



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

## **Sparky Pocket Park Substation Building**

3701 Grooms Street, Austin, Texas 78705

This property is located in the Northeast district. The renovated existing building (2016) is 800 square feet with approximately 330 square feet of canopy space.

**The Space(s):** The renovated existing building (2016) is 800 square feet with approximately 330 square feet of canopy space.

### **Capacity Restrictions:**

Building and Grounds - 71 persons.

Building only – restricted to 30-35 people. Thus if planning on the higher end of attendance, it is required to have approximately half of attendees outdoors. Please keep that in mind regarding weather.

**Hours** available for reservation: **10 am - 10 pm** (including set up, take down and user cleanup of site)

**Amplified Sound is NOT allowed at this property.**

<b>RENTAL FEES</b>	
<b>(The time you request and book includes the total time allowed on site for: set up, take down, and clean up.)</b>	
<b>Rental Fee</b>	<b>Maintenance Fee</b>
\$20/hour staff & electricity fee	\$ 20 one-time per rental

**NOTICE:** 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**

**BUILDING:** The 800 square foot building has a ceramic tile floor which leads to a set of commercial folding accordion doors to an outdoor patio. A small concrete apron on the east side is covered by a 330 square foot steel and wood canopy. It extends further into the pocket park with a decomposed granite semi-circle patio space that extends the length of the building in diameter.

A single door is located on the north side of the building next to the ADA parking area, folding accordion doors are located on the east side along with 1 set of double doors.

The building is air conditioned.

**SERVICE AREA/COUNTER:** A laminate counter top runs the full length of the buildings west interior side, which also contains hot & cold potable water in the single basin stainless steel sink.

**EQUIPMENT:** Six 6' tables, and 36 chairs are provided for organizer set up inside the facility. There is a manually operated **pull down projection screen** on the southern third of the interior building space. Users must bring their own AV/projection equipment.

**GRILLING:** There is a designated grilling area on site which is located near the ADA parking spaces on the South side of the club house. All materials used in the grill must be properly distinguished and removed from the site (charcoal/ashes, etc.).

**RESTROOMS:** 1 single occupant indoor restroom is located inside with hot/cold water sink.

**ELECTRICITY AVAILABLE:** 4 household style duplex electrical outlets are available in the INTERIOR along the north counter top. A 5<sup>th</sup> duplex outlet is also available, however dedicated to the refrigerator on site. Additional appliances should NOT be plugged into this outlet near the sink/refrigerator. Appropriate gauge cords should be used according to the manufacturer guidelines for the device/appliance/item used on site.

**WATER AVAILABLE:** Hot and Cold water is available in the kitchen.

**PARKING:** Parking is available along public neighborhood roadways. Users are required to have their guests carpool. All parking is on a first-come first served basis. **Parking Fee:** There IS NOT a fee for parking.

**ACCESSIBILITY:** The building is ADA accessible. There is 1 ADA parking space at the building itself.



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**DECORATION GUIDE, RESTRICTIONS AND PROHIBITED ITEMS**

<b>Item</b>	<b>Advisory Information or Restrictions</b>
BBQ/Grilling	<ul style="list-style-type: none"> <li>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).</li> <li>Dumping of ashes is prohibited on site.</li> </ul>
Candles	<ul style="list-style-type: none"> <li>Candles may be used and <b>MUST BE COMPLETELY CONTAINED</b> inside a fire proof vessel which encloses both the bottom and sides of the candle. Free standing candles, tea lights, etc, are <b>NOT ACCEPTABLE</b>.</li> </ul>
Confetti, Silly String	<ul style="list-style-type: none"> <li><b>Confetti, confetti cannons, silly or spray string are not allowed. They are harmful to wildlife and impossible to clean up.</b></li> </ul>
Cooking	<ul style="list-style-type: none"> <li>Cooking/kitchen type areas are restricted to heating/warming food and may NOT be used for cooking.</li> </ul>
Decorations – Hanging Items	<ul style="list-style-type: none"> <li><b>Nails, tacks, and staples/staple guns may not be used on any surface.</b></li> <li><b><u>NO DUCT OR ELECTRICAL TAPE!</u></b></li> <li>ONLY 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.</li> <li>Any items affixed to outdoor light poles must be completely removed, including any tape pieces. <b>DO NOT ATTACHING ANYTHING TO THE LIGHT FIXTURES AT THE TOP.</b></li> <li><b>Do NOT attach anything to rafters, ceilings, ceiling beams, or electrical</b></li> </ul>
Deliveries	<ul style="list-style-type: none"> <li>Deliveries may be made in the parking lot ONLY.</li> <li>Deliveries must be dropped off AND picked up the SAME DAY as the rental.</li> </ul>
Fire, and Fireplaces	<ul style="list-style-type: none"> <li><b>ZILKER CLUBHOUSE ONLY</b> - Renters must provide their own kindling, and dried firewood (mesquite and cedar are prohibited).</li> </ul>
Fireworks, Sparklers	<ul style="list-style-type: none"> <li><b>Prohibited by park rules. Fireworks are generally NOT allowed in the park system.</b></li> </ul>
Food Service	<ul style="list-style-type: none"> <li>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.</li> </ul>
Games	<ul style="list-style-type: none"> <li>Recreation activities may not involve food (ex. relay games).</li> <li><b>Water games. water slides are NOT allowed.</b></li> </ul>
Glass Containers/ Bottles	<ul style="list-style-type: none"> <li><b>Glass and Styrofoam are prohibited.</b></li> </ul>
Kegs	<ul style="list-style-type: none"> <li><u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE</u> only.</li> </ul>



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Lights	<ul style="list-style-type: none"> <li>• String lights must be installed ONLY to manufacture's guidelines.</li> <li>• String lights should NOT be installed on outdoor handrails (safety and electrical hazard).</li> <li>• <b>String lights may not be installed indoors on any rafters, chandeliers or ceiling beams.</b></li> <li>• <b>Lighting may not be attached to any trees, plants or shrubs.</b></li> </ul>
Margarita Machines	<ul style="list-style-type: none"> <li>• <u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE</u> only.</li> </ul>
Moonwalks, Miniature Trains, Attractions	<ul style="list-style-type: none"> <li>• Moonwalks are allowed with a permit per device.</li> <li>• <b>Miniature Trains, Petting Zoos, Carnival Rides, Water/splash slides are NOT permitted at any time.</b></li> </ul>
Pets	<ul style="list-style-type: none"> <li>• <b>Pets are NOT allowed on property.</b></li> <li>• Trained service animals to assist a person are allowed.</li> </ul>
Piñatas	<ul style="list-style-type: none"> <li>• Piñatas are permitted outside ONLY.</li> <li>• <b>Confetti is NOT allowed in piñatas.</b></li> </ul>
Smoking	<ul style="list-style-type: none"> <li>• <b>Smoking is PROHIBITED by City Ordinance in all buildings and parks.</b></li> </ul>
Styrofoam	<ul style="list-style-type: none"> <li>• <b>Glass and Styrofoam are prohibited.</b></li> </ul>
Tents	<ul style="list-style-type: none"> <li>• Tent rental is permitted, however, before agreeing to a tent rental, and setup/delivery time, contact and get approval from the park manager.</li> <li>• <b>All tents – Water barrells ONLY.</b> Tents may ONLY set up during the rental period, and must be installed and removed within the rental period.</li> <li>• <b>PARD ONLY APPROVAL – Canopy ONLY</b> tents up to 400 square feet (20'x20') (no walls allowed).</li> <li>• Tents greater than 20'x20' will not fit at this site.</li> </ul>
Wish Lanterns	<ul style="list-style-type: none"> <li>• <b>Wish Lanterns are NOT allowed as they pose severe fire risk.</b></li> </ul>



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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 NOT allowed at this property with a permit. Special Sound Restrictions: Sound permits are restricted as follows:**

**Alcoholic Beverages:** Beer kegs and margarita machines MUST be placed outside. Beverages packed in glass must be poured and served by renter or their designee into a non- breakable container **at the point of exchange for consumption**. Bottles are NOT allowed to be transported about the property by guests.

**Alcohol Sales: Permit fee:** \$30 PARD processing fee. Where alcohol is sold, or served as part of a fee, ticket, or donation for admission. See the online policies for additional information and requirements.

- A Temporary Permit is required from the **Texas Alcoholic Beverage Commission**.
- Review the [Alcohol Permitting Process Overview](#).
- General, auto and liquor liability insurance naming the City of Austin as additional insured is required.
- Valid Sales and Tax ID.
- Licensed peace officers must be hired for all event hours.



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## DRIVING DIRECTIONS

The building is located at 38<sup>th</sup> and Grooms Street. Main north/south thoroughfares are Red River (east of the facility), or Guadalupe (west of the facility) until you reach 38<sup>th</sup> street. Once on 38<sup>th</sup> street the building is located on Grooms street, approximately 1 block SOUTH of 38<sup>th</sup> Street. [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



**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 and weekends**, 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

- 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.**

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## PROHIBITED ITEMS

Immediate loss of the full damage deposit.



**NO!**

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