



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

## **MAYFIELD PARK - COTTAGE AND GARDENS**

3505 West 35<sup>th</sup> Street (Old Bull Creek Road)

[Driving Directions to the Location](#)

Historic Mayfield Cottage and Gardens (1870s) is home to colorful gardens, towering palm trees, brilliant showy peacocks, and ponds which are filled with delicate water lilies. Soft exterior lighting, as though moonlight is peeking through the trees, creates a suitable setting for evening events. This park is ideal for small/medium-sized events such as weddings and other social gatherings, business conferences, workshops, and retreats. It is not recommended for theater events, concerts, or events that require temporary installation of hardware and structures within the gardens and cottage.

**The outer park grounds (outside of the rock walls) and adjoining nature preserve (outside of the rock walls)** are a public park and remain open to the public during reservation hours. Limits and restrictions noted in this document are particular to this specific facility and in addition to the general use policy.

**The Space(s):** Cottage, Gardens.

**Capacity:** Cottage - 45 persons maximum (Fire Code Occupancy). Renters must actively enforce the 45-person maximum in the cottage per fire occupancy rating. Cottage and grounds - 100 persons assuming pleasant outdoor weather.

**Hours** available for reservation: **10am - 9pm** (including set up, take down and user cleanup of site)

**NOTICE:** AMPLIFIED SOUND is NOT allowed at this property. No bands, DJs, or similar.

**Garden Etiquette:** View and smell the flowers but leave them for others to enjoy. The peafowl and their ancestors have lived at Mayfield for 70 years. This is their home. Please treat them with respect and do not chase them. Each pond is a unique ecosystem. Specimens for study (i.e. tadpoles, water samples), should only be removed by adult program leader, then gently returned to their home.

## PACKAGES AVAILABLE

(The time you reserve includes the total time allowed on site for: set up, take down, and clean up.)

| <b>Cottage and Gardens</b>   |              |                      |                   |                |
|--|--------------|----------------------|-------------------|----------------|
| Austin resident, or<br>Austin Energy utility customers   | Use<br>Fee + | Maintenance<br>Fee + | Damage<br>Deposit | Package Total  |
| 7-hour access  | \$600        | \$250                | \$300             | <b>\$1,150</b> |
| All Day Access   | \$800        | \$250                | \$300             | <b>\$1,350</b> |
| Non-resident fees, or<br>for commercial activities/events  |              |                      |                   |                |
| 7-hour access  | \$900        | \$250                | \$300             | <b>\$1,450</b> |
| All Day Access   | \$1200       | \$250                | \$300             | <b>\$1,750</b> |
| <b>Additional Fees:</b>  |              |                      |                   |                |
| Additional hours may be purchased on <b>7-hour rental package</b> at <b>\$75/hour</b> up to a 2 hour maximum. Additional hours may NOT be purchased to extend rental time beyond approved site hours and curfew. |              |                      |                   |                |
| Any rental with an approved <b>crawfish boil or cookout</b> must remit an additional damage deposit.   |              |                      |                   | \$100          |

| <b>Gardens ONLY</b>   |           |                |               |
|---|-----------|----------------|---------------|
| All Users   | Use Fee + | Damage Deposit | Package Total |
| 2-hour access   | \$150     | \$200          | <b>\$350</b>  |
| Additional hours<br>(up to 4 hours total maximum)   | \$75/hour |                |               |
| <b>NOTICE:</b> No park attendant is on duty during <b>garden only rentals</b> . Users are strongly encouraged to plan or designate someone from the event party to assist at the pedestrian garden gate entrances. Garden ONLY rentals are <b>NOT suggested</b> for weddings. |           |                |               |

## GUEST RESOURCES

|                      |   |
|----------------------|---|
| <b>See us!</b>       | <a href="#">Photo gallery of all event facilities</a><br><a href="#">See Mayfield Photos Only</a> |
| <b>Virtual Tour!</b> | <a href="#">Virtual Tour</a>  |
| <b>Book us!</b>      | <a href="#">Online calendar availability!</a> See dates labeled " <b>OPEN</b> ".                  |
| <b>Email us!</b>     | <a href="mailto:reservations@austintexas.gov">reservations@austintexas.gov</a>                    |
| <b>Find us!</b>      | <a href="#">Driving Directions</a> and <a href="#">Downloadable Map</a>                           |
| <b>Site maps!</b>    | <a href="#">Facility Site Plan</a>  |
| <b>Read up!</b>      | <a href="#">Sound, moonwalk, and other permit information</a>                                     |

## RESERVATION PERIODS

| THIS MONTH IS: | LOTTERY FORMS ARE ACCEPTED FOR:         | or<br>SUBMIT REQUEST ONLINE<br>Book open dates UP TO 180 days in advance. |
|----------------|---|---|
| January        | November Events <i>of the same year</i> | July <i>this year</i>   |
| February       | December Events <i>of the same year</i> | August <i>this year</i>   |
| March          | January Events <i>next year</i>         | September <i>this year</i>  |
| April          | February Events <i>next year</i>        | October <i>this year</i>  |
| May            | March Events <i>next year</i>           | November <i>this year</i>   |
| June           | April Events <i>next year</i>           | December <i>this year</i>   |
| July           | May Events <i>next year</i>             | January <i>next year</i>  |
| August         | June Events <i>next year</i>            | February <i>next year</i>   |
| September      | July Events <i>next year</i>            | March <i>next year</i>  |
| October        | August Events <i>next year</i>          | April <i>next year</i>  |
| November       | September Events <i>next year</i>       | May <i>next year</i>  |
| December       | October Events <i>next year</i>         | June <i>next year</i>   |

### Lottery Form Process:

- Most commonly used to secure a location early for events such as weddings or anniversaries.
- Forms are due between the 1<sup>st</sup> and 20<sup>th</sup> of the submittal month. [LOTTERY FORM](#)

## ONLINE CALENDAR AND BOOKING

- Go to: [www.austintexas.gov/parksonline](http://www.austintexas.gov/parksonline)
- Select “browse facilities”
- In the location box type find the park name, select it and hit search.
- Select submit request. On the next screen look for available green dates/your date of interest.
- Add the item to the cart, answer any questions and submit for review.
- Make sure to process/submit your request at the end!

## FACILITY OVERVIEW AND AMENITIES

### CATERING AND BEVERAGE PROVIDERS:

For private events, users may supply their own food/beverage from home, or select a caterer or provider of their own interest. Learn more about food safety at: <https://www.foodsafety.gov/>. For public events, users must select caterers/providers that are able to procure health and/or TABC permits.

**BUILDING:** This cottage features 2 reception rooms (originally the small and large living rooms), 1 dining room, kitchen (restricted to heating/warming food – may NOT be used for cooking) (with double household size sink, stove, and refrigerator), generous enclosed sun porch, 2 changing rooms (off the large living room), and 2 single-unit INTERIOR bathrooms. The facility has central heat and air.

**TABLES AND CHAIRS:** (6) 6' x 30" tables and 55 padded chairs are available for use with cottage rentals. Tables and chairs may ONLY be used inside the cottage. These are NOT included with garden only uses.

**RESTROOMS:** 2 residential-style bathrooms are available with hot/cold water. NOT included for garden only uses.

**ELECTRICITY AVAILABLE:** Household style electrical outlets are available on site.

- Most major or cooking/heating appliances should **NOT** be used with extension cords. Use only the attached/provided cord that came with the device.
- Power strips do **NOT** "add" capacity to plugs. They only tax outlets when more items are plugged into the primary outlet.
- Appropriate gauge (thickness) cords required for ANY device/appliance/item if the manufacturer guidelines used on site.
- Do **NOT** stack string or holiday style lights. This is only accomplished with LED based lights.

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

**GARDEN ONLY USES:** 1 portable toilet unit is available for ALL PUBLIC in the parking lot. Access to the building restrooms not included. Renters may wish to rent additional units and MUST coordinate with the site manager in advance. All table, chair, and other amenity needs beyond what is available are the responsibility of the event organizer. The driveway gate is NOT useable/opened for ANY rental.

**PARKING:** A parking lot with approximately 25 cars is available. Additional overflow parking is available off-street on Bull Creek Road. All parking is on a first-come first served basis. There IS NOT a fee for parking.

**ACCESSIBILITY:** The gardens are wheelchair accessible from the paved parking lot via a curb cut and sidewalk on the North side of the gardens. The sidewalk continues on the north side of the facility connecting to the eastern side concrete driveway which is the easiest access into the gardens area. The eastern side driveway is closed to vehicles.

Areas surrounding the ponds and gardens are the original historic stone and mortar pathway.

The historic cottage is not ADA accessible due to the slightly narrower door width on the historic structure of the cottage. There is a sidewalk from the parking lot to the north porch entry door, however the historic door frame is not ADA accessible. In addition the original wood floors include wooden thresholds.

Users are encouraged to review the facility photo gallery to review images that may be helpful in determining accessibility of the historic facility or schedule a site visit to review the site.

## DECORATION GUIDE, RESTRICTIONS AND PROHIBITED ITEMS

| Item                        | Advisory Information or Restrictions  |
|-----------------------------|---|
| BBQ/Grilling                | <ul style="list-style-type: none"> <li>Grills/grilling activities must take place ONLY in the parking lot.</li> <li>Dumping of ashes is prohibited on site.</li> </ul>  |
| Candles                     | <ul style="list-style-type: none"> <li>No candles- Battery operated only devices only!</li> </ul>   |
| Confetti, Silly String      | <ul style="list-style-type: none"> <li>Confetti, confetti cannons, silly or spray string are not allowed. They are harmful to wildlife and impossible to clean up.</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>  |
| Crawfish Boil               | <ul style="list-style-type: none"> <li>PARD approval is required for all crawfish boils on park property.</li> <li>\$100 additional damage deposit required</li> <li><a href="#">Crawfish Boil Requirements(PDF)</a></li> </ul>   |
| Dancing                     | <ul style="list-style-type: none"> <li>Dancing and other "similar" group activities must be held outside.</li> </ul>  |
| Decorations – Hanging Items | <ul style="list-style-type: none"> <li>Nails, tacks, and staples/staple guns may not be used on any surface.</li> <li><b>NO DUCT OR ELECTRICAL TAPE!</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 ATTACH 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>Fires may not be lit in the cottage fireplace.</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>  |
| Fireworks, Sparklers        | <ul style="list-style-type: none"> <li>Prohibited by park rules. Fireworks are generally NOT allowed in the park system.</li> </ul>   |
| Games                       | <ul style="list-style-type: none"> <li>Recreation activities may not involve food (ex. relay games).</li> <li>Water games, water slides are NOT allowed.</li> </ul>   |
| Glass Containers/ Bottles   | <ul style="list-style-type: none"> <li>Glass and Styrofoam are prohibited.</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>  |

| Item                                     | Advisory Information or Restrictions  |
|--|---|
| Lights                                   | <ul style="list-style-type: none"> <li>String lights must be installed ONLY to manufacturers' guidelines.</li> <li>String lights should NOT be installed on outdoor handrails (safety and electrical hazard).</li> <li>String lights may not be installed indoors on any rafters, chandeliers, or ceiling beams.</li> <li>Lighting may not be attached to any trees, plants or shrubs.</li> </ul>   |
| Margarita Machines                       | <ul style="list-style-type: none"> <li>Beer kegs and margarita machines may be set up OUTSIDE only.</li> </ul>  |
| Moonwalks, Miniature Trains, Attractions | <ul style="list-style-type: none"> <li>NOT allowed at this site.</li> <li>Prohibition includes miniature Trains, Petting Zoos, Carnival Rides</li> <li>Water/splash slides are NOT permitted at any time.</li> </ul>  |
| Pets                                     | <ul style="list-style-type: none"> <li>Pets are NOT allowed on property. This is a nature preserve.</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 the gardens ONLY.</li> <li>Confetti is NOT allowed in piñatas.</li> </ul>  |
| Smoking                                  | <ul style="list-style-type: none"> <li>Smoking is PROHIBITED by City Ordinance in all buildings and parks.</li> </ul>   |
| Styrofoam                                | <ul style="list-style-type: none"> <li>Glass and Styrofoam are prohibited.</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>All tents – Water barrels ONLY. Tents may ONLY set up during the rental period and must be installed and removed within the rental period.</li> <li>PARD ONLY APPROVAL – Canopy ONLY tents up to 400 square feet (20'x20') (no walls allowed).</li> <li>Tents greater than 20'x20' are not allowed.</li> </ul> |
| Wish Lanterns                            | <ul style="list-style-type: none"> <li>Wish Lanterns are NOT allowed as they pose severe fire risk.</li> </ul>  |

**Garden Etiquette:** View and smell the flowers but leave them for others to enjoy. The peafowl and their ancestors have lived at Mayfield for 70 years. This is their home. Please treat them with respect and do not chase them. Each pond is a unique ecosystem. Specimens for study (i.e. tadpoles, water samples), should only be removed by adult program leader, then gently returned to their home.

## PERMITS

### Amplified Sound (**NOT** allowed at this site)

- Special Allowances: A microphone and small PA may be used only during ceremonies or announcements. It may NOT be used for music, DJs, or similar.
- Acoustic music is allowed.
- **Loss of \$300 damage deposit for violations/noise complaints.**

**Alcoholic Beverage Service OR Sales:** The Parks Department may grant permission during the reservation process to allow alcohol at events. Beer kegs and margarita machines MUST be placed outside on a concrete area. 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**. Glass containers are NOT allowed to be transported about the property by guests.

#### **PUBLIC EVENT CHECKLIST:**

- ☐ [Certificate of Insurance](#)
- ☐ [Containment Plan](#) (see checklist page 2)
- ☐ [Health Permit Copy](#) (typical for poured, mixed, or handled beverages)
- ☐ Licensed Peace Officer Plan

#### **ADDITIONAL ITEMS FOR SALES:**

- ☐ [TABC permit application](#) (stamping/verification)
- ☐ [State of Texas Sales/Tax ID](#)
- ☐ \$30 PARD alcohol permit fee
- ☐ TABC Permit Issued (copy provided to PARD)

#### **PRIVATE EVENT CHECKLIST:**

- ☐ Manage event guests
- ☐ Enforce no glass requirement
- ☐ Enforce no Styrofoam
- ☐ Contain event at reserved area
- ☐ *Reminders:*
  - NO charge for alcohol
  - NO tips for alcohol
  - BYOB ONLY

#### **City Timing Requirements:**

**Minimum of 4-6 months prior to event day.**

[Citywide Event Application](#)

#### **City Timing Requirements:**

Minimum of 4-6 weeks prior to event day.

### Alcohol Sales Permit

- Any event requesting permission sell alcohol, or that require a TABC permit. In general, alcohol is considered a “sale” if funds are required for purchase, alcohol comes with a ticket required for admission, or where the price of “attending” includes alcohol.
- Review the [Alcohol Permitting Process Overview - Checklist and Steps](#).

### HEALTH PERMITS (FOOD PERMIT):



Private rentals (*examples: family birthday parties/weddings*) may bring their own food from home, or have catered delivery of food and beverage as long as NONE of the items are served/sold to the public.

Any public event must have a Health Permit, [Insurance](#), and must be approved by the Parks Department and is subject to approval and permitting by the [Austin Travis County Health and Human Services Department](#). *Having a health permit does NOT authorize vending in the park system. Park concession permits are needed.*

## 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 NO 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 when a limited and finite count of guests is expected. An example would be a wedding, birthday party, or private reception, which are NOT open to the public.

## DRIVING DIRECTIONS

From Mopac North or South bound, take the 35<sup>th</sup> Street exit. Follow traffic signs and take 35<sup>th</sup> Street westbound. Proceed west on 35<sup>th</sup> Street until you reach the “T” intersection with Mt. Bonnell Road, the entry driveway to Mayfield Park will be on the left side of the road.

- [Google Map Navigation](#)
- [Downloadable Map](#)

## EMERGENCY CONTACTS



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

**For non-emergency park-related issues:**

1. **Park Operations:** Mon.-Fri., 7 a – 4 p 974-9500
2. **Park Main Office:** Mon-Fri, 8:30a – 4:30p 974-6700

**After hours, holidays & weekends:**

1. Call 311 and ask for “After Hours Park Emergency”.

# 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

- ☐ 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

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

## PROHIBITED ITEMS

Immediate loss of the full damage deposit.



**NO!**

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