐ Exhibit Ha	RP Facility or Arena	✓ Main Event Room Main       □ Catering Kitchen-New Expansion         ✓ Concession Kitchen       □ Outdoor Arena         □ Livestock Arena-New Expansion       □ Outdoor Trails         □ Small Event Room-New Expansion       □ Field (4 total) How many?
\$250 Non-refu	ındable deposit i	due to reserve dates. Full payment due ninety (90) days prior to the event.
RENTAL SPACE	CE FEE AMOUN	T: Main Event: \$1500, Vendor Hall: \$400, Kitchen: \$300
ADD ONS & I	FEES: Event Sta	ge: \$150, Custodial: \$750, Non-Profit Discount: -(\$550)
		BALANCE DUE ON RENTAL FEES: \$250 deposit
Please read and	initial/date belov	<mark>r:</mark>
Initial: CG required for ren	Date tal of the park.	_ I have read and understand the policies, terms and conditions on the preceding pages
Initial: CG in this agreemen	Date nt could result in fo	_ I understand that failure to comply with any of the policies, terms and conditions outlined or feiture of my rental date, rental fees, security deposit and possible fines.
Initial: CG exceeding the a		Damages to the rental space, facilities or any part of Dripping Springs Ranch Park Property cted security deposit will be assessed at a cost plus 15% administrative fee.
Initial: CG requests from le	11/28/22 	Other fees may be assessed on an event basis depending on special requirements and

PHONE: 512-894-2390

Item 3.



#### DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

#### 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.

Carrie gregory	11/28/22
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.

Emily Nelson, DSRP Event Center Coordinator, enelson@cityofdrippingsprings.com

PHONE: 512-894-2390



#### STAFF REPORT

#### **City of Dripping Springs**

**PO Box 384** 

**511 Mercer Street** 

**Dripping Springs, TX 78602** 

**Submitted By:** Emily Nelson, Dripping Springs Ranch Park Manager

**DSRP** Board **Meeting Date:**  August 2, 2023

Agenda Item Wording: Discuss and consider possible action regarding a Co-

**Sponsorship Agreement for LOOMC Charities, Inc.** 

**Agenda Item Requestor:** Emily Nelson

**Summary/Background:** Goat Couture is a fun and fanciful event where community members,

mayors, and first responders are invited to dress up a goat to compete in different costume categories. The event will feature a festival-type

environment with games, activities, and exhibitor areas with shopping, food, and beverages. Benefitting the 7 FFA chapters in Hays & Blanco counties, the festival is sure to be a hilarious and eventful day for community members of all ages. LOOMC Charities, Inc. is requesting a Co-Sponsorship with the City of Dripping Springs to hang a banner at the triangle advertising their

Goat Couture fashion show.

**Staff Recommendation:** Staff recommends approval of the co-sponsored banner to be hung at the

Triangle.

**Attachments:** Co-Sponsorship Application

**DSRP** Rental Agreement

**Next Steps/Schedule:** Take to City Council for approval.

Item 4.





#### **Co-Sponsorship**

#### **Policy & Application**

#### I. Purpose

The purpose of this Co-Sponsorship policy is to set forth guidelines and criteria governing the granting of City of Dripping Springs funds or in-kind services for the purpose of supporting local festivals, special events, community projects or programs. The City recognizes that Co-Sponsorships play an important role in supporting our community, as well as to promote the tourism and economic development efforts of the City. This co-sponsorship agreement is separate from a request for a grant of Local Hotel Occupancy Tax funds.

#### II. Goals and Objectives

Co-Sponsorship of funds or in-kind services will be considered for special events, community projects or programs designed to accomplish one or more of the following goals and objectives:

- Promote the City of Dripping Springs as a desirable place to live, visit and do business.
- Promote the City of Dripping Springs as a visitor destination and/or bring tourism- associated revenue to the City.
- Enhance the quality of life and wellbeing of some or all residents of the community.
- Advance the City's commitment to and pride in being a multicultural community.
- Promote the historic districts.
- Promote cultural and artistic awareness among the citizenry.

The granting of City funds or in-kind support is evaluated according to the effectiveness and impact the particular special event, community project or program has on the community-at-large. Special attention is paid to Co-Sponsorships that promote the attractiveness of the City as a place to visit and/or live, celebrate the heritage of the City and its environs, and/or enrich the character and quality of life of its citizens.

Co-Sponsorship benefits may include:

- Up to 10% fee discount
- Banner on the Triangle or other city-owned property for specified number of days
- Required use of City Logo on marketing
- In kind donations from current city resources

Any Co-Sponsorship requesting benefits in excess of this amount must request a Donation Agreement with the City through the City Administrator.

#### III. General Requirements, Eligibility Criteria and Conditions

The applicant for Co-Sponsorship of funds or in-kind services for special events, community projects or programs must meet all of the following requirements, eligibility criteria, and conditions:

- 1. The applicant must be a registered nonprofit corporation or 501(c)3 organization with tax-exempt status. Co-application with a nonprofit corporation will make an applicant eligible to apply for co-sponsorship.
- 2. The special event, community project, or program supports the aforementioned goals and objectives.
- 3. Event and promotion must take place within the City of Dripping Springs limits or extraterritorial jurisdiction. Some limited exceptions will be made. Reason(s) for not holding the proposed event or promotion in the City of Dripping Springs must be stated on the application. Exemption from this requirement will be provided on a case-by-case basis and will favor activity promoting the City of Dripping Springs as a desirable place to live, visit and do business in.
- 4. The recipient of Co-Sponsorship funds or in-kind services shall provide the City recognition as a sponsor in exchange for the funds or in-kind services in a method consistent with other sponsors. In no event shall the recognition for the City's funds or in-kind services be less than that provided to other sponsors who have contributed the same total financial or in-kind support.
- 5. The nonprofit corporation must be ready, willing, and able to enter a contractual agreement for Co-Sponsorship with the City and provide a certificate of liability insurance.
- 6. The nonprofit corporation must comply with all City ordinances if applicable, wherein standards and procedures for the issuance of special event permits or other requirements are set forth.
- 7. The nonprofit corporation will not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition or any condition related thereto.
- 8. All co-sponsorship applications will be reviewed by City Administrator once the application is complete unless the application is for a co-sponsorship for the Dripping Springs Ranch Park and Event Center (DSRP). For the DSRP co-sponsorship applications, the DSRP Board shall review all co-sponsorship applications submitted for events at DSRP. The DSRP Board shall forward recommendations for co-sponsorship applications to the City Council. For non-DSRP co-sponsorship applications, the City Administrator's decision is final. The City will inform the applicant in writing whether an application has been approved or denied.

- 9. All packets must be submitted at least ninety (90) days prior to the event and shall include:
  - a completed sponsorship application;
  - a cover letter describing how the event will benefit the City, its residents, and its visitors; and
  - a budget sheet that includes the expenses for which the sponsorship is requested. Filing of an application is not a guarantee that it will be approved.

#### 10. Items that will be considered include:

- Benefit to the community.
- Success of past events that included community involvement.
- How the event complements or conflicts with current City programming and policies.
- How the event aligns with the City's goals and objectives.

#### Co-Sponsorship Application

SPONSORING ORGANIZATION NAME: LOOMC Charities, Inc.

**APPLICANT** 

Name: Milena Christopher

**Position:** Founding Attorney

Contact Number: (512) 507-3441

Email: milena@christopherlawfirm.com

Address: 3975 E US Hwy 290, Dripping Springs, TX 78620

**EVENT** 

NAME: Goat Couture

START DATE/TIME: 10:00 am 9/9/23

END DATE/TIME: 3:30 pm 9/9/23

ADDRESS: DSRP

ESTIMATED ATTENDANCE: 2000

#### **EVENT DESCRIPTION**

A fun and fanciful event where community members, mayors, and first responders are invited to dress up a goat to compete in different costume categories. The event will feature a festival-type environment with games, activities, and exhibitor areas with shopping, food, and beverages.

WILL THIS EVENT BE OPEN TO ALL MEMBERS OF THE PUBLIC?
Yes No
HAVE YOU PREVIOUSLY CO-SPONSORED WITH THE CITY OF DRIPPING SPRINGS?
Yes No
WILL YOU NEED MARKETING ASSISTANCE FOR THIS EVENT?
Yes No
WILL THE CITY LOGO BE USED FOR THIS EVENT?
Yes No
WILL ADMISSION BE CHARGED?
Yes No
WILL ANYTHING BE SOLD? (Vendor permit may be required)
Yes No
WILL YOU BE SERVING FOOD? (Food permit may be required)
Yes No
IS THE ORGANIZATION A REGISTERED NONPROFIT CORPORATION OR 501(c)3? (Attach proof to Application)
Yes No
DOES THE ORGANIZATION HAVE LIABILITY INSURANCE FOR THIS EVENT? (Attach proof to Application)
Yes No
IS A BUDGET SHEET THAT INCLUDES THE EXPENSES THE SPONSORSHIP IS REQUESTING INCLUDED WITH YOUR APPLICATION?
Yes No
HOW WILL THE CITY BE RECOGNIZED AS A CO-SPONSOR? As a co-sponsor, we will list the City as a \$300 level sponsor in all advertising
WHAT IS YOUR MEDIA AND/ OR PUBLICITY PLAN?
We have paid media scheduled in Dripping Springs and surrounding Hays and Blanco county communities. We have an actively engaged Facebook event (both ours and with DSRP), Instagram, email campaigns, media interviews, Texas Highways magazine, and over a dozen Texas event

City of Dripping Springs Co-Sponsorship Policy & Application

calendars.

Parks & Community
Page 5 of 8

#### WHAT IS THE PRIOR HISTORY OF THIS EVENT OR SIMILAR EVENTS THAT INCLUDED COMMUNITY INVOLVEMENT?

Nothing like this has ever been held in the United States! Dripping Springs will be the first ever. The event manager has a long history in event planning. We will take learnings from the various ag programs our leaders have been involved in to make this a spectacular event!

PLEASE, CHOOSE ONE OR EXPLAIN YOUR SELECTION This Event		FOLLOWING O	PTIONS AND B	RIEFLY
Promotes the City as a d	desirable place to liv	e, visit and do busin	ness.	
Promotes the City as a City.	visitor destination as	nd/or bring tourism	- associated revenu	ie to the
Enhances the quality of	life and wellbeing o	f some or all reside	ents of the commun	ity.
Advances the City's con Promotes the historic dis	-	le in being a multic	ultural community	
Promotes cultural and a	rtistic awareness am	ong the citizenry.		
*******BELOW INFORMA	ATION IS TO BE C	OMPLETED BY C	ITY STAFF****	****
RECEIVED BY CITY DATE:		COMMENTS:		
CITY ADMINISTRATOR:				
DATE:	O APPROVE	ODENY O	NOT REQUIRED	
DRIPPING SPRINGS RANCH	PARK BOARD OF	DIRECTORS REC	COMMENDATIO	N:
DATE:	O APPROVE	ODENY O	NOT REQUIRED	
CITY COUNCIL:				
DATE:	O APPROVE	ODENY O	NOT REQUIRED	

#### Sign Request Form

THE CITY MUST BE A CO-SPONSOR OF AN EVENT OR SERVICE FOR A SIGN ADVERTISING IT TO BE DISPLAYED ON CITY PROPERTY. ATTACH THIS REQUEST TO THE CO-SPONSORSHIP APPLICATION.

Banners shall not be more than 32 square feet in area and 6 feet in height.

Noncommercial signs and temporary signs shall not be more than 36 square feet in area and 6 feet in height.

Requirements for Banners to be displayed at The Triangle:

Banner Width & Height: 4 feet tall by 8 feet wide

Banner Material and Grommets: vinyl with hemmed grommets every 2 feet

WIND SLITS ARE REQUIRED TO BE CUT IN BANNER TO ALLOW AIR FLOW. A BANNER WITHOUT WIND SLITS SHALL NOT BE DISPLAYED.

Sign locations will be determined by the City, based on availability.

The City will install the sign.

The City is not responsible for damage caused to a sign.

NAME OF ENTITY: LOOMC Charities, Inc.

NAME OF REPRESENTATIVE: Milena Christopher

MAILING ADDRESS: 3975 E US Hwy 290, Dripping Springs, TX 78620

TELEPHONE NUMBER (512) 507-3441

EMAIL ADDRESS: milena@christopherlawfirm.com

#### DESCRIPTION OF EVENT OR SERVICE:

A fun and fanciful event where community members, mayors, and first responders are invited to dress up a goat to compete in different costume categories. The event will feature a festival-type environment with games, activities, and exhibitor areas with shopping, food, and beverages.

City of Dripping Springs Co-Sponsorship Policy & Application

DESCRIPTION OF INFORMATION TO BE DISPLAYED ON SIGN (ATTACH GRAPHIC TO APPLICATION):  We do not have a graphic yet. We'd like to include the Goat Couture logo, but it may be a photo of an appropriately dressed up goat with the date/time, and a QR code
SIGN DIMENSIONS AND HEIGHT: Allowed Maximum
SIGN MATERIALS: Will work with DSRP on recommendations
REQUESTED DATE FOR SIGN TO BE DISPLAYED: 08/09/2023 (No more than 30 days prior to event/service)
TYPE OF SIGN: BANNER NONCOMMERCIAL TEMPORARY
LOCATION WHERE SIGN WILL BE DISPLAYED:
Triangle
Click here to attach SIGN IMAGE
******BELOW INFORMATION IS TO BE COMPLETED BY CITY STAFF*****
RECEIVED BY CITY DATE:
CITY ADMINISTRATOR:
DATE: APPROVE DENY



APPLICANT INFORMATION
Lessee/Company Name: LOOMC Charities, Inc.
Designated Event Spokesperson: Brea Black & Milena Christopher
Address: 3975 E US Hwy 290 City/State/Zip Dripping Springs, TX 78620
Phone #: (216 )904 _6046 Alternate Phone #:(512 )858 _9779
Email: goatcouture@christopherlawfirm.com
EVENT INFORMATION
Name of Event: Goat Couture Website www.christopherlawfirm.com
Event Start Date: 09/09/2023 (Actual Rental, including set up)
Event End Date: 09/09/2023 (Actual Rental, including break down)
Event Start Time: 10:00 am *Event End Time: 3:00 pm
*All music & alcohol consumption must end by 10PM. No exceptions.
Descripton of Event: Fashion show for all breeds of goats to benefit the
FFA programs in Hays and Blanco counties.
Expected Attendance for Event: 1000+
Times and Types of Use: ( <i>Please be specific</i> 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. Full Day (12 hours), Half Day (6 hours). This must include set-up and
breakdown times needed. Additional Per hour rates are available to Full and Half day rentals.
Set Up dates and times? Set up will begin in all areas at 6:00 am. Tear down of all
materials we bring will be complete by 6:00 pm
Special Requests? Can the stage be set up before we arrive?
opecial requests.

WWW.DRIPPINGSPRINGSRANCHPARK.COM

PHONE: 512-894-2390

PHYSICAL ADDRESS: 1042 EVENT CENTER DRIVE DRIPPING SPRINGS, TEXAS 78620 MAILING ADDRESS: PO Box 384 DRIPPING SPRINGS, TEXAS 78620



SOUND & AUDIO/VI	ISUAL EQUIPMENT
Will there be loudspeakers, live music or any activity which kind? YES NO If yes, please describe: We need spewinners, etc.	ch involves amplification equipment or devices of any akers to announce groups participating,
Will you use DSRP Sound System/Microphones?  YES	
Will you use the projector/screen in the Special Event Ro	
Will you need a sound/AV Tech (additional fee TBD) prior	r to or during your event? YES NO
If you answered 'YES' to any of the above, please state yo	our specific needs for sound/AV: VVIII NAVE
our own staff man the AV but we will I	need training. Contact = Ken
Christopher (512) 507-3440	
SPECIAL ELEC	FRICAL 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 DSR to make this submittal could hinder your electrical needs electrical needs in detail: Just need to make sure there's e	s being met by the facility. Please describe special
microphones and such.	
ALCOHOLIC	BEVERAGES
*Please see Facilities Rental Policy regarding alcoholic be	everage service, consumption & security requirements
Will alcohol be served at your event? YES NO	
Will alcohol be sold at your event? Tyes I NO	
If alcohol is to be sold at your event, you must provide a Permit and a copy of the Certificate of Liability Insurance Zero Cents) coverage for personal and property injuries.	e with at least \$1,000,000.00 (One-Million Dollars and
TABC License Number:	
Date Submitted:I	Received by:
WWW.DRIPPINGSPRINGSRANCHPARK.COM	PHYSICAL ADDRESS: 1042 EVENT CENTER DRIVE DRIPPING SPRINGS, TEXAS 78620
PHONE: 512-894-2390	MAILING ADDRESS: PO BOX 384 DRIPPING SPRINGS, TEXAS 78620

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Certificate of Liability Insurance Provided (Must list Dripping Springs Ranch Park/City of Dripping Springs as <a href="Mailto:Certificate Holder">Certificate Holder</a> & <a href="Additional Named Insured">Additional Named Insured</a> ): TS 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 <a href="Maintenance-Provided">Certificate Holder</a> & <a href="Additional Named Insured">Additional Named Insured</a> : <a href="#">Image: Test Test Test Test Test Test Test Test</a>
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: Just need to make sure the dirt is groomed prior to our event.
photo de de de de de de de de de de de de de

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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
EANCEL ATTOM, 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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### **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 standalone events. The fee does not include any facilities not listed here. Additional Custodial Fees required.

#### **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

WWW.DRIPPINGSPRINGSRANCHPARK.COM

PHONE: 512-894-2390

PHYSICAL ADDRESS: 1042 EVENT CENTER DRIVE DRIPPING SPRINGS, TEXAS 78620 MAILING ADDRESS: PO BOX 384 DRIPPING SPRINGS, TEXAS 78620

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Dripping Springs Ranch Park. <u>No outside shavings are allowed</u>. 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 2PM-10AM 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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.

#### **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. Additional Custodial Fees required.



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

- 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.
- Facility Rental Period: Full Day (12 hours), Half Day (6 hours). This must include set-up and breakdown times needed.
   Per hour rates are available to Full and Half day rentals.
- 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. This 1-hour clean up time counts towards the 12 hour or 6 hour rental time frame.
- 10. Payment: A \$250 non-refundable deposit that credits toward your rental fees is due to reserve any dates. Remaining fees are due sixty (60) days prior to your event. 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 refund minus the \$250.00 deposit. 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. A \$25.00 NSF fee will be assessed for all returned checks.
- 11. <u>Security Deposit</u>: A credit card must be placed on file as a security deposit. To avoid charges, 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.

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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 charged to the card on file at actual cost.

- 12. <u>Insurance</u>: 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.
- 13. <u>Indemnification</u>: 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.
- 14. <u>Alcoholic Beverages</u>: 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.
- 15. 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.

<u>Emergency Medical Technicians</u> 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.



<u>All Events with alcohol must have security present</u>. 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 dsrpinfo@cityofdrippingsprings.com to inquire about concessions availability.
- 20. 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.
- 21. 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.
- 22. <u>Toilets:</u> 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

100	<b>250</b>	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000	ס חחח
1	2	2				Lehoon	3,000	10,000	7,000	8,000
11	-		В	4	10	10	12	17	20	24
	2	3	4	8	. 12	16	20	27	32	39
1	2	3	5	10	15	19	24	34	38	47
1	2	4	6	11	16	22	27	38	41	54
2	2	4	6	12	18	24	29	41	42	58
2	3	14	7	13	18	25	31	42	46	62
2	3	4	7	13	19	25	32	46	46	64
2	3	4	7	14	20	27	33	46	46	66
_	1 2 2 2 2 2	1 2 2 2 2 2 2 3 2 3 2 3 3 2 3	1 2 4 2 2 4 2 3 4 2 3 4 2 3 4	1 2 4 6 2 2 4 6 2 3 4 7 2 3 4 7	1     2     4     6     11       2     2     4     6     12       2     3     4     7     13       2     3     4     7     13	1     2     4     6     11     16       2     2     4     6     12     18       2     3     4     7     13     18       2     3     4     7     13     19	1     2     4     6     11     16     22       2     2     4     6     12     18     24       2     3     4     7     13     18     25       2     3     4     7     13     19     25	1     2     4     6     11     16     22     27       2     2     4     6     12     18     24     29       2     3     4     7     13     18     25     31       2     3     4     7     13     19     25     32	1     2     4     6     11     16     22     27     38       2     2     4     6     12     18     24     29     41       2     3     4     7     13     18     25     31     42       2     3     4     7     13     19     25     32     46	1     2     4     6     11     16     22     27     38     41       2     2     4     6     12     18     24     29     41     42       2     3     4     7     13     18     25     31     42     46       2     3     4     7     13     19     25     32     46     46

\*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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SIPAGE



- 24. <u>Parking:</u> 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. 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.
- 26. 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.
- 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.
- 28. 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.
- 29. 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.
- 30. 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.
- 31. 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.
- 32. No smoking on or around the DSRP Event Center and Outdoor Arena.
- 33. 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.
- 34. 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.
- 35. <u>Special Needs</u>: 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.
- 36. 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.
- 37. 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.
- 38. DSRP has wifi internet available. A password is required for access.
- 39. <u>Please keep DSRP staff informed of any deliveries</u> 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.



- 41. <u>DSRP will provide trashcans and liners for events</u>. Lessee is responsible for utilizing these cans athroughtout your event. Your custodial fee covers staff changing out trash throughout your event. 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.



	EVENT NAME: Goat Cou	ture FEES	EVENT DATE: 09/09/23			
		Rental Space(s) Requested				
Ju	☐ Entire DSRP Park ☐ Entire DSRP Facility ☐ Main Indoor Arena ☐ Exhibit Hall	☐ Main Event Room Main ☐ Concession Kitchen ☐ Livestock Arena-New Expansion ☐ Small Event Room-New Expansio	Catering Kitchen-New Expansion Outdoor Arena Outdoor Trails Field (4 total) How many?			
		is due to reserve dates. Full payment due				
-2450	RENTAL SPACE FEE AMOUN	NT: VH\$300 + VHC \$ 150+ CK	\$225+CKC\$150+A\$1075+AC\$350			
1,921.	ADD ONS & FEES: Stage	\$50. + Staff labo	\$ 225 + CKC \$ 150 + 14\$ 675 + 19C \$ 350 OF TBD			
	TOTAL RENTAL FEES: \$21	HOD. (7) BALANCE DUE	ON RENTAL FEES: \$7150.00			
		REFUNDA	BLE DEPOSIT DUE: \$500			
		\$250	paid by cc 5/9/23			
	Please read and initial/date belo					
	Initial: Date $\frac{3/19/23}{1}$ I have read and understand the policies, terms and conditions on the preceding pages required for rental of the park.					
	Initial: Date 3/19/23 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 3/19/23 exceeding the amount of the colle	3 Damages to the rental space, facilities or ar ected security deposit will be assessed at a co	ny part of Dripping Springs Ranch Park Property ost plus 15% administrative fee.			
	Initial:Date 3/19/2 requests from lessee.	3 Other fees may be assessed on an event	basis depending on special requirements and			

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#### 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.

Lessee or Designated Event Spokesperson Signature

3/19/23

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.

Teri Sanders, DSRP Facility Rental Coordinator, tsanders@cityofdrippingsprings.com

# MANTANO a goat tashion show

September 9th

Dripping Springs Ranch Park 10:00am - 3:30pm

goatcouture.org



DRIPPING SPRINGS



A fundraiser for the 7 FFA chapters in Hays & Blanco counties

# SPNNSORFD BY





















austin | hill country



#### STAFF REPORT

#### **City of Dripping Springs**

**PO Box 384** 

511 Mercer Street

**Dripping Springs, TX 78602** 

**Submitted By:** Emily Nelson, Dripping Springs Ranch Park Manager

DSRP Board Meeting Date: August 2, 2023

Agenda Item Wording: Discuss and consider recommending a budget amendment to

host an ice rink at Dripping Springs Ranch Park from December

7, 2023-January 7, 2023.

**Agenda Item Requestor:**Emily Nelson

Summary/Background: Dripping Springs Ranch Park would like to host an ice rink during the

holiday season. The rink would be located in the livestock arena within the expansion. It would be open from December 7,2023-January 7, 2023. This would be the inaugural year with plans to grow the holiday event each year. Ice Rink Events hosts ice rinks all over the country. This will bring guests to Ranch Park from all over the Central Texas area. We would host several special events during the timeframe of the event. We would also be seeking Rink Sponsors to help offset the costs of the rink. We believe this event will grow each year and become an income producer for Ranch Park, and a holiday tradition for our guests. The initial cost will be a 30% deposit which calculates to \$61,032.60. The remaining 70% will be due in the next fiscal year which calculates to \$142,410. Our goal will be that sponsorships and

ticket sales will cover these costs.

Staff Recommendation: Staff recommends approval of the budget amendment to host an ice rink at

Ranch Park.

**Attachments:** Ice Rink Request for Proposal

**Next Steps/Schedule:** Take to City Council for approval.



# DRIPPING SPRINGS

Texas

REQUEST FOR PROPOSAL For ICE RINK SERVICES

# REQUEST FOR BIDS CITY OF DRIPPING SPRINGS, TEXAS ICE RINK IN CITY OF DRIPPING SPRINGS

Sealed Bids, one (1) original, (2) copies, and one (1) electronic copy (in PDF format) on flash drive shall be delivered to the City of Dripping Springs, Dripping Springs Ranch Park Event Manager, 511 Mercer St, Dripping Springs TX 78620, at or before: 4:00 PM on July 21, 2023, at which time bids will be publicly opened and read. Bids received after the opening date and time will not be considered.

#### **Schedule of Events:**

The following Schedule of Events represents the estimate of the timetable that will be followed in connection with this solicitation:

EVENTS	DATE AND/OR TIME
Release Requests for Proposals	6/29/2023
Last Day for Applicants to Submit Written Questions	7/16/2023 5 P.M.
Pre-Submittal On-Site Meeting (Optional)	7/6/2023 9 A.M.
Answers provided	7/19/2023
Proposal Due Date	7/21/2023 4 P.M.

The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the City will communicate adjustments to any event in the Schedule of Events in the form of an amendment. Amendments (answers/addenda) to this solicitation will be sent by email to interested parties who have contacted the Event Center Manager and requested information by emailing her at enelson@cityofdrippingsprings.com.

#### NOTICE TO BIDDERS

To provide for the turnkey installation of a holiday-season, temporary ice-skating rink facility to be staged in Dripping Springs, TX. Open to the public from December 7, 2023 thru January 7, 2024. Contractor shall provide all necessary labor, material, and equipment to install, maintain, and uninstall the seasonal ice rink in at Dripping Springs Ranch Park, 1042 Event Center Drive, Dripping Springs Texas 78620.

Sealed bids addressed to the City of Dripping Springs, 511 Mercer Street, Dripping Springs, Texas, 78620, will be received from Contractors interested in providing a seasonal ice rink as **specially** the City of Dripping Springs, Texas for a contract duration of time of execution to completion of services.

#### THE AGREEMENT SHALL BE A NON-TRANSFERABLE AGREEMENT.

Bidders should inspect the location as shown on map located in *Exhibit "A"* prior to submitting bids in order to be fully aware of the scope of the services required. Bidders should use this exhibit to determine the sealed bid price. Failure to do so will not relieve the successful bidder from

performing in accordance with the strict intent and meaning of the specifications at the awarded bid price. There will be no additional cost to the City.

Contract awards for the seasonal ice rink and maintenance services will be made to the lowest, responsive, responsible bidder who can perform the services within the time allotted at the best value to the City. The City reserves the right to reject any and all bids and to waive any and all irregularities. Evaluation criteria are below.

#### **EVALUATION CRITERIA:**

Selection of the Contractor will be based on qualifications and rates. Criteria shall include:

- (a) the purchase price;
- (b) the installation price of the ice rink;
- (c) the reputation of the Contractor and of the Contractor's services;
- (d) similar projects in Central Texas or similar facilities;
- (e) the quality of the Contractor's goods or services;
- (f) the extent to which the services meet the City's timeline;
- (g) the Contractor's equipment;
- (h) the expertise and availability of the Contractor's staff.

**PRE-SUBMITTAL CONFERENCE:** An optional pre-submittal conference will be held at the Dripping Springs Ranch Park at July 6, 2023 at 9:00 a.m. Please RSVP if interested in pre-submittal conference by emailing enelson@cityofdrippingsprings.com.

Should this solicitation fail to contain sufficient information in order for interested contractors to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested contractor may in writing request clarification from Emily Nelson, Dripping Springs Ranch Park Event Center Manager, no later than July 16, 2023. The interested contractor shall email a copy of the written clarification request to the Dripping Springs Ranch Park Event Center Manager, Emily Nelson, at <a href="mailto:enelson@cityofdrippingsprings.com">enelson@cityofdrippingsprings.com</a>. Written requests from interested firms and written responses by the City will be provided to all Applicants. Besides the site visit listed above, this is the only permissible contact with the City regarding this bid process until the bids are opened and the Applicant is contacted by the City.

#### 2.0 GENERAL CONTRACT REQUIREMENTS

INSURANCE: The Contractor shall assume all risk and liability for accidents and damages that may occur to persons or property during the prosecution of work under the agreement awarded through this bid process. The contractor shall file with the City of Dripping Springs, prior to the commencement of services, a certificate of insurance documenting the required insurance as outlined in the City of Dripping Springs Insurance Requirements listed in *Exhibit "B"*.

Insurance certificates satisfactory to the City must be received before contractor can begin work. Failure to supply and maintain such insurance shall be a breach of contract. Insurance certification must be supplied to:

City of Dripping Springs 511 Mercer St. /P.O. 384

Dripping Springs, Texas 78620

CONFLICT OF INTEREST: A statement indicating the Applicant has no conflict of interest with the City of Dripping Springs, including any past or present employees or pastor present elected officials of the City. THE CIQ FORM MUST BE SUBMITTED WITH THE SEALED BID PROPOSAL. THE FORM IS AVAILABLE HERE: HTTPS://WWW.ETHICS.STATE.TX.US/FORMS/CIO.PDF

Applicants will also be required to complete a 1295 form from the Texas Ethics Commission available at

https://www.ethics.state.tx.us/whatsnew/elf\_info\_form1295.htm

#### 3.0 SCOPE OF WORK

#### PART A. EQUIPMENT & WORK TO BE PROVIDED BY THE SUPPLIER:

- 1. Professional Project Manager Assigned to the Event
- 2. Pre-Event and On-Going Professional Support Services
- 3. 60'x120' Rink Piping Grid System (7,200-SF)
- 4. Air-Cooled Refrigeration System/Pumps/Hoses/Expansion Tank
- 5. Insulation and Vapor Barriers, As Required
- 6. Modular Railing System—White Poly Facing For Logo/Graphic Placement;
- 7. Ice Rink Maintenance Equipment; Mechanical Resurfacing Machine
- 8. Rental Ice Skates, Sharpened, Ready-To-Skate
- 9. Rubber Floor Covering for Skate Change Area (1000-square feet)
- 10. All Professional Supervision and General Labor for Set-Up and Strike
- 11. All Tools, Equipment, and Supplies for Set-Up/Strike
- 12. Covering Over Rink Header
- 13. Turf Carpet to Trim-Out/Finish Rink Perimeter/Edge
- 14. Refrigeration Technician On-Call 24-Hours During Entire Term
- 17. All Transportation and Freight Part

#### **B. ICE TECHNICIAN SERVICES**

- 1. Ice Technician Personnel (1-Ice Technician, may be a rotating schedule of different technicians), Onsite every operating day. On-call 24-7. To assist in ice maintenance for the ice rink.
- 2. Please provide a list of Personnel and their qualifications or the required qualifications for any Personnel including technicians and operators.
- C. COMPLETION OF WORK: The Contractor must complete the work by December 6, 2023. Equipment can be brought to the site the day the contractor starts work and can remain on the site as needed during the setup and installation of the ice rink. Equipment needed to be left onsite for the duration of the contract must be listed in the final contract, and only be left on site if pre-approved by the Dripping Springs Ranch Park Event Center Manager in writing.

CONTACT: The contractor shall provide City with contact information so that the City can contact the Vendor during working hours, or in case of emergency.

Rink Installation Window: November 27 – December 6, 2023

Removal Window: January 8-16, 2024

#### 4.0 INSPECTION AND ACCEPTANCE

City will monitor the Contractor's activities and ensure the work is performed in accordance with the contract specifications. The City shall record, process and submit all pertinent information to the contract file for determination of termination of contract or for non-renewal.

#### 5.0 PAYMENT

Contractor can be paid after completion of the installation of the ice rink and the ice rink has been deemed fit for public use, and\_upon submission of a properly completed and signed, original signature invoice. Contractor shall submit invoices to:

City of Dripping Springs Attn: Emily Nelson, Dripping Springs Ranch Park Event Center Manager 511 Mercer St. /P.O. Box 384 Dripping Springs, Texas 78620

A properly prepared invoice shall consist of the Contractor's name, invoice #, address, date, and total cost. Incomplete or inaccurate invoices may result in delayed payment, as they shall be returned to the Contractor for correction and re-submittal.

#### 6.0 COST OF DEVELOPING SEALED BIDS

All costs related to the preparation of the sealed bids and any related activities are the sole responsibility of the Applicants. The City assumes no liability for any costs incurred by the Applicants throughout the entire selection process.

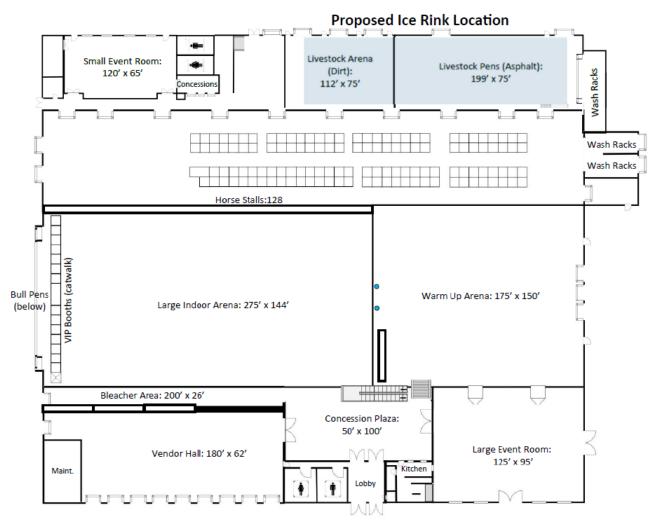
#### **Attachments:**

Exhibit "A" Site

Exhibit "B" City of Dripping Springs Contractor Insurance Requirements

#### Exhibit "A"

#### **Dripping Springs Ranch Park**



#### Exhibit "B"

#### CITY OF DRIPPING SPRINGS CONTRACTOR'S INSURANCE REQUIREMENTS

Contractor providing goods, materials, and services for the City of Dripping Springs shall, during the term of the contract with the City of Dripping Springs or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

- 1. Name the City of Dripping Springs as additional named insured as to all applicable coverage.
- 2. Provide for at least ten (10) days prior written notice to the City of Dripping Springs for cancellation, non-renewal, or material change of the insurance.
- 3. Provide for a waiver of subrogation against the City of Dripping Springs for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

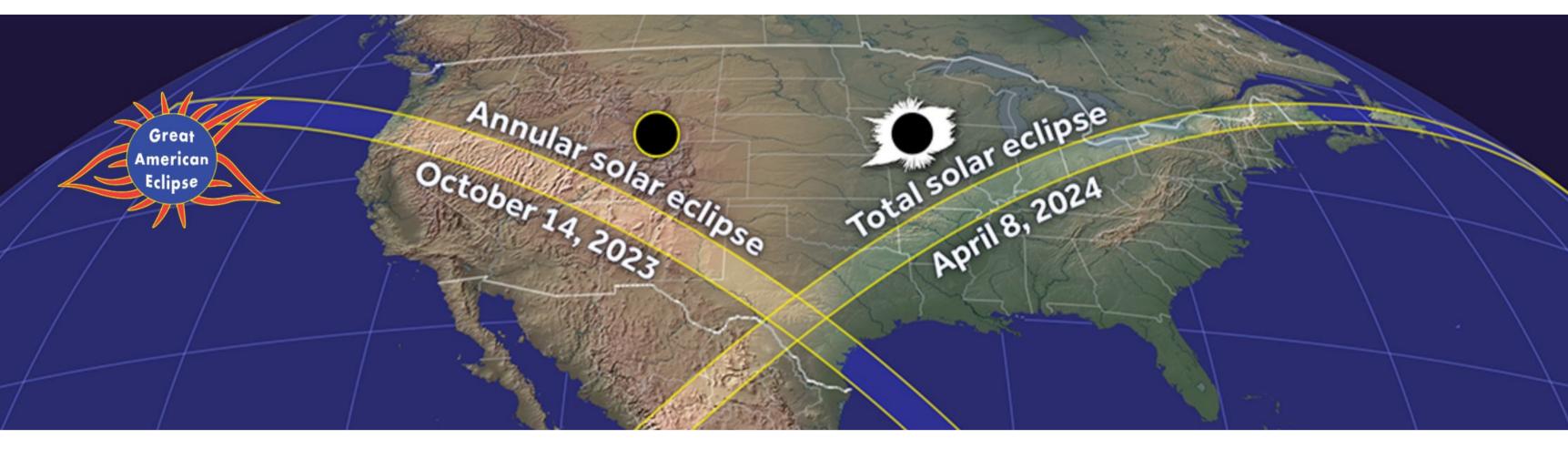
**Insurance Company Qualification:** All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of Insurance: Certificates of insurance evidencing all of the required insurance coverages shall be submitted with the Contractor's submission. Copies of any modifications, amendments, renewals, or terminations of any coverage shall be promptly submitted to the City. If the contract is renewed or extended by the City of Dripping Springs, certificates of insurance evidencing all of the required insurance coverages shall also be provided to the City of Dripping Springs prior to the date the contract is renewed or extended.

#### Type of Contract Type and Amount of Insurance

- Statutory Workers Compensation insurance as required by state law.
- Commercial General Liability minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage and \$2,000,000 Annual Aggregate.
- Automobile Liability with a minimum of:
  - o \$250,000 Bodily Injury Per Person Each Accident
  - o \$500,000 Bodily Injury Each Accident
  - o \$100,000 Property Damage; or
  - \$1,000,000 Combined Single Limit Each Accident





# Proposed Special Eclipse Pricing

4 night minimum: RVs and Camping Friday, April 5, 2024-Monday, April 8, 2024

Primitive Camping
Eclipse Pricing
\$25/night = \$100
Normal Pricing

\$20/night

RV Sites

Eclipse Pricing \$75/night = \$300 Normal Pricing \$45/night

**Additional Charges** 

Extra Camping Vehicle \$100

Day Pass \$20/car

## DRIPPING SPRINGS RANCH PARK

## **MANAGER REPORT**



#### Written by Emily Nelson

#### May Highlights:

- 2023 Dripping Springs Rodeo was a packed house. Both Saturday and Sunday had a great turnout.
- Caylie has been hard at work prepping and training for summer camps and Tween Scene.
- Lake Travis Middle School brought 50 kids to volunteer at the park from 9-2 on 5/10. This was the third LTISD Middle School to bring kids to volunteer this year.

#### June Highlights:

- Summer Tween Scene opened with a bang. The participation numbers have continually increased throughout the month
- · Coyote Kids Summer Camp has been a success with our fully staffed program. Each year has brought refinement and improved programming.
- District 4H Horse Show was an amazing event. However, we had our first lightbulb fall where attendees were watching the horse show 30 minutes after the show had ended. The horse show had wrapped up the early which meant that we didn't have any injuries. The lights in the main arena and vendor hall are not functioning well with the extreme heat that 80 summer brings.

#### **HIGHLIGHTS AND PREVIEWS**







Pride of Dripping Springs spoke at the July 5th City Council meeting. They praised DSRP staff for professionalism and support.







# **Coming Soon in July**

**Big Tex Gun Show** July 15-16

Coyote Kids Summer Camp All Week

**Tween Scene**Thursdays through the Summer

# RANCH PARK

# **MANAGER REPORT**



#### Written by Emily Nelson

#### **July Highlights:**

- Coyote Kids Summer Camp Sessions were full and kids enjoyed all of the amazing programming that was offered.
- Tween Scene sessions averaged between 70-110 participants each week. Staff enjoy running this program.
- Our DSRP Riding Series: Summer Sizzle Dressage was cancelled due to low registrations which was due to the extreme temperatures.
- Event Rentals were very slow in July due to the extreme heat. Only two events in the Main Event Room were hosted this month.
- First year to host a Hot Tub and Swim Expo. The event was a perfect event in our Main Event Room during the hot months.
- Network and AV Construction began. We are excited to experience our new network and sound.
- Phase 2/3 construction of the road to the Ranch House began. Access is limited during this time.

#### **HIGHLIGHTS AND PREVIEWS**









Crystal Johns

My son has gone to this twice! It's amazing and he really enjoyed his time there. I really appreciate the folks who decided to make this happen! It gives the "summer time blues" a little pick me up

Like Reply Hide 49m Edited







# **Coming Soon in August**

Light Fixture Replacement and Network/AV Renovation Projects occurring in facility

Coyote Kids Summer Camp Through August 11th

**Tween Scene**Thursdays through the Summer