



DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs

Ranch Park Event Center, 1042 Event Center Drive

Wednesday, July 12, 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 Events Coordinator Caylie Houchin

Council Member Wade King

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 possible action 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 possible action regarding a Co-Sponsorship Agreement between the City of Dripping Springs and Dripping Helping Hands regarding the Empty Bowls Event.**
- 4. Discuss and consider possible action regarding the Primitive Camping and RV Eclipse Plan.**

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.

- 5. 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

August 2, 2023, at 11:00 a.m.
September 6, 2023, at 11:00 a.m.
October 4, 2023, at 11:00 a.m.

City Council Meetings

July 18, 2023, at 6:00 p.m.
August 1, 2023, at 6:00 p.m.
August 15, 2023, at 6:00 p.m.
September 5, 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.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingpsrings.com, on **July 7, 2023, at 1:45 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: July 12, 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 34th 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 34th 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 34th annual Dripping Springs Wild Game Dinner and I look forward to hearing from you.

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?

☐ 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?

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.

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.

PLEASE, CHOOSE ONE OR MORE OF THE FOLLOWING OPTIONS AND BRIEFLY EXPLAIN YOUR SELECTION(S) BELOW:

This Event

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

DS United Methodist Church Tax EIN: 92-3248153

*****BELOW INFORMATION IS TO BE COMPLETED BY CITY STAFF*****

RECEIVED BY CITY DATE:

COMMENTS:

CITY ADMINISTRATOR:

DATE: ☐ APPROVE ☐ DENY ☐ NOT REQUIRED

DRIPPING SPRINGS RANCH PARK BOARD OF 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: 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

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:**  **APPROVE** ☒ **DENY** ☐



34th Annual

Dripping Springs Wild Game Dinner

Presented by VOLVO Cars of Austin



**DRIPPING SPRINGS
Texas**

Open spaces, friendly faces.

**Smoked:
Brisket, Venison,
Pork, Sausage,
Tasty Sides &
Desserts. Raffles
& Auctions Too!**

**Sat. Feb. 3rd 5-9 PM
DS RANCH PARK
& EVENT CENTER
DSWGD.com**



DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

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

EVENT INFORMATION

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.**

Description 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.



DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

APPLICANT INFORMATION

Lessee/Company Name: Dripping Springs United 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

EVENT INFORMATION

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
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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 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.

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

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: 2 microphones

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: Electrical will need to be ran to the warm up arena for

possible projector needs.

ALCOHOLIC BEVERAGES

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

Will alcohol be served at your event? ☐ YES ☒ NO

Will alcohol be sold at your event? ☐ YES ☒ NO

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

TABC License Number: _____

Date Submitted: _____ Received by: _____

WWW.DRIPPINGSRINGSRANCHPARK.COM

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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 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: _____

Hard pack on the warm up arena for tables, chairs and stage to be set up.



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.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 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 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. **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

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

*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 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.
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 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: 2024 Wild Game Dinner

FEES

EVENT DATE: 02/03/2024

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 checked="" 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: Full Facility \$2250+Half Day Vendor Hall \$187.50=\$2437.50

ADD ONS & FEES: Full Facility Custodial \$1000+Vendor Hall Custodial \$150+Staff Labor (packing arena) \$25/hr x 4hrs=\$100=\$1250

TOTAL RENTAL FEES: \$4187.50

BALANCE DUE ON RENTAL FEES: \$3937.50

REFUNDABLE DEPOSIT DUE: \$500.00

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.

WWW.DRIPPINGSPRINGSRANCHPARK.COM

PHONE: 512-894-2390

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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.

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: July 12, 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 26th 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?

☒ 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?

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/

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 ONE OR MORE OF THE FOLLOWING OPTIONS AND BRIEFLY EXPLAIN YOUR SELECTION(S) BELOW:

This Event

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

The Empty Bowls Project promotes generosity, kindness, and an understanding of helping others. all of which promote a healthier environment in which to live. Helping Hands enhances the quality of life and well being of residents who serve and volunteer for this nonprofit. Helping Hands improves the quality of lives of residents who are in need of food and/or assistance with their basic living needs. The Empty Bowls Project and Helping Hands serves all people regardless of their ethnic origins and religions.

The 1,500 bowls that are handmade by area potters show the many artistic talents of our community.

*****BELOW INFORMATION IS TO BE COMPLETED BY CITY STAFF*****

RECEIVED BY CITY DATE:

COMMENTS:

CITY ADMINISTRATOR:

DATE:

☐ APPROVE ☐ DENY ☐ NOT REQUIRED

DRIPPING SPRINGS RANCH PARK BOARD OF 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: carrieregorytx@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

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

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:

APPROVE

☐

DENY



DRIPPING SPRINGS RANCH PARK FACILITY RENTAL AGREEMENT

APPLICANT INFORMATION

Lessee/Company Name: Dripping Springs Helping Hands, Inc
 Designated Event Spokesperson: Carrie Gregory, June Bauomel
 Address: PO Box 804 City/State/Zip Dripping Springs TX, 78620
 Phone #: (636) 253-6918 Alternate Phone #: (512) 801-4987
 Email: Carriegregorytx@gmail.com Alt Phone = June Bauomel

EVENT INFORMATION

Name of Event: 26th Annual Dripping Springs Empty Bowls Project Website www.helpinghands-drippingsprings.org/

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

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

Event Start Time: 11:00am *Event End Time: 3:00pm

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

Description of Event: The Annual DS Empty Bowls Project is the largest fundraiser of the year for the Helping Hands Food Pantry and Social Services non profit organization.

Expected Attendance for Event: 1,000

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? Total time needed 7am- 6pm.

Set up 7am-11am on day of event. Break down 3pm - 6pm on day of event.

Special Requests? We respectfully request a 25% reduction in the rental cost associated with our non-profit status.

Request use of tables and chairs in the Main Event room. Request notification of total number available as soon as possible.

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PHONE: 512-894-2390

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 DRIPPING SPRINGS, TEXAS 78620

MAILING ADDRESS: PO Box 384
 DRIPPING SPRINGS, TEXAS 78620



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: 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

If 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

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: _____

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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 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

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

*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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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 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: 26th Annual Dripping Springs Empty Bowls Project**FEES****EVENT DATE:** _____**Rental Space(s) Requested**

- | | | |
|--|--|---|
| <input type="checkbox"/> Entire DSRP Park | <input checked="" type="checkbox"/> Main Event Room Main | <input type="checkbox"/> Catering Kitchen-New Expansion |
| <input type="checkbox"/> Entire DSRP Facility | <input checked="" 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 checked="" 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: Main Event: \$1500, Vendor Hall: \$400, Kitchen: \$300**ADD ONS & FEES:** Event Stage: \$150, Custodial: \$750, Non-Profit Discount: -(\$550)**TOTAL RENTAL FEES:** \$2,550 **BALANCE DUE ON RENTAL FEES:** \$250 deposit**Please read and initial/date below:**

Initial: CG Date 11/28/22 I have read and understand the policies, terms and conditions on the preceding pages required for rental of the park.

Initial: CG Date 11/28/22 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: CG Date 11/28/22 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: CG Date 11/28/22 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.

Carrie Gregory
Lessee or Designated Event Spokesperson Signature

11/28/22
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.

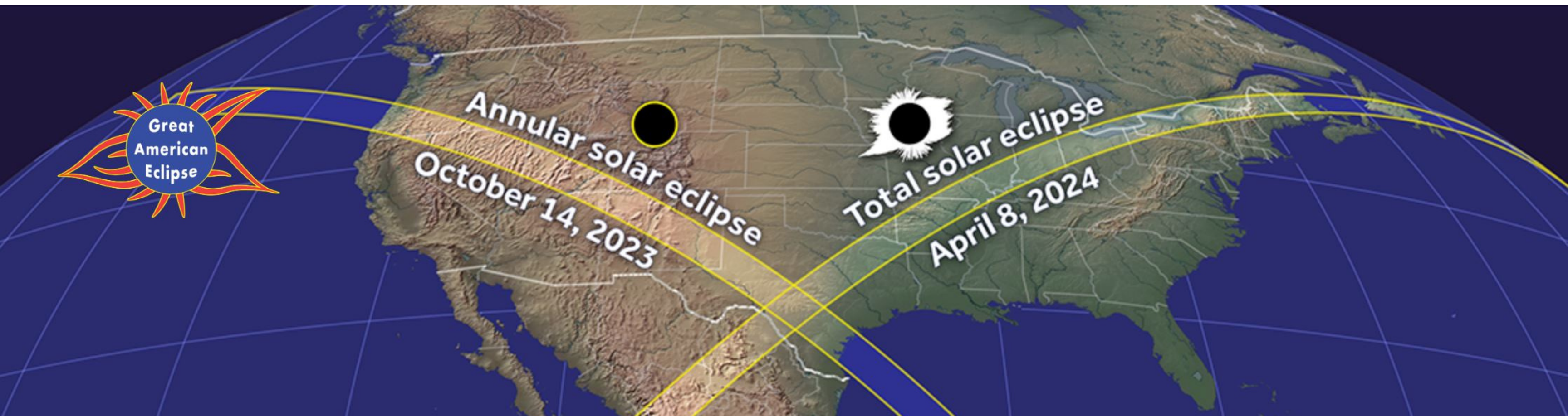
Emily Nelson, DSRP Event Center Coordinator, enelson@cityofdrippingsprings.com



TOTAL SOLAR ECLIPSE

APRIL 8, 2024

DRIPPING SPRINGS



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

MANAGER REPORT



MAY | JUNE
Spicy Summer Days

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 of June.
- 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 summer brings.

HIGHLIGHTS AND PREVIEWS



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

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Coming Soon in July

Big Tex Gun Show
July 15-16

Coyote Kids Summer Camp
All Week

Tween Scene
Thursdays through the Summer