

# PARKS & RECREATION SPECIAL EVENT APPLICATION

Complete the application at least 60-days in advance of the event and return to Jennifer Krupa, Special Events Coordinator at [jkrupa@fbgtx.org](mailto:jkrupa@fbgtx.org)



Parks & Recreation - Special Events  
126 W. Main Street  
Fredericksburg, TX 78624  
(830) 997-7521  
[www.fbgtx.org](http://www.fbgtx.org)

## Applicant Information

Name of Organization/Business

Applicant Name/Event Organizer

Address

City  State

Zip  Primary Phone

E-Mail

Organization/Business Type  For-Profit; Event Proceeds go to:

Non-Profit; attach IRS letter, Form 990

Individual

## Event Information & Location

Official Event Name  Event date(s):

Event History: Is this a first-time event?  Yes (add \$100.00)  No Estimated attendance

Is the event open to the general public?  Yes  No \*Date application submitted

*\*Applications submitted less than 60-days in advance of event date may be charged an expedited application fee of \$150.00*

Please check all that apply. Please note that reservations exclude City Hall/Fire Station, Annex #1, Police Substation, John Wm. Klein Meeting Room, and the Vereins Kirche. Access to such areas may be closed or restricted for events and is at the discretion of the Parks & Recreation Department.

*Non-profits receive 50% discount on reservation fees; no discount is available for security deposits or banner hanging fee. Fees available on the last page of this application.*

Marktplatz - Adelsverein Halle  Marktplatz - Oktoberfest Halle  Marktplatz - Kinder Halle

Marktplatz - Catering Kitchen  Marktplatz - Fest Room

Marktplatz: All five facilities above - how many days:   Marktplatz - Banner Hanging

Main Street - Parade  John Wm Klein Room  
Dates:

Event is a run, walk, race or ride; service fee required  Town Pool-restrooms only

\*Other/Private Property, please list:

*\*Applicant shall submit copy of letter from property owner giving written permission for use.*

# Event Information Continued

## Move-In & Set-Up

First day of move-in (enter date):  Start Time:  End Time:

## Indicate dates/times OPEN TO ATTENDEES

Event Date (first day):  Start Time:  End Time:

Event Date (day two):  Start Time:  End Time:

Event Date (day three):  Start Time:  End Time:

Event Date (day four):  Start Time:  End Time:

## Move-Out & STRIKE (final day)

Move Out/Strike Date:  Start Time:  End Time:

On-Site Event Contact Name  Phone

Event Website

Is the event free and open to the general public (not including vendors/sponsors, etc.)?  Yes  No

Admission will be made by:  Free  Pre-sold ticket  Pre-Registration  On-site sale/registration

Other:

# Event Components: Please check all that apply

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Animals                                   | <input type="checkbox"/> Aircraft Flyover          | <input type="checkbox"/> Bike Race                  | <input type="checkbox"/> Car Show       |
| <input type="checkbox"/> Carnival                                  | <input type="checkbox"/> Concert/Live Music        | <input type="checkbox"/> Cook-Off                   | <input type="checkbox"/> Company Picnic |
| <input type="checkbox"/> Demonstration/Rally                       | <input type="checkbox"/> Fair/Festival             | <input type="checkbox"/> Family Reunion             | <input type="checkbox"/> Fireworks      |
| <input type="checkbox"/> Fundraiser                                | <input type="checkbox"/> Run/Race/Walk/Ride        | <input type="checkbox"/> Historical Reenactment     | <input type="checkbox"/> Motorcycle Run |
| <input type="checkbox"/> Parade (must be approved by City Council) | <input type="checkbox"/> Sporting Event/Tournament | <input type="checkbox"/> Trade, Vendor, or Art Show | <input type="checkbox"/> Wedding        |

Other

Event Size: Estimated maximum attendance at one time

# of Art/Craft Vendors

# of Staff/Volunteers

# of Food/Beverage Vendors

Are you requesting to any street closures or to block any City-owned property?  Yes. If yes, complete page 7  No

Pavement Markings: Is your event requesting to mark any pavement?  Yes; see next question  No

If yes, please describe the materials and supplies that will be used to mark the pavement and when & how the markings will be removed below:

## Event Security

Special events lasting past 10 p.m., with a DJ or live music, with 1,000 attendees or more, or which provide alcohol, require the provision of licensed, bonded and commissioned private security at the event organizer's expense. The number of guards and their hours of duty will be determined by the PARD and the security company based on the type of event and numbers of attendees. The PARD will need to verify your security contact before your event permit is issued. All reservations with sound must follow the City's Sound Ordinance.

What security/law enforcement agency have you hired for the event?

Contact Name

Phone Number

## Equipment, Activities & Amusements

The following equipment, activities, and/or amusements will be at the event (check all that apply):

Canopies/Tents larger than 200 sq. feet; quantity:  Size (in feet)

How will canopies/tents be secured?  Water barrels (preferred)  Stakes  Sandbags  Weights

Generators; list quantity:

Please check all that apply:

Amplified Sound/DJ/Live Music  Amusement ride(s)  Barricades

Bleachers  Chairs & Tables  Dance Floor/Stage

Fencing (temporary)  Fryer (food)  Inflatable/Moonwalk

Light Tower (portable)  Parked cars for display  Merchandise sales

Other:

\*Name of company providing amusement ride, inflatables or moonwalks

Phone number

\*General liability insurance is required naming the City of Fredericksburg (126 W. Main Street, Fredericksburg, TX 78624) as the certificate holder and additional insured. Insurance must be received at least 10 days prior to move-in.

## Utilities & Sanitation

Will you need access to:

Electricity; for:

Water; for:

If you are supplementing the on-site restrooms with portable toilets and handwash/sanitizer stations, please indicate below by adding the quantities of each, along with delivery, servicing and pick-up details. Event organizer or representative must be present for delivery of equipment to ensure proper placement.

# Regular Portable Restrooms  # ADA Portable Restrooms  # Handwash Stations  # Hand Sanitizer Stations

Equipment will be delivered on (enter date):

Equipment will be picked-up on (enter date):

Sanitation Company Name & Phone Number:

Trash and clean-up are the responsibility of the event organizer. Depending on the size and scope of the event, additional trash receptacles or dumpsters may be required at the event organizer's expense.

Will a dumpster be delivered?  Yes; If yes, list size(s) below and indicate location on site-map  No

## Food & Beverage; check all that apply

- No food or beverage; skip to next section       Selling alcohol (including asking for tips/donations)
- Selling food or beverages       Event will distribute alcohol at no charge (no tips or donations)
- Distribution of food or beverages       Beer     Wine/Champagne     Liquor
- I need a landlord permission letter to obtain a TABC permit for alcohol

Event organizers must check the requirements for sale/distribution of food & beverages with the Gillespie County Health Division (GCHD) and Texas Alcohol & Beverage Commission (TABC). Organizers and their vendors are required to obtain any necessary permits. Each vendor must be in compliance with current health & fire regulations and have a GCHD/TABC permit displayed. Please add additional sheets, if necessary.

Please list all approved food and/or beverage vendors that will be in attendance at your event (add more sheets if necessary):

Business Name	<input type="text"/>	Contact Name	<input type="text"/>	Email	<input type="text"/>	Phone	<input type="text"/>
Business Name	<input type="text"/>	Contact Name	<input type="text"/>	Email	<input type="text"/>	Phone	<input type="text"/>
Business Name	<input type="text"/>	Contact Name	<input type="text"/>	Email	<input type="text"/>	Phone	<input type="text"/>
Business Name	<input type="text"/>	Contact Name	<input type="text"/>	Email	<input type="text"/>	Phone	<input type="text"/>
Business Name	<input type="text"/>	Contact Name	<input type="text"/>	Email	<input type="text"/>	Phone	<input type="text"/>

## Races, Runs & Walks Only

Complete this section if your event includes a race, run, or walk.

\*Are you requesting any street closures?  Yes  No

\*Please note that events that begin and/or end at Marktplatz should consult with the special events coordinator on street closures before submitting this application.

If yes, please describe and complete page # 7:

On-site registration will begin at (enter time):  Race distance(s):

Start time (if staggered, please enter all and explain):

[A map showing the route, and including starting and ending locations must be included with your application.](#)

## Parades Only

Complete this section if your event includes a parade. All parades must be approved by City Council. Staging takes place behind the Gillespie County Courthouse. Parade route is set to go eastbound on Main Street from either S. Adams or S. Crockett Street, U-Turn at Washington/Hwy. 87 South, back westbound to Bowie. No deviations from this route will be permitted.

\*Parade staging will begin at (enter time):  AM  PM

Estimated number of entries/floats:

Will you allow horses in your parade?  Yes, If yes see next question  No

How will you clean up animal waste?

Parade entry forms must include the City's Adopted Parade Safety Rules. Please check with the special events coordinator for details. Copies of entry forms may be requested by City staff for review.

# Inclement Weather Emergency Action Plan

Event Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Event Location: \_\_\_\_\_

Designated Responsible Official (highest ranking): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Second Responsible Official: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Security Company Name: \_\_\_\_\_

Contact Name (from security company): \_\_\_\_\_

Phone Number: \_\_\_\_\_

**AREA/QUADRANT MONITORS (attach a map of designated areas/quadrants):**

Area/Quadrant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Area/Quadrant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Area/Quadrant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Area/Quadrant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If the Emergency Management Coordinator or their designee is notified that the event location has moved into a weather warning, a designated official from the event will be required to make announcements regarding impending weather. Please designate the official below:

Designated Official (Announcer): \_\_\_\_\_

Phone Number: \_\_\_\_\_

CONTINUED ON NEXT PAGE

# Inclement Weather Emergency Action Plan (continued)

## INCLEMENT WEATHER ANNOUNCEMENT

The inclement weather announcement can be written in partnership with the City and designated responsible officials during the required special events committee meeting. Inclement weather is a term used to describe weather conditions that are unsafe or undesirable for outdoor events and can include the following: Hurricanes/Tropical Storms, Winter Storms or Winter Weather, Heat Advisories or Excessive Heat, High Winds, Wind Chills, Tornadoes, Severe Thunderstorms, Flash Floods and/or Lightning.

### DRAFT OF INCLEMENT WEATHER ANNOUNCEMENT:

[Redacted text area]

## NOTIFICATION SYSTEMS

How will the event notify participants of a weather emergency (check all that apply):

PA System(s)    Text Notifications    Cell Phones    In-Person    Other: [Redacted]

## GATED AND FENCED EVENTS

Please describe the emergency evacuation procedures for your event. Include any combination or keys needed to unlock or remove fencing and gates. Attach a map with emergency exits clearly marked.

[Redacted text area]

## SHELTER IN PLACE

Event organizers need to know the approximate number of patrons that can fit under covered areas and inside buildings at the event location. If there are too many patrons to safely shelter-in-place, then they should be instructed to return to their vehicles until the danger has passed.

I, [Redacted] (print name here), have prepared this inclement weather emergency action plan and agree to make the required announcements to event participants, if notified that the event location has moved into a weather warning vs. a weather watch. Failure to adhere to this plan may result in future special event permit denials.

Signed: [Redacted]   Date: [Redacted]

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## CITY USE ONLY:

Reviewed and approved by Emergency Management Coordinator:

Signed: [Redacted]   Date: [Redacted]

# Street Closure Request Form

## Street Closures

Street closure requests must be made two (2) months in advance to City Council for any closure two (2) hours or more. Street closures less than two hours in length will need police department approval. Please consider this timeline when submitting your request. You must attach the [dated](#) notification letter or email you have sent to abutting property owners (if applicable) with any feedback received. Submit completed form and attachments to the Special Events Coordinator. Once received, your request will be routed to the appropriate departments for review and assigned to a meeting agenda for City Council consideration. The event organizer or representative should be present at the City Council meeting in case there are any questions.

Event Name:

Event Date(s):

Contact Name:

Contact Phone:

## Closure Area:

Entire Street     
  Parking Lane Only     
  Partial Street     
  Blocking or Using City-Owned Property  
 Side of Street (enter N,S,E,W):      
 Side of Street (enter N,S,E,W):      
 Location:

Additional details; describe details of use below:

## Street Closure Details:

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time
Example: W. Austin Street	N. Crockett	N. Adams	Saturday, April 22, 2023	6:00 A.M.	Saturday, April 22, 2023	12:00 P.M.

## CITY USE ONLY:

Police:  Date:

Streets:  Date:

Parks:  Date:

# Signature & Indemnity Agreement

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature

Date

I, the undersigned applicant, agree to indemnify and hold harmless the City of Fredericksburg, its officers, employees, agents, and representatives against all claims of liability and causes of action resulting from injury or damage to persons or property arising out of the special event.

Signature

Date

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## END OF APPLICATION

By signature, the City approves this application, subject to all requirements.

Signature of Special Events Coordinator

Date

## FOR OFFICE USE ONLY

Event Name:

Date received:

Proof of Non-Profit Status:  Yes  No    Layout/Route Map Included:  Yes  No

Street Closure Notification Letter Included:  Yes  No  N/A

**Reminders:**  Add to CivicRec     Add to S.E. Calendar     Add to website calendar     Schedule S.E. Committee Meeting (2-4 weeks before event)  
 General Liability Insurance Required by:     Date:

Host Liquor Liability Insurance Required by:

Amusement/Animals/Inflatables Liability Insurance Required by:

Security is Required     Email application to S.E. Committee 60-days before event

TABC Letter Needed; Sent on:      Route to PD/Streets for approval     Assign to City Council Agenda for approval

Code to Kitchen     Code to Fest Room     Code to Lights/Combination Locks

Wi-Fi Credentials     Electric Pedestals     Potable Water Hoses     Cord Covers

**Invoice for:**  First-time event: \$100     Expedited Application: \$150     Security Deposit; Amount: \$

Reservation Fee; Amount: \$      Banner Hanging

**Additional Notes:**

# Administrative Rules & Important Information

## ADMINISTRATIVE RULES:

- In order to receive a refund of your security deposit, the facility must be left in the same or better condition than it was found in. All decorations, equipment, and supplies must be removed. If parks staff must remove any décor, equipment or other items left by the responsible party, a \$50 per hour fee, per employee will be charged against the deposit.
- The Responsible party must leave all facilities in a clean condition. All litter must be put in trash receptacles. If you leave items longer than your rental and we are unable to rent the facility to another customer, an additional reservation fee or fees will apply.
- Any damages to the facilities (inside and out) are agreed to be paid for by Responsible party, even if in excess of the deposit.
- Facilities are rented as-is. Customers should disclose the entire scope and nature of the proposed event. It is the responsibility of the customer/responsible party to submit any amendments and/or revisions to the original agreement in writing. Revisions are subject to the review of the Parks & Recreation Department (PARD).
- Security: reservations lasting past 10 p.m., with 1,000 people or more, with a DJ or live music, or which provide alcohol require the provision of licensed, bonded and commissioned private security at the Responsible party's expense. The number of guards and their hours of duty will be determined by the PARD and the security company based on the type of event and numbers of attendees. The PARD will need to verify your security contact before your event permit is issued. All reservations with sound must follow the City's Sound Ordinance.
- Vendors (rental companies, caterers, etc.) on City property shall provide the City a certificate of insurance evidencing coverage, per request of the PARD.
- You may rearrange pavilion tables. Any picnic tables or park benches moved onto grass or turf must be moved back off the grass/turf as soon as possible. We ask that if you remove picnic tables from under a pavilion, those same tables are moved back under the pavilion once the reservation is over. Picnic tables will not be arranged by City staff.
- All animals must be on a leash and not left unattended. Animal waste must be removed. No animals inside park buildings.
- All requests for waiver of fees or any other exceptions must be approved by City Council.

## PROHIBITED PRACTICES:

- No tape, staples, glitter, confetti, piñatas, or rice are to be used in pavilions, facilities or park areas.
- No open fires are allowed, including sparklers or candles (battery operated candles are allowed). Elevated BBQ pits only.
- No vandalizing, damaging, removing, or defacing of property or structures, including grass, plants and trees and nature features.
- No hunting or releasing of any animals in any park or City property.
- No indecent or abusive language, or any activity, which creates a public nuisance.
- No grey/wastewater or grease shall be dumped, dispersed or spilled on any park areas. Grease needs to be removed and properly disposed of off-site immediately following the event.
- No moonwalks or inflatables allowed on Marktplatz unless permitted through a special event.

**MARKTPLATZ:** It is recommended that reservations be made far in advance. This popular venue is booked for most weekends early in the year. Reservations can be made one year in advance.

- **Set-Up & Clean-Up:** Set-up and clean-up must take place on the same day, unless you reserve facilities for more than one day.
- **Hours:** Marktplatz is available for rental from 5:00 a.m. until midnight. Other hours by special permission only.
- **Vehicles:** Vehicles are not allowed to drive on Marktplatz without approval. In no event shall vehicles drive over or park on grassed areas without using grass shields. Vehicle access passes are required and can be obtained through the Special Events Coordinator.
- **Water:** Purple covers are located on non-potable water sources. Responsible party must bring their own hoses and extension cords. Potable water requires use of food-grade water hoses.
- **Animals:** Animals are prohibited inside the Catering Kitchen and Fest Room. Animals over 150 lbs. are not allowed on the grass at Marktplatz.
- **Fest Room & Catering Kitchen:** Tables, chairs, and equipment cannot be moved outdoors. The equipment must stay in the Fest Room/Catering Kitchen. If any equipment, tables or chairs are found to be outside, you will forfeit your entire security deposit.
- **Pavilion Lighting:** Pavilions are rented as-is and lights can malfunction. Each pavilion has a set of up-lights that are solar-powered and a set of down-lights that use a switch to turn them on.
- **Picnic Tables:** Pavilions are rented as-is and we cannot guarantee how many tables will be under each pavilion when you arrive for set-up. You cannot take picnic tables from other pavilions unless pre-approved in writing by the Special Events Coordinator due to the possibility of other rentals. Typically, we try to keep 10 picnic tables at a minimum under each pavilion. Customers can rent tables from an outside vendor however the delivery and pick-up dates of the equipment must be included and pre-approved with this agreement. Customer is responsible for the placement and arrangement of the rented equipment and should be present at the time of delivery and confirm that equipment will be removed the same day, unless additional day or dates are reserved. City staff will not arrange picnic tables. If a customer moves the tables out from under a pavilion, the tables must be returned under the pavilion after the event or the security deposit will be retained.
- **Catering:** Customers can use any caterer of their choosing.

CONTINUED ON NEXT PAGE

# Administrative Rules & Important Information (continued)

- **Tents, canopies & archways:** The use of tents, canopies & archways at Marktplatz is not guaranteed. The customer must submit the quantity, sizes, how they will be secured, a layout of proposed locations, a delivery date and time and pick-up date and time to be considered. Approval for the use of tents and/or canopies will be in writing.
- **Supplies & equipment:** Supplies & equipment must be picked up the same day as the event unless additional days & facilities are rented.
- **Security:** Events lasting past 10 pm, with a DJ or live music, or which provide alcohol require the provision of licensed, bonded and commissioned private security at the Responsible party's expense. Events exceeding 1000 in attendance may also require security. The number of guards and their hours of duty will be determined by the PARD and the security company based on the type of event and numbers of attendees. Call 830-990-2044 for further information. The Parks & Recreation Department will need to verify your security contact before your event permit is issued.
- **Sound:** All events with sound must follow the City's Sound Ordinance.
- **Signs & banners:** If signs and/or banners are to be used, the locations of signs and/or banners must be disclosed to the Special Events Coordinator and pre-approved. Responsible party must bring all necessary equipment to install the signs and banners.
- **Flowers/petals:** If flower or roses petals are used, they must be picked up and removed from park property immediately following the event.
- **Unavailable dates:** The City reserves the right not to rent or approve major festivals or events on Marktplatz during the months following major events and festivals such as Oktoberfest and Crawfish Festival. This exclusion is also anticipated in the months of January and February for turf rejuvenation.
- **Cancellation Policy:** the first day rental fee will not be refunded if not cancelled at least one month prior to the event.

## COMMUNITY BANNERS:

Community banners are a great way to advertise your event! Requests should be made by November of the calendar year prior to your event date (i.e. an event in April 2025 should complete their request by November 2024). To apply, contact the City Secretary's Office at (830) 997-7521, or fill out an online request at:

<http://www.fbgtx.org/formcenter/code-enforcement-9/community-service-banner-request-43>

Fees apply. Site locations: (1) 600 East Main; (2) 200 West Main; (3) 300 West Main; (4) Highway 16 South, near the high school and; (5) Highway 16 South & Pyka Road.

## ELECTRICAL NEEDS:

Power at pavilions and buildings is provided as-is. If you have additional power needs, a licensed electrician must complete any electric work on-site. Event organizers will need to supply their own generators for additional power/electrical needs if a licensed electrician is not authorized. Event organizers must also provide their own extension cords.

## POTABLE WATER:

Potable water must be used for food service.

## NOISE & SOUND REGULATIONS:

dB(A) shall mean the intensity of a sound expressed in decibels. It shall be unlawful for any person to make, assist in making, permit, continue, cause to be made or continued, or permit the continuance of any sound that exceeds:

- 85 dB(A) during Daytime Hours; Daytime hours shall mean the hours from 7:00 a.m. on one day and 8:00 p.m. the same day.
- 70 dB(A) during Evening Hours; Evening hours shall mean the hours from 8:01 p.m. on one day and 11:00 p.m. the same day for Sundays through Thursdays of each week. Evening hours shall mean the hours from 8:01 p.m. on one day and 12:00 midnight the same day for Friday and Saturday nights of each week.
- 60 dB(A) during Nighttime Hours; Nighttime hours shall mean the hours between 11:01 p.m. on one day and 6:59 a.m. the following day for Sundays through Thursdays, and 12:01 a.m. on one day and 6:59 a.m. the same day on Saturday and Sunday mornings.

## SIGNAGE:

Event organizers must adhere to the City of Fredericksburg Sign Ordinance. Signs & banners must be removed immediately following the event. If it becomes necessary for the City of Fredericksburg to remove any decorations, signs or banners, the event organizer/permit holder may forfeit a portion or all of deposit funds and may be invoiced for all clean-up costs.

A permit is required for a banner or temporary sign, neither of which can exceed 16 square feet in size. Special events can apply for only one (1) banner or temporary sign permit to display to advertise the event to the public through the City's Development Services Department. A fee shall apply. Directional signage is exempt from this requirement.

## FIRST-TIME SPECIAL EVENT:

The event has not occurred on City property before.

## JOHN WM KLEIN MEETING ROOM:

Use of the room requires the renter to complete a rental agreement separate from the special event application. Fees for use of the room are provided on the next page.

# Marktplatz Fee Structure - effective January 1, 2026

FACILITY/NAME	TYPE OF FEE	NON-PROFIT RATE	FOR-PROFIT RATE
Adelsverein Halle	Daily	\$250.00	\$500.00
Oktoberfest & Kinder Halle	Each/Daily	\$150.00	\$300.00
Catering Kitchen & Fest Zimmer	Each/Daily	\$50.00	\$100.00
Banner Hanging	One-time	\$50.00	\$100.00
Entire Square	Daily	\$650.00	\$1,300.00
Race, Run, Walk or Ride	One-time	\$450.00 + facility rate	\$900.00 + facility rate
Expedited Application	One-time	\$150.00	\$150.00
First -Time Special Event Fee	One-time	\$100.00	\$100.00
Security Deposit: less than 300 attendees	Refundable	Equal to reservation fee	Equal to reservation fee
Security Deposit: 300-1000 attendees	Refundable	\$1,000.00	\$1,000.00
Security Deposit: over 1,000 attendees	Refundable	\$3,000.00	\$3,000.00

## John Wm Klein Meeting Room Rates

DESCRIPTION	GILLESPIE COUNTY RESIDENTS & NON-PROFIT RATE	NON-RESIDENT & FOR-PROFIT RATE
Half Day Rental 8:00 a.m. to 2:00 p.m., or 4:00 p.m. to 10:00 p.m.	\$300.00	\$375.00
Daily Rental 8:00 a.m. to 10:00 p.m.	\$500.00	\$650.00
Security Deposit (all rentals) The deposit is refundable.	\$500.00 events with no alcohol \$1,000.00 events with alcohol	\$500.00 events with no alcohol \$1,000.00 events with alcohol
Audio Visual & Umbrella Use Deposits (refundable)	\$500.00/each	\$500.00/each

Please see current John Wm Klein Meeting Room application for additional fees.

# EVENTS CALENDAR LISTING

Complete the form below to have your event added to the City's website events calendar. Please send a copy of your logo and event flyer to: [specialevents@fbgtx.org](mailto:specialevents@fbgtx.org) to have it linked to your calendar listing. Please send in PNG, JPEG, or PDF format.

Official Event Name/Title:

Event Date(s):

Event Time(s):

Event Location:

Event Website:

Cost:

Event Description & Details:

Event Organizer:

Phone Number:

Email address: