



Seguin Events Complex Coliseum Rental Fees

Rental of the Coliseum in its entirety and/or the Coliseum parking lot (defined as an area east of a north/south line from Building A-Dance Pavilion to South Austin St.) including the initial set-up and break down of requested tables and chairs per the customer submitted floor plan are as follows:

- Monday
 - 1-200 guests in attendance \$300*
 - 201-600 guests in attendance \$450*
 - 601-1,000 guests in attendance \$600*
- Tuesday
 - 1-200 guests in attendance \$300*
 - 201-600 guests in attendance \$450*
 - 601-1,000 guests in attendance \$600
- Wednesday
 - 1-200 guests in attendance \$300*
 - 201-600 guests in attendance \$450*
 - 601-1,000 guests in attendance \$600*
- Thursday
 - 1-200 guests in attendance \$400*
 - 201-600 guests in attendance \$600*
 - 601-1,000 guests in attendance \$800*
- Friday
 - 1-200 guests in attendance \$600*
 - 201-600 guests in attendance \$1,100*
 - 601-1,000 guests in attendance \$1,600*
- Saturday
 - 1-200 guests in attendance \$800*
 - 201-600 guests in attendance \$1,300*
 - 601-1,000 guests in attendance \$1,800*
- Sunday
 - 1-200 guests in attendance \$500*
 - 201-600 guests in attendance \$800*
 - 601-1,000 guests in attendance \$1,100*

*All above fees are for up to a 12-hour continuous rental that includes customer and/or vendor setup, the actual event, and cleanup/breakdown during the 12-hour continuous rental window.

Coliseum rental hours available are from 7 a.m. - 12 midnight (event must end by 12 midnight) with cleanup allowed until 1 a.m. City Staff will count the number of guests entering the building for the rental. If the guest count exceeds the number of guests written in the contract AND falls into a higher rental rate, the customer will be charged the appropriate rental rate as written in the terms and conditions of the signed contract.

Additional hours are \$100 per hour.

Individual room rates are as follows:

- Weekdays 8:00 a.m. to 5:00 p.m., Monday through Thursday, per room (*up to 50 ppl per room*) \$100
- Evening 5:00 p.m. to 10:00 p.m., Monday through Thursday, per room (*up to 50 ppl per room*) \$100
- Gazebo \$100
- Civic Luncheon for up to 2 hours during the noon timeframe (10:30 a.m. to 3 p.m.) \$100
- Civic Luncheon for more than 2 hours during the noon timeframe (10:30 a.m. to 3 p.m.) \$125

Hourly rental of the Coliseum for event move-in/move-out the day before or the day after the event, if available:

- During regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, per hour \$50
- Outside regular business hours and weekends, per hour with a two-hour minimum \$100
- Scissor Lift facilitated by City Staff, per hour \$50

At the time a reservation is made, the following refundable damage deposit must be made:

- Events anticipating 1-200 guests \$400
- Events anticipating 201-600 guests \$700
- Events anticipating 601-1,000 guests \$1,000

Event cancellation fees are charged according to the number of days prior to the event that the cancellation occurs:

- 181 days or more, percentage of rental fee 10%
- 91-180 days, percentage of rental fee 25%
- 0-90 days, percentage of rental fee 100%

A late floor plan fee and/or a change in floor plan fee is charged according to the number of days prior to the event that the floor plan is submitted:

- 2-13 days \$75
- 1 day \$100
- Any changes to the floor plan after initial set up \$50
- Additional set up on day of the rental (table and/or up to 10 chairs) \$25

Miscellaneous Coliseum fees:

- Use of the public address (PA) system \$50
- Relocate stage from existing location to the Cypress Room \$50
- Relocate stage from existing location from the Coliseum entirely \$100
- Chairs for Gazebo \$1/chair/event
- Amusement Permit \$20/event

If additional outlets are needed outdoors, the City of Seguin will charge the customer the following fees for the use of utility crews to connect the additional outlets and to provide electricity for these outlets:

- First Electric Roll-Off/Panel \$75/event
- Additional Electric Roll-Off/Panel \$35/each/event
- Use of parking lot light pole plugs \$25/each/day
- Use of parking lot light pole for use of all 4 lights \$10/each/day
- After hours electric fee \$140/hour



**PARKS &
RECREATION**

Seguin Events Complex Fairgrounds Rental Fees

Seguin Rodeo Arena and Warmup/Practice Arena:

- Monday through Thursday (includes initial dirt prep and 10 stalls free* per day) \$250/day
- Friday through Sunday (includes initial dirt prep and 20 stalls free* per day) \$400/day
- Friday evening with weekend rental (includes initial dirt prep and 20 stalls free* per day) \$250/day
- Seguin Arena Riding Fee (3-hour ride with no lights) \$15/horse
- Warmup/Practice Arena Riding Fee (3-hour ride with no lights) \$10/horse

Other Facilities:

- Dance Pavilion (up to 500 ppl) \$500/day
 - Includes 32 picnic tables, office with a/c & heating, trash cans, 4 large ceiling fans and restrooms. Space is 80 ft. x 160 ft.
- Midway Hall (up to 100 ppl) \$150/day or \$30/hour
 - Includes 12 8' banquet tables, 100 chairs, projection screen & projector, trash cans, and restrooms. Space is 48 ft. x 48 ft.
- Livestock Barn \$250/day
 - Includes pens, cattle ties, wash rack, electricity, water, and restrooms. Space is 60 ft. x 240 ft.
- Swine Barn \$250/day
 - Includes pens, washing stalls, electricity, and water. Space is 50 ft. x 160 ft.
- Horse Barn Stalls \$15/stall/day
- Horse Barn Stall Office \$25/day
- RV Hook-Ups (41 sites – 30 amp/50 amp) \$25/day
- Rodeo Arena Ticket Office \$100/day
- Multi-Concession Stands \$30/each/day or \$100/day for all 7

Miscellaneous Fees:

- Removal of Shavings from Barns \$300/barn/event
- Removal of Shavings from Stalls \$5/stall/event* (includes any free stalls with rental)
- Dirt Preparation/Drag during event \$150/day
- Panel Set-up \$5/panel/event
- Stripping Chute \$15/event
- Portable Trashcans \$25/5 cans, \$50/10 cans, \$75/15 cans, \$100/20 cans
- Bleachers \$25/each/event
- Portable Picnic Tables \$10/each/event (only 10 available)
- 8' Banquet Tables \$10/each/event
- Chairs \$1/chair/event
- Vendor Permit - Sale of Goods or Services \$30/event (covers unlimited vendors)
- Alcohol Permit - BYOB \$20/event (covers all 21+ guests)
- Amusement Permit \$20/event (\$1M insurance required)

Refundable Damage Deposits:

- Single Facility Rental \$250/event
- Multiple Facilities Rental \$500/event
- Carnival \$1,000/event (\$1M insurance required)
- Trashcans \$50/event
- Key(s) \$25/event

Installing and servicing electrical roll-offs for outdoor events and pole lights on Seguin Events Complex grounds:

- First Electric Roll-Off/Panel \$75/event
- Additional Electric Roll-Off/Panel \$35/each/event
- Use of parking lot light pole plugs \$25/each/day
- Use of parking lot light pole for use of all 4 lights \$10/each/day
- After hours' electric fee \$140/hour

Form revised 8-15-2018

*NOTE - Day is considered 12am-12am