



May 18, 2022

City of Dripping Springs  
511 West Mercer  
Dripping Springs, TX 78620

Enclosed is the co-sponsor application request for the City of Dripping Springs to co-sponsor the 2022 Dripping Springs Songwriters Festival.

These are the items we are requesting from the City:

- Traffic Control Plan – to include road closure and traffic control/safety plan for Mercer Street and Old Fitzhugh Road
- Electricity – for 4 food trucks in the parking lot of the Mears building on Mercer Street
- Signage - Banner placement at the Hwy 290 triangle and possibly at Ranch Park
- Trash – use of City receptacles (extras from Ranch Park) and permission to have roll-off in the City parking lot
- Tents – coordinate inspections as needed
- City to publish event on social media and any other public communication channels
- Reduction in fees and total fee cost asap

I'm working with Caylie Houchin on the city requested forms. Feel free to contact me with any questions.

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: 5128584740

Email: pam@destinationdrippingsprings.com

Address: 509 W Mercer St, DS TX 786260

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### EVENT

NAME: Dripping Springs Songwriters Festival

START DATE/TIME: 10/14/2022 1:00pm

END DATE/TIME: 10/16/2022 6:00 pm

ADDRESS: Mercer St from Spring Bluff to San Marcos: Old Fitzhugh from Mercer to Sidecar

ESTIMATED ATTENDANCE: 4000

### EVENT DESCRIPTION

Approximately 45 songwriters will perform on 8 stages - 6 outdoor stages and 2 indoor stages from Friday afternoon through Saturday evening. Venues will be The Barber Shop, Acopon Brewing, Mazama Coffee Co, Hudson's on Mercer, The Warehouse District, Sidecar Tasting Room, Haus of Jayne and Dog 'N' Bone. Sunday will include a gospel brunch at Hudson's on Mercer St and then concert on Mercer St from 2pm-6pm between College St and Old Fitzhugh Rd. Set-up to start Friday, 10/14 at 8am.

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 will be used on city-wide banner, poster, website and through a social media post.

WHAT IS YOUR MEDIA AND/ OR PUBLICITY PLAN?

Digital marketing including social media posts, monthly newsletters, dedicated website, Sun Radio ads, Community Impact ads and articles, Century News articles, press releases.

Digital ads will be directed to markets in Houston, Dallas, San Antonio as well as Louisiana, Oklahoma and New Mexico.

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

This will be the 8th DS Songwriters Festival. It started in 2014, and has been held each year except for 2020. The 2022 festival will follow the same guidelines and format as previous years. The Festival will utilize about 50 community volunteers.

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.

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

RECEIVED BY CITY DATE: 19-May-2022

**CITY ADMINISTRATOR:**

DATE: ☐ 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.

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NAME OF ENTITY: Dripping Springs Visitors Bureau

NAME OF REPRESENTATIVE: Pam Owens

MAILING ADDRESS: 509 W Mercer St, DS TX 786260

TELEPHONE NUMBER 5128584740

EMAIL ADDRESS: pam@destinationdrippingsprings.com

### **DESCRIPTION OF EVENT OR SERVICE:**

Approximately 45 songwriters will perform on 8 stages - 6 outdoor stages and 2 indoor stages from Friday afternoon through Saturday evening. Venues will be The Barber Shop, Acopon Brewing, Mazama Coffee Co, Hudson's on Mercer, The Warehouse District, Sidecar Tasting Room, Haus of Jayne and Dog 'N' Bone. Sunday will include a gospel brunch at Hudson's on Mercer St and then concert on Mercer St from 2pm-6pm between College St and Old Fitzhugh Rd. Set-up to start Friday, 10/14 at 8am.

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

2 banners displaying name of event, locations and times, some sponsors, website.  
one at triangle and have not decided 2nd site yet

SIGN DIMENSIONS AND HEIGHT: 4' x 8 '

SIGN MATERIALS:

Vinyl

REQUESTED DATE FOR SIGN TO BE DISPLAYED: 01-Jun-2022

(No more than 30 days prior to event/service)

TYPE OF SIGN: BANNER ☒ NONCOMMERCIAL ☐ TEMPORARY ☐

LOCATION WHERE SIGN WILL BE DISPLAYED:

ATTACH SIGN IMAGE

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

RECEIVED BY CITY DATE:

CITY ADMINISTRATOR:

DATE:

APPROVE



DENY





**FREE • PRE-REGISTER: [www.DrippingSpringsSongwritersFestival.com](http://www.DrippingSpringsSongwritersFestival.com)**

*Sample*

**3 Days of Music**  
**45+ Songwriters**  
**7 Intimate Stages**  
**70 Sets**



DIPPING SPRINGS  
TEXAS



EST. 2014  
Dripping Springs  
Songwriters Festival  
TEXAS

CO-SPONSORED BY



DIPPING SPRINGS

**OCT. 15-17**  
*14-16*

STAGE SPONSORS



COMMUNITY  
**IMPACT**  
 NEWS PAPER



ESTES  
AUDIOLOGY

STAR SPONSORS



**YETI**

ORANGE 142

*Lucky-Phruw*  
RETREAT

GOLF CARS  
OF AUSTIN

**Dripping Springs Songwriters Festival BUDGET**  
**May 1, 2022 through Dec 31, 2022**

	<u>May 1, '22 - Dec 31, 22</u>
Ordinary Income/Expense	
Income	
Fund Raising Income	
Event Sponsorships	55,000.00
Product Sales	3,000.00
Total Fund Raising Income	<u>58,000.00</u>
Total Income	58,000.00
Expense	
Advertising & Promotion	12,500.00
Technical Services	3,000.00
Credit Card Merchant Fees	600.00
Event Entertainment	15,000.00
Food	500.00
Total Event Expense	<u>31,600.00</u>
Printing and Production	3,800.00
Products for Resale	1,500.00
Rent - Facility & Storage	840.00
Rental - Equipment & Furnishing	8,172.52
Security	2,000.00
Supplies (other than office)	3,987.99
Total Expense	<u>51,900.51</u>
Net Ordinary Income	<u>6,099.49</u>





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2022

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).

<b>PRODUCER</b> Watkins Insurance Group - Austin 3834 Spicewood Springs Rd, Ste 100 Austin TX 78759		<b>CONTACT NAME:</b> Michelle Ziats <b>PHONE (A/C, No, Ext):</b> 512-637-4409 <b>FAX (A/C, No):</b> 512-452-0999 <b>E-MAIL ADDRESS:</b> mziats@watkinsinsurancegroup.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Continental Casualty Company	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 293770217 **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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 <input type="checkbox"/> OTHER:			6024697976	1/26/2022	1/26/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			6024697976	1/26/2022	1/26/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

City of Dripping Springs is Additional Insured per written contract  
RE: Festival - October 15-17, 2021

**CERTIFICATE HOLDER****CANCELLATION**

City of Dripping Springs  
P O Box 384  
Dripping Springs TX 78620

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

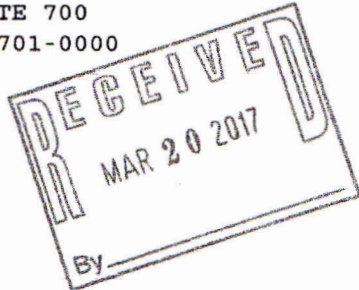
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INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 14 2017**

DRIPPING SPRINGS VISITORS BUREAU  
720 BRAZOS SUITE 700  
AUSTIN, TX 78701-0000



Employer Identification Number:  
81-2538565  
DLN:  
26053469002837  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
March 30, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

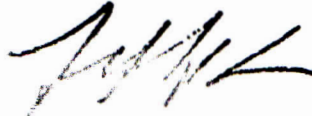
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

DRIPPING SPRINGS VISITORS BUREAU

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Cooper', with a stylized flourish at the end.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements