



OFFICE OF SPECIAL EVENTS
 200 South Lamar, Austin, Texas 78704
 (512)974-6797 (512) 974-6756 Fax
 reservations@austintexas.gov
<http://www.austintexas.gov/parkevents>

Plaza Saltillo
 412 Comal Street

This property is located in the Northeast district. Austin's Plaza Saltillo was inaugurated by a visiting delegation from the Sister City of Saltillo, Mexico, for which it was named. The City of Saltillo generously donated ornate traditional Saltillo benches for the Plaza. Inspired by the popular plazas of Mexican cities and towns, Plaza Saltillo's design includes a bandstand and an arcade for sidewalk vendors.

This property is ideal for small-medium public events, and a focus on non-amplified entertainment is best. This location is ideal for short weddings, company picnics, or small family events. It is not ideal for outdoor concert/public commercial events.

The Space(s): Plaza - 55' x 90' (4950 sq. feet) primary open area plaza space which is interspersed with outdoor lighting poles, bandstand 30' x 66" (1980 sq. feet), and a covered vendor arcade featuring 15 stall areas in 3 sections, 2 west – 5 stalls all with electric, 6 stalls 5 with electric, and 1 east – 4 stalls 3 with electric. These east/west areas are split by the bust of Vito Robles.

Capacity: 300 persons total.

Hours available for reservation: **10 am - 10 pm** (including set up, take down and user clean up of site)
 This site is NOT eligible by law for sound or curfew extensions past 10 pm.

PACKAGES AVAILABLE					
(The time you request and book includes the total time allowed on site for: set up, take down, and clean up.)					
Rental Package	Use Fee	Damage Deposit (all rentals)	Maintenance Fee Per Day (all rentals)	Electricity Use	Package Total
4 hour access <small>(total time on site)</small>	\$150 4 hour use period.	\$300	\$150	\$50	\$650
All day access, 10 am – 10 pm. <small>(total time on site)</small>	\$300 All day rental	\$300	\$150	\$50	\$800
Any rental with an approved crawfish boil or cookout additional damage deposit					\$100

NOTICE: Noise complaints, staying beyond the contracted rental period, or not having all items removed from site on time are grounds for immediate loss of the full damage deposit. There is no appeal for these violations.



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FACILITY OVERVIEW AND AMENITIES

PLAZA - 55' x 90' (4950 sq. feet) primary open area plaza space which is interspersed with outdoor lighting poles, bandstand 30' x 66' (1980 sq. feet), and a covered vendor arcade featuring 15 stall areas in 3 sections, 2 west – 5 stalls all with electric, 6 stalls 5 with electric, and 1 east – 4 stalls 3 with electric. These east/west areas are split by the bust of Vito Robles.

AMENITIES: A generous bandstand intended for unamplified acoustic music, a personal-size public address system, or small-scale speakers. In addition, the themed plaza creates a great sense of movement and purpose. There are 15 vendor “stalls” on the south side of the property which are the designated spots for all food/product/merchandise at events. A large fountain graces the eastern end of the plaza. Please note that during certain water restriction periods the fountain cannot be activated by law. There is a water fountain on the northeast corner of the plaza near the restrooms.

RESTROOMS: There are 2 men's units and 2 women's units in the interior restroom facilities. It can be expected that most public commercial events will be required to rent portable toilets to support the event and prevent damage to park infrastructure.

Saturday events will be **REQUIRED** to budget for portable toilet removal the same night.

ELECTRICITY AVAILABLE: Plaza Area: Booth Areas: Gazebo Area:

Appropriate gauge cords should be used according to the device/appliance/item manufacturer guidelines used on site.

WATER AVAILABLE: Cold water is available, organizer must bring their own food safe/grade hose.

PARKING: There is extremely limited parking on site for less than 15 cars.

ACCESSIBILITY: The plaza is wheelchair accessible.



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DECORATION GUIDE, RESTRICTIONS AND PROHIBITED ITEMS

Item	Advisory Information or Restrictions
BBQ/Grilling	<ul style="list-style-type: none"> • Barbequing, grilling and frying/cooking should be done <u>OUTSIDE</u> in the parking lot type areas, and NOT on patios, sidewalks or plaza type areas. (if not during a burn-ban period). • Dumping of ashes is prohibited on site.
Candles	<ul style="list-style-type: none"> • Candles may be used and MUST BE COMPLETELY CONTAINED inside a fire proof vessel which encloses both the bottom and sides of the candle. Free standing candles, tea lights, etc, are NOT ACCEPTABLE.
Confetti, Silly String	<ul style="list-style-type: none"> • Confetti, confetti cannons, silly or spray string are not allowed. They are harmful to wildlife and impossible to clean up.
Cooking	<ul style="list-style-type: none"> • Cooking/kitchen type areas are restricted to heating/warming food and may NOT be used for cooking.
Decorations – Hanging Items	<ul style="list-style-type: none"> • Nails, tacks, and staples/staple guns may not be used on any surface. • <u>NO DUCT OR ELECTRICAL TAPE!</u> • Approved item to affix decorations include: <ul style="list-style-type: none"> o Use Velcro, zip ties, or high quality non-marring (marking) tape <u>ONLY!</u> Velcro allows for quick decoration removal at the end of the event. • Any items affixed to outdoor light poles must be completely removed, including any tape pieces. • Do NOT attach anything to rafters, ceilings, ceiling beams, or electrical conduit pipe.
Deliveries	<ul style="list-style-type: none"> • Deliveries may be made in the parking lot ONLY. • Deliveries must be dropped off AND picked up the SAME DAY as the rental.
Fire, and Fireplaces	<ul style="list-style-type: none"> • ZILKER CLUBHOUSE ONLY - Renters must provide their own kindling, and dried firewood (mesquite and cedar are prohibited).
Food Service	<ul style="list-style-type: none"> • Food should be SERVED AND EATEN in the dining room, sun porch or outside of the cottage. Tent rental is permitted, however, before agreeing to a tent rental, and setup/delivery time, contact and get approval from the park manager.
Games	<ul style="list-style-type: none"> • Recreation activities may not involve food (ex. relay games).
Glass Containers/ Bottles	<ul style="list-style-type: none"> • Glass and Styrofoam are prohibited.
Kegs	<ul style="list-style-type: none"> • <u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE only</u>.



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Lights	<ul style="list-style-type: none">• String lights must be installed ONLY to manufacture's' guidelines.• String lights should NOT be installed on outdoor handrails (safety and electrical hazard).• String lights may not be installed indoors on any rafters, chandeliers or ceiling beams.• Lighting may not be attached to any trees, plants or shrubs.
Margarita Machines	<ul style="list-style-type: none">• <u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE only</u>.
Moonwalks, Miniature Trains, Attractions	<ul style="list-style-type: none">• Moonwalks are allowed with a permit per device.• Miniature Trains, Petting Zoos, Carnival Rides, Water/splash slides are NOT permitted at any time.
Pets	<ul style="list-style-type: none">• Pets are NOT allowed on property.• Trained service animals to assist a person are allowed.
Piñatas	<ul style="list-style-type: none">• Piñatas are permitted outside ONLY.• Confetti is NOT allowed in piñatas.
Smoking	<ul style="list-style-type: none">• Smoking is PROHIBITED by City Ordinance in all buildings and parks.
Styrofoam	<ul style="list-style-type: none">• Glass and Styrofoam are prohibited.
Tents	<ul style="list-style-type: none">• Tent rental is permitted, however, before agreeing to a tent rental, and setup/delivery time, contact and get approval from the park manager.
Wish Lanterns	<ul style="list-style-type: none">• Wish Lanterns are NOT allowed as they pose severe fire risk.



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INSURANCE

Minimally, Standard Insurance is required for all public events. Liquor liability is additionally required for all public events with alcohol on site. Visit <http://www.austintexas.gov/page/special-events-policies-procedures>. The insurance document is located in the “policies and procedures section”.

PUBLIC EVENT: An event is considered public if any of the following apply: a - there is NOT a finite and/or limited guest list; b - a person of the public may purchase or acquire a ticket for entrance or participation; c - a person of the public may attend the event; or d – is advertised by website, email, print or radio media to the public.

PRIVATE EVENT: Events are considered private where a limited and finite count of guests is expected. An example would be a wedding, or birthday party, or private reception, which are NOT open to the public.

PERMITS

Amplified Sound is allowed at this property with a permit. Special Sound Restrictions: Sound permits are restricted as follows:

Sunday through Thursday – 10 am – 8 pm, Friday-Saturday 10 am – 10 pm.

Amplified sound MUST set up at the gazebo. When outdoors, speakers shall be oriented in a manner as to direct sound AWAY from the adjacent neighborhood.

Permits: Commercial or Advertising Purposes **(\$30)**, Private Party **(\$20)**, Public Interest, Political or Non-Profit **(\$10)**

PERMITS are required in advance and must be requested at the time of payment. Issued permits are restricted to 85 decibels or lower. We encourage courtesy and respect for adjacent neighborhoods at all times in addition to complying with the LEGAL decibel level limit.

Alcoholic Beverages: Not allowed at this site.



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DRIVING DIRECTIONS

The plaza may be accessed via driving approximately one-half mile on 5th street East from the IH 35 frontage road. It is on the south (right) hand side of East 5th.

Take note that the only parking is a narrow alley on the south side of the park. Parking is available for approximately 15 cars. [Google Map Navigation](#)

INTERACTIVE RESOURCES

[Reservation Information, and Policies and Procedures](#)

Scroll down to the “facility reservation” section to find:

- Site Plans
- Driving Direction Maps

[Flickr photo gallery](#)



EMERGENCIES – In case of **emergency**, dial **911**.

For non-emergency park-related issues:

- **During normal work hours**, call park service at 974-9500. (Monday - Friday, 7 am – 4 pm.)
- **After hours**, call 311, and ask for “After Hours Park Emergency”.



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CLEAN UP CHECKLIST

- The renter is responsible for all set up and clean up duties on site, and for returning the property to the way it was found **BEFORE THE END OF THE RESERVATION PERIOD.**
- Allow plenty of time to thoroughly clean up after your event.
- Common sense cleaning practices are the best way to a full refund of your damage deposit!

General Facility Area Checklist

- Pick up litter from property (don't forget parking areas and bathrooms), bag, and place it in appropriate areas/trash containers. If cans have lids, close them.
- Remove all decorations and personal items brought on site (this includes TAPE, STRINGS, RIBBONS!) Do NOT leave displays or large props/items on the site.
- Floors –
 - Sweep loose litter, sand and debris
 - Clean up large spills/food particles on ground
 - WOOD FLOORS, DO NOT MOP THEM - sweep and/or DRY mop floors to remove sand and debris
- Return chairs and tables to their original location in an orderly fashion.
- Break down any boxes/recycling, and take home to your household recycling service.

Kitchen/ Service Areas Checklist

Checklist -

- Completely empty the refrigerator.
- Using a clean cloth, wipe down all interior refrigerator surfaces.
- Wipe down and clean all counters and surfaces.

By City Ordinance, no smoking is allowed in City Buildings OR city park areas.

By City Code, glass is prohibited in all parks.



EMERGENCIES – In case of **emergency**, dial **911**.

For non-emergency park-related issues:

- **During normal work hours**, call park service at 974-9500. (Monday - Friday, 7 am – 4 pm.)
- **After hours**, call 311, and ask for “After Hours Park Emergency”.

PROHIBITED ITEMS

Immediate loss of the full damage deposit.



- NO NAILS! NO TACKS! NO STAPLES!
- Smoking is prohibited in all parks and facilities. Class C Misdemeanor.
- Glass or styrofoam containers.