



# DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs

Banquet Hall, 1042 Event Center Drive

Wednesday, January 05, 2022 at 12:00 PM

## 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

DSRP Manager Emily Nelson  
DSRP Assistant Manager Lily Sellers  
Council Member Sherrie Parks

### 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. Speakers 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 November 3, 2021, Dripping Springs Ranch Park Board regular meeting minutes.**

### BUSINESS

- 2. Discuss and consider recommendation to eliminate private party rentals over 50 people that serve alcohol.**

### 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.*

**3. DSRP Managers December 2021 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**

February 2, 2022, at 12:00 p.m.

March 2, 2022, at 12:00 p.m.

April 6, 2022, at 12:00 p.m.

**City Council & Board of Adjustment Meetings**

January 11, 2022, at 5:00 p.m. (Waivers)

January 18, 2022, 6:00 p.m. (CC)

January 25, 2022, at 5:00 p.m. (Waivers)

**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.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on **December 30, 2022, at 10:30 a.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 REGULAR MEETING

City of Dripping Springs

Banquet Hall, 1042 Event Center Drive

Wednesday, November 03, 2021 at 12:00 PM

## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Vice Chair Polk called the meeting to order at 12:09 p.m.

**Board Members present were:**

Terry Polk, Vice Chair  
Penny Reeves  
Mike Carroll

**Board Members absent were:**

Todd Purcell, Chair  
Pam Owens, Secretary

**Staff, Consultants & Appointed/Elected Officials**

Dripping Springs Ranch Park Manager Emily Nelson  
Dripping Springs Ranch Park 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.*

No one spoke during Presentation of Citizens.

### BUSINESS

- 1. Discuss and consider possible action regarding a recommendation to the City Council to approve amendments to the Dripping Springs Ranch Park Fee Schedule.**

Emily Nelson presented the staff report which is on file. Staff recommends approval of the fee amendments.

Via unanimous consent, the Board approved amendments to the fee schedule with the recommendation that the 50% discount on Thursday with three consecutive Full Day Friday-Sunday Rental be changed to Complimentary six hour rental on Thursday with three consecutive Full Day Friday-Sunday Rental.

## COMMITTEE 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.*

Reports are on file and available for review upon request.

### **2. Parks and Community Services Combined September and October 2021 Director's Report**

*Kelly Schmidt, PCS Director*

### **3. DSRP Manager's Combined September and October 2021 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.*

The Board did not meet in Executive Session.

## ADJOURN

Via unanimous consent, this meeting adjourned at 12:47 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:** January 5, 2022

**Meeting Date:**

**Agenda Item Wording:** Discuss and consider recommendation to eliminate private party rentals over 50 people that serve alcohol.

**Agenda Item Requestor:** Emily Nelson

**Summary/Background:** DSRP currently allows private citizens to rent the event rooms for private parties. There is a history of violence and dangerous amounts of alcohol consumption. Staff was placed in harm's way when a stabbing occurred at a wedding reception on 6/5/21. The Constable Officers were overrun with a large group of the party attendees. The Sheriff department had to come provide additional security after a 911 call was placed. That private rental also resulted in staff discovering drug paraphernalia. While trying to adopt new private party policies, staff discovered that we cannot prevent weapons being brought onto the property when alcohol is being served. This means that staff would be placed in harm's way each time a private party occurs.

The DSRP Manager had to come up to a private party in September because they were not adhering to the contract. When she enforced that the music had to be turned off, a Sheriff Officer had to step between her and the Party Host to stop him from advancing further as he screamed at her.

We would like to eliminate private parties over 50 people that will serve alcohol. Currently, there are not any private party reservations on our calendar. This is a smooth time to make that transition.

There will be no change to groups making reservations through an organization or business (ie Ducks Unlimited, CCA, Wild Game Dinner). They will still be required to adhere to our rules when alcohol is being served which requires insurance, security, and TABC certified servers.

**Staff Recommendation:** Staff recommends eliminating private party rentals over 50 people that serve alcohol.

**Attachments:** DSRP Rental Agreement

**Next Steps/Schedule:** None



Item 2.

# DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

## APPLICANT INFORMATION

Lessee/Company Name: \_\_\_\_\_

Designated Event Spokesperson: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone #:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT INFORMATION

Name of Event: \_\_\_\_\_ Website \_\_\_\_\_

Event Start Date: \_\_\_\_\_ (Actual, not set up)

Event End Date: \_\_\_\_\_ (Actual, not break down)

Event Start Time: \_\_\_\_\_ \*Event End Time: \_\_\_\_\_

**\*All music & alcohol consumption must end by 10PM. No exceptions.**

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Attendance for Event: \_\_\_\_\_

**Times and Types of Use:** *(Please be specific and list all times the space is needed, including deliveries & set-up. Failure to list all set up times & dates and event times could result in the building not being accessible 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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requests? \_\_\_\_\_

\_\_\_\_\_



# DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

## SOUND & AUDIO/VISUAL EQUIPMENT

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

\_\_\_\_\_

Will you use DSRP Sound System/Microphones?  YES  NO

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

Will you need a sound/AV Tech (additional fee TBD) prior to or during your event?  YES  NO

If you answered 'YES' to any of the above, please state your specific needs for sound/AV: \_\_\_\_\_

\_\_\_\_\_

## SPECIAL ELECTRICAL NEEDS

*(Special electrical needs will result in additional fees)*

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

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

\_\_\_\_\_

\_\_\_\_\_

## ALCOHOLIC BEVERAGES

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

Will alcohol be served at your event?  YES  NO

Will alcohol be sold at your event?  YES  NO

If alcohol is to be **sold** at your event, you must provide a copy of your **Texas Alcoholic Beverage Commission Permit** and a copy of the **Certificate of Liability Insurance** with at least \$1,000,000.00 (One-Million Dollars and Zero Cents) coverage for personal and property injuries.

TABC License Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_





# DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

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

Approved for Alcohol Sales:  YES  NO

City Staff Signature of Approval: X \_\_\_\_\_

## GENERAL LIABILITY INSURANCE

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

## CONCESSION SALES

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

## SPECIAL SET-UP or DIRT NEEDS

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

## 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 stand-alone 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.DRIPPINGSRINGSRANCHPARK.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 FACILITY RENTAL AGREEMENT

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.

### **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.



## DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

### **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. **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.
4. **Multiple Day Events:** Parties booking for multiple day events will pay the 12-hour rate per day. Clean up must be done by 12:00 midnight of the last day of booking or the per hour charge will apply to additional clean-up time.
5. **Parties booking individual areas** of the Dripping Springs Ranch Park and Event Center (Vendor Hall/Front Porch, Special Event Rooms, etc.) are subject to being rescheduled or offered another space to hold their event if a party requests booking the entire facility 45 days or more from the individual area booking. In order to guarantee a reservation with no restrictions the entire Event Center must be reserved.
6. **No Sublease:** No subleasing of any area of the Dripping Springs Ranch Park Event Center or Outdoor Arena Complex is allowed, excluding vendors related to your event. The City requires knowledge of all the parties it deals with so it can assure that all parties are made aware of the requirements. An association or group that rents the arena and stalls and rents the stalls to its participants will not be considered as subleasing.
7. **Event Scheduling:** Bookings may be made up to eighteen (18) months in advance of the proposed event. Please contact the DSRP Manager for information and booking of the facilities. Reservations for the Outdoor Arena may be rescheduled or refunded due to weather conditions at the discretion of the City. Recurring events have the option to book multiple years in advance.
8. **Event Scheduling:** DSRP retains the right to refuse booking an event of a competing or similar nature within 45 days of an event already booked.
9. **Events with amplified music** must end at midnight and is restricted to 65 decibels or less. One hour will be given to clean up and exit after the event, but the music must end at midnight. Events with alcohol must cease alcohol consumption at midnight. If the premises are not vacated within the 1-hour clean up time, a per hour charge will be incurred. 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. **Security Deposit:** 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.



## DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

---

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. **Insurance:** Event Lessee and any alcoholic beverage vendor must each provide a copy of its certificate of liability insurance, with a separate endorsement listing the City and DSRP as an additional insured, in the amount of \$1,000,000.00, insuring against any and all claims for personal injury, death, and/or property damage relating to the event and the Dripping Springs Ranch Park Event Center and Outdoor Arena.
13. **Indemnification:** City shall not be liable to Lessee or Lessee's employees, agents or invitees, or to any other person or entity, for any injury to person or property on or about the DSRP Event Center and Outdoor Arena caused by the negligence or misconduct of Lessee, its employees, or agents. Lessee and all vendors shall indemnify City and hold City harmless from any loss, expense or claims arising out of any such injury.
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.



## DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

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

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

17. **Release of Liability Waivers:** The Lessee is responsible for copying waivers and obtaining signatures from each participant prior to participation in the event. Signed waivers must be returned to Dripping Springs Ranch Park Staff no later than seven (7) business days after an event is completed. A copy of the City’s waiver may be obtained from Dripping Springs Ranch Park or on the Ranch Park’s website.
18. **Special Event Food Vendors:** Special events that will have food vendors must obtain a Special Events Food Vendor permit from the City of Dripping Springs. Please contact Kyle DeHart, City of Dripping Springs Environmental Health & City Inspector for more information.
19. **Concessions:** Please contact [dsrpevents@cityofdrippingsprings.com](mailto: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. **Toilets:** The Event Center houses sixteen women’s toilets, nine men’s toilets and three urinals. The new addition houses eight women’s toilets, five men’s toilets and three urinals. There is one portable toilet available for the Outdoor Arena. In cases where the existing restroom facilities will be inadequate, the Lessee is responsible for renting additional toilets. Please see guidelines.

**Special Event Toilet Calculator**

		Maximum Attendance*										
		100	250	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000
Number 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.DRIPPINGSRINGSRANCHPARK.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 FACILITY RENTAL AGREEMENT

24. **Parking:** Parking at DSRP event center is free to Lessee and its participants. The City may choose to charge for parking at other hosted events. If your event attendance is expected to 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.
27. **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](http://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. **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. **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. **Please keep DSRP staff informed of any deliveries** for your event. DSRP cannot accept responsibility for liability or loss. Lessees must arrange for security for items shipped in advance. DSRP does not arrange return shipping for any item, this is the Lessees responsibility.



## DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

---

41. **DSRP will provide trashcans and liners for events.** Lessee is responsible for utilizing these cans throughout 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.





# DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

**EVENT NAME:** \_\_\_\_\_

## FEES

**EVENT DATE:** \_\_\_\_\_

### Rental Space(s) Requested

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Entire DSRP Park     | <input type="checkbox"/> Main Event Room Main           | <input type="checkbox"/> Catering Kitchen-New Expansion |
| <input type="checkbox"/> Entire DSRP Facility | <input type="checkbox"/> Concession Kitchen             | <input type="checkbox"/> Outdoor Arena                  |
| <input type="checkbox"/> Main Indoor Arena    | <input type="checkbox"/> Livestock Arena-New Expansion  | <input type="checkbox"/> Outdoor Trails                 |
| <input type="checkbox"/> Exhibit Hall         | <input type="checkbox"/> Small Event Room-New Expansion | <input type="checkbox"/> Field (4 total) How many?      |

**\$250 Non-refundable deposit is due to reserve dates. Full payment due ninety (90) days prior to the event.**

**RENTAL SPACE FEE AMOUNT:** \_\_\_\_\_

**ADD ONS & FEES:** \_\_\_\_\_

**TOTAL RENTAL FEES:** \_\_\_\_\_ **BALANCE DUE ON RENTAL FEES:** \_\_\_\_\_

**Please read and initial/date below:**

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

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

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

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



# 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.

\_\_\_\_\_  
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

DRIPPING SPRINGS  
**RANCH  
PARK**

Item 3.

# MANAGER REPORT



Written by Emily Nelson

How can the holiday season already be over? The Ranch Park Staff rocked this Holiday season even with all the challenges it presented from being short staffed to our sound system malfunctioning.

We are so excited to announce that we hired Andrew Thompson as our new DSRP Maintenance Worker. He brings a unique background with Farmer's Markets and Sound. We also hired one of our Part Time Customer Service Specialists, Thomas Eubanks. They have both jumped into their positions and are quick studies. This leaves us with 2 part time positions left to hire and then we will be fully staffed.

Vintage Market Days was a huge event. It was very successful. We learned a lot to make next year be even more smooth. The show hosts were very pleased with our staff. Our bathrooms were a major issue with the traffic that VMD brought. Also, we did encounter major sound issues that carried into our sold out DSRP Holiday Classic Dressage Show. We reached out to get quotes on solutions to fix the issue. We are waiting for those bids. Offering reliable sound to events is a top priority for the Ranch Park.

# HIGHLIGHTS AND PREVIEWS



“

Thank YOU, Penny Reeves, Lily Sellers, and team for a wonderful safe beautiful fun shows! Your hard work and attention to details are appreciated!!!!  
Penny, you make everything festive, fun and amazing for everyone!!!  
--Belinda Williams

”



## Coming Soon in January

**ADOC Dog Agility**  
January 6-9

**4H Point Show**  
January 15

**Sheepdog/Shetland Conformation**  
January 7-9

**City of Dripping Springs Job Fair**  
January 19

**Travis County Youth Livestock Show**  
January 12-16

**HCLE Gala**  
January 22

**Big Tex Gun Show**  
January 14-16

**HCLE Horse/Livestock Show**  
January 22-30