



Venue Reservation Form
La Villita Historic Arts Village
Center City Development & Operations Dept. (CCDO)



Today's Date

10 Business Day Hold Definite; Contract Space

Main Contact	Requested Date(s)
Date of Birth ___ / ___ / _____	Day(s): MON TUES WED THURS FRI SAT SUN
Organization Name	Setup Time
Address	Event Start Time
City, State, Zip	Event End Time
Phone () -	Teardown Completion Time
Email	Expected Attendance

EVENT DETAILS		
Event Name	Public <input type="checkbox"/> Private <input type="checkbox"/>	
Caterer <input type="checkbox"/> Yes <input type="checkbox"/> No	Music <input type="checkbox"/> Yes <input type="checkbox"/> No	
Alcohol Served <input type="checkbox"/> Yes <input type="checkbox"/> No	Equipment Rental <input type="checkbox"/> Yes <input type="checkbox"/> No	
Alcohol Sold <input type="checkbox"/> Yes <input type="checkbox"/> No		
Concessions Sold <input type="checkbox"/> Yes <input type="checkbox"/> No		
PUBLIC EVENTS ONLY		
	Free to Public <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Admission <input type="checkbox"/> Yes \$___ <input type="checkbox"/> No	
	Web Address	
	Event Hashtag #	

FACILITY RENTAL			
Most reservations require a \$500 Damage Deposit, contact office for more information.			
<input type="checkbox"/> Bolivar Hall \$500	<input type="checkbox"/> Alamo Walkway \$300		
<input type="checkbox"/> Cos House \$500	<input type="checkbox"/> O'Neil Ford Plaza \$300		
<input type="checkbox"/> Plaza Juarez \$700	<input type="checkbox"/> Arneson River Theatre (Non-Commercial) \$250 1st hour, \$50 ea. add'l hour		
<input type="checkbox"/> Plaza Nacional \$500	<input type="checkbox"/> Arneson River Theatre (Commercial) \$500 first 3 hours (minimum), \$100 ea. add'l hour		
<input type="checkbox"/> Villita Street \$300			

EQUIPMENT RENTAL (OPTIONAL)			
Please note, our staff will stack equipment in reservation area but are not able to set up.			
<input type="checkbox"/> Banquet Table—\$8/each (6 ft. rectangular; seats 6-8)	QTY	_____ x	\$8 = _____
<input type="checkbox"/> Round Table—\$8/each (60" round, seats 8-10) *Cos House/Bolivar Hall ONLY*	QTY	_____ x	\$8 = _____
<input type="checkbox"/> Cocktail Rounds -\$8/each (30" round, 11 available in stock)	QTY	_____ x	\$8 = _____
<input type="checkbox"/> Chairs—\$2/each (Folding metal chair)	QTY	_____ x	\$2 = _____

COMMERCIAL GENERAL LIABILITY INSURANCE CITY REQUIRES \$1,000,000.00 GENERAL LIABILITY EACH OCCURRENCE, AND \$2,000,000.00 GENERAL AGGREGATE WITH THE CITY OF SAN ANTONIO NAMED AS ADDITIONALLY INSURED.
MUST HAVE INSURANCE CERTIFICATE & ENDORSEMENT SHEET 60 DAYS PRIOR TO EVENT

EVENT SECURITY IS ARRANGED THROUGH THE SAN ANTONIO POLICE DEPARTMENT'S OFF-DUTY EMPLOYMENT UNIT; CONTACT (210) 207-7020 , FAX (210) 207-3314 OR E-MAIL sapdodeu@sanantonio.gov

FOR OFFICE USE ONLY	
Reservation Calendar	Date:
AN Reservation #	Date:
Contract #	Date:

To reserve date(s), please submit completed form to one of the following: lavillita@sanantonio.gov, Christine.Morgan@sanantonio.gov; Fax (210) 207-4390; Mail to: 418 Villita Street #900, San Antonio, TX 78205. For questions, call (210) 207-8577.