



December 2, 2022

City of Dripping Springs
511 West Mercer St
Dripping Springs, TX 78620
Attn: Parks & Recreation

Revised January 25, 2023

The Dripping Springs/Driftwood area Visitors Bureau is requesting that the City of Dripping Springs be a co-sponsor of a Brewers Festival on Saturday, March 25, 2023, from 11am-5pm, to take place in the downtown area, just off Mercer Street and Old Fitzhugh Road. I have enclosed a completed application and draft budget.

This year's festival will expect to have a larger crowd. The 2022 festival saw about 300 people including volunteers for the day. This year we hope to sell at least 400 wristbands and have about 60 volunteers. The 11am-1pm time will only be for attendees who purchase a VIP ticket and then from 2pm-5pm general admission will be included. We are requesting use of the grassy field next to the Stephenson Building. Footprint map is enclosed.

Last year's festival included 11 breweries and 2 food vendors. This year our plan is to have a maximum of 16 breweries and 3 food vendors.

We would like to ask the City for assistance with marking the lot area north of the Stephenson Building for vehicle parking and with trash to include 10 trash barrels and receptacle for trash at end of day. We do not need any streets to be blocked off but will need barriers and signage to direct vehicles and walking traffic. SLOW signage on Old Fitzhugh would be great to have.

Electricity will be required off the Stephenson building to facilitate music.

We are requesting the City staff write, print, and deliver notices to all residents and businesses that will be affected by the Festival.

Please let me know if there's anything else that I need to do to complete the application.

Sincerely,
Pam Owens
President/CEO
Dripping Springs Visitors Bureau

SUBMIT

CLEAR

Co- Sponsorship Application

SPONSORING ORGANIZATION NAME: Dripping Springs Visitors Bureau

APPLICANT

First Name: Pam

Last Name: Owens

Contact Number: (512) 658-4942

Email: pam@destinationdrippingsprings.com

Address: 509 West Mercer, Unit 13 Dripping Springs

EVENT

NAME: Dripping Springs Brewers Festival

START DATE/TIME: 3/25/2022 11:00 am

END DATE/TIME: 3/25/2022 5:00 pm

ADDRESS: Paved parking area & field between Masonic Lodge & Stephenson Bldg

ESTIMATED ATTENDANCE: 500

EVENT DESCRIPTION

All twelve of the breweries in the DS and Driftwood area will participate in a brewers festival on Saturday, March 25 from 11-5pm. The DSVB, as Destination Dripping Springs, will be the sponsor and will hold the TABC license. Plans are to have 2 food trucks for the time period as well as live music, and a tent with tables and chairs across the south end of the grassy area. Wristbands will be sold in advance on-line and at event. Each brewery will bring their own pop-up tent. ID's will be checked at entry before handing out wristband, beer glass and tickets for tastings. Additional tickets can be purchased.

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 can be used on any print material, website festival information and through social media.

WHAT IS YOUR MEDIA AND/ OR PUBLICITY PLAN?

Most of marketing will be through social media plus posters at the breweries and other locations. Each brewery, sponsor, eating locations and downtown shopping areas will be highlighted in social media posts. Two press releases are planned to encourage print/radio/tv promotion.

WHAT IS THE PRIOR HISTORY OF THIS EVENT OR SIMILAR EVENTS THAT INCLUDED COMMUNITY INVOLVEMENT?

This is second year for a brewers festival. We previously managed the Dripping with Taste Wine & Food Festival for 14 years and the Dripping Springs Songwriters Festival for 2 years.

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.

Promotes and identifies Dripping Springs/Driftwood areas as a hub for brewers in the Hill Country for visitors and residents to enjoy.
Promotes shopping in the Old Fitzhugh Road and the Mercer Street historic districts as the event takes place where they converge.

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

RECEIVED BY CITY DATE: 11/27/2023

CITY ADMINISTRATOR: Michelle Gescher

DATE: 1/30/2023 APPROVE DENY

~~DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS RECOMMENDATION:~~

~~DATE: APPROVE DENY~~

~~CITY COUNCIL:~~

~~DATE: APPROVE DENY~~

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: Dripping Springs Visitors Bureau

NAME OF REPRESENTATIVE: Pam

Owens

MAILING ADDRESS: 509 West Mercer, Unit 13 Dripping Springs

TELEPHONE NUMBER (512) 658-4942

EMAIL ADDRESS: pam@destinationdrippingsprings.com

DESCRIPTION OF EVENT OR SERVICE:

All twelve of the breweries in the DS and Driftwood area will participate in a brewers festival on Saturday, March 25 from 11-5pm. The DSVB, as Destination Dripping Springs, will be the sponsor and will hold the TABC license. Plans are to have 2 food trucks for the time period as well as live music, and a tent with tables and chairs across the south end of the grassy area. Wristbands will be sold in advance on-line and at event. Each brewery will bring their own pop-up tent. ID's will be checked at entry before handing out wristband, beer glass and tickets for tastings. Additional tickets can be purchased.

DESCRIPTION OF INFORMATION TO BE DISPLAYED ON SIGN (ATTACH GRAPHIC TO APPLICATION):

Included below. Will include brewers logo, DS city logo, Destination DS logo, sponsor logos, date, time, location.

SIGN DIMENSIONS AND HEIGHT: 4' x 8'

SIGN MATERIALS:

Vinyl

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:

Triangle



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

RECEIVED BY CITY DATE: 11/27/2023

CITY ADMINISTRATOR: *Michelle Fischer*

DATE: 11/30/2023 APPROVE DENY

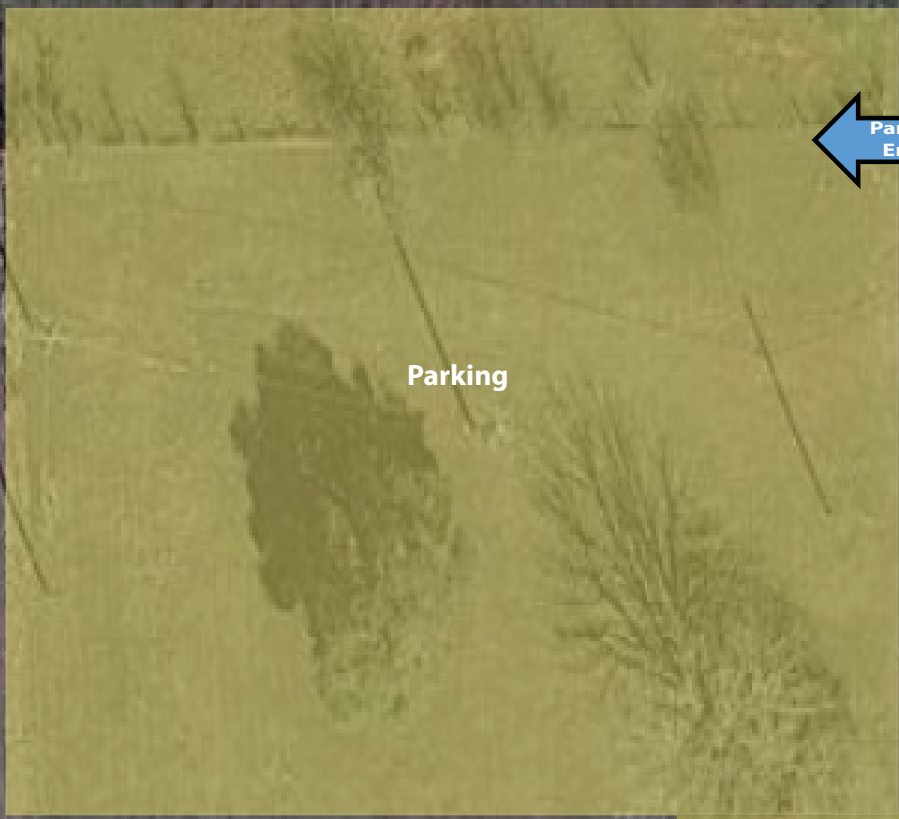
Special Event Permit – Items 1-4
Dripping Springs Brewers Festival
Saturday, March 25, 2023

- 1) Site Plan – attached showing 40x40 tent, brewer’s pop-up tents, first aid and fire extinguisher location, toilets, food trucks, parking and draft plan for City assisted barricades. We will contact DS Fire Department, Dillon Polk for inspection. Capitol Tent Company would like to install on Thursday, March 23 and dismantle on Monday, March 26. Capitol will also deliver tables and chairs. J-Bar Contractor Services would like to deliver toilets and handwashing station on Thursday, March 23 and pickup on Monday, March 26.

- 2) i. Monitoring & Security –
All participants will have to show valid proof of age before receiving an appropriate wristband. All beer drinkers will have to show wristband before receiving a pour. Off-duty Hays County officers will provide security from 11am-6pm to mitigate any problem with alcohol drinkers and with crowd control including parking issues. Officer will monitor the immediate area as well as the nearby Old Fitzhugh Road and Mercer Street areas. We have requested a county department vehicle be present.
ii. Pam Owens, Dripping Springs Visitors Bureau, oversees the festival and may be contacted at 512-658-4942 concerning security.
iii. Provided by City
iv. Provided by City

- 3) Sound Control –
i. - iv. - 2 individual musicians will play, one at a time, from 11am-5pm with sound check starting at 10:30am. Each will have 1-2 amplifiers for their music which will be under a 10’x10’ tent next to the 40’x40’ tent like the Farmers Market music setup. We will measure decibel level each hour to make sure within city ordinance. We will use the electrical outlet off the Stephenson Building as Craig suggested.

- 4) Maintenance & Cleanup –
i. We request that the City provide 10 trash receptacles from DSRP. We understand that we will provide bags.
Recon Services is donating a 15-yard roll-off dumpster for trash. They will deliver on Friday, March 24, and pick up on Monday, March 26. Volunteers will bag trash and put into dumpster as the day progresses.
Most brewers will serve from kegs – not cans, and those bringing cans will be required to take off premises with them. Patrons will have a souvenir tasting glass so we’re hoping trash will be at a minimum.
ii. we do not have names of the volunteers yet but Pam Owens is ultimately in charge of maintenance and cleanup.

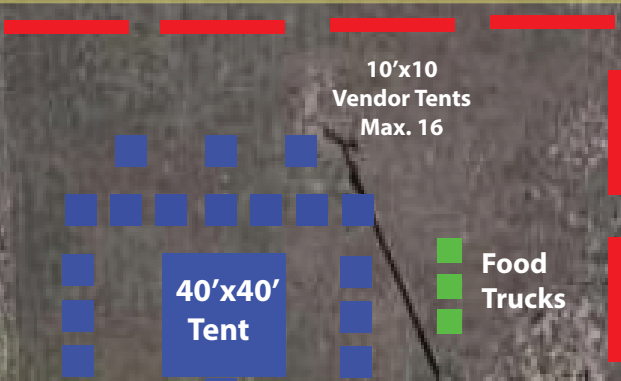


Parking Entry

Parking

Old Fitzhugh Rd

LCR C
Coin de



10'x10
Vendor Tents
Max. 16

40'x40'
Tent

Food
Trucks

Check-in
1st Aid
Fire Extinguisher

2
Toilets
&
Handwash



311



Rambo Lodge 426

Old Fitzhugh Rd

ounge

Dripping Springs Brewers Festival

Saturday, 3/25/2023

Draft - BUDGET

Income Budget

Sponsorships	600
Merchandise sales	500
Wristband sales 200@\$25 - 8 (4 oz) tastings	5,000
Wristband sales 250@\$40 - VIP	10,000
Brewer Fees 11@\$75	825
	<hr/>
	16,925

Expenses

Printing - posters, banner, site signage, etc	200	Print Plus, Grapevine Signs
Triangle Banner	150	Grapevine Signs
Beer costs	3,000	DSVB to pay breweries
TABC license	100	DSVB to be licensee
Tent, table and chair rental	1,299	Capitol Tent-install Fri morning/take down Mon.
500 tasting Mugs	1,100	includes mug, setup, printing logo & shipping
Toilets & handwashing sinks	595	1 handicap & 1 regular, 2 sink stations
Tickets	50	beer tasting tickets
Wristbands	150	wrist-band.com 500 VIP bands
Security	400	off-duty constable officer
Music	800	2 bands/musicians - low or no amplification
Ice	600	for brewers stations
Tshirts	1,500	Act 3 Screen printing
City	300	Use fee
Marketing	500	Social & print ads
Bank/card fees	425	
	<hr/>	
	11,169	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/9/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Watkins Insurance Group - Austin 3834 Spicewood Springs Rd, Ste 100 Austin TX 78759	CONTACT NAME: Stefani O'Donald	
	PHONE (A/C. No. Ext): 512-276-5361	FAX (A/C. No): 512-452-0999
E-MAIL ADDRESS: sodonald@watkinsinsurancegroup.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Continental Casualty Company		20443
INSURED Dripping Springs Visitor Bureau Pam Owens, CEO P.O. Box 206 Dripping Springs TX 78620	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1539958166

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6024697976	1/26/2021	1/26/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6024697976	1/26/2021	1/26/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Blanket Additional Insured per written contract

CERTIFICATE HOLDER**CANCELLATION**

City of Dripping Springs

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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