



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

Mayfield Park - Cottage and Gardens

3505 West 35th Street (Old Bull Creek Road)

[Driving Directions to the Location](#)

This property is located in the Northwest district. Historic Mayfield Cottage and Gardens (1870's) 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 may be rented for small/medium size 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 marshall). 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: 10 am - 9 pm (including set up, take down and user clean up of site)

PACKAGES AVAILABLE				
(The time you request and book includes the total time allowed on site for: set up, take down, and clean up.)				
	Use Fee	Damage Deposit (all rentals)	Maintenance Fee (all)	Package Total
Austin resident, or Austin Energy utility customers	\$600 Cottage & Gardens - 7 hours	\$300	\$	\$1150
	\$800 Cottage & Gardens - all day	\$300	\$250	\$1350
Non-resident fees, or for commercial activities/events	\$900 Cottage & Gardens - 7 hours	\$300	\$	\$1450
	\$1200 Cottage & Gardens - all day	\$300	\$250	\$1750
Any rental with an approved crawfish boil or cookout additional damage deposit				\$100
For those who need extra time on site, additional hours may be purchased on 7 hour rental packages at \$75/hour with a 2 hour maximum. Additional hours may NOT be purchased to extend rental time beyond approved site hours and curfew.				
Mayfield Gardens Only - \$150 - 2 hour rental (minimum). Limited to 4 hours maximum.		\$200	\$75/ additional hour	



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FACILITY OVERVIEW AND AMENITIES

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-each INTERIOR bathrooms. The facility has central heat and air.

ADDITIONAL EQUIPMENT: (4) 6' x 30" tables and 40 chairs are available for use with cottage rentals.

GARDENS: For gardens ONLY rentals, 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 for gardens ONLY rentals, and should 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.

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.

RESTROOMS: 2 residential-style bathrooms are available with hot/cold water.

ELECTRICITY AVAILABLE: Household style electrical outlets are available on site. Appropriate gauge cords should be used according to the device/appliance/item manufacturer guidelines used on site.

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

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.

PARKING Fee: There IS NOT a fee for parking.

ACCESSIBILITY: The gardens are wheelchair accessible. The areas surrounding the ponds and gardens are the original stone and mortar pathways. The historic cottage is not ADA accessible.



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DECORATION GUIDE, RESTRICTIONS AND PROHIBITED ITEMS

Item	Advisory Information or Restrictions
BBQ/Grilling	<ul style="list-style-type: none"> • Grills/grilling activities must take place ONLY in the parking lot. • Dumping of ashes is prohibited on site.
Candles	<ul style="list-style-type: none"> • No candles- Battery operated only devices only!
Confetti, Silly String	<ul style="list-style-type: none"> • Confetti, confetti cannons, silly or spray string are not allowed. They are harmful to wildlife and impossible to clean up.
Cooking	<ul style="list-style-type: none"> • Cooking/kitchen type areas are restricted to heating/warming food and may NOT be used for cooking.
Dancing	<ul style="list-style-type: none"> • Dancing and other "similar" group activities must be held outside.
Decorations – Hanging Items	<ul style="list-style-type: none"> • Nails, tacks, and staples/staple guns may not be used on any surface. • <u>NO DUCT OR ELECTRICAL TAPE!</u> • Approved item to affix decorations include: <ul style="list-style-type: none"> o 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. • Any items affixed to outdoor light poles must be completely removed, including any tape pieces. • Do NOT attach anything to rafters, ceilings, ceiling beams, or electrical conduit pipe. • In addition at this location, decorations MAY NOT be attached to walls, ceilings or floors of the cottage.
Deliveries	<ul style="list-style-type: none"> • Deliveries may be made in the parking lot ONLY. • Deliveries must be dropped off AND picked up the SAME DAY as the rental.
Fire, and Fireplaces	<ul style="list-style-type: none"> • Fires may not be lit in the cottage fireplace.
Food Service	<ul style="list-style-type: none"> • 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.
Games	<ul style="list-style-type: none"> • Recreation activities may not involve food (ex. relay games).
Glass Containers/ Bottles	<ul style="list-style-type: none"> • Glass and Styrofoam are prohibited.
Kegs	<ul style="list-style-type: none"> • <u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE</u> only.



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Lights	<ul style="list-style-type: none"> • Zilker/Fiesta • String lights must be installed ONLY to manufacture's' guidelines. • String lights should NOT be installed on outdoor handrails (safety and electrical hazard). • String lights may not be installed indoors on any rafters, chandeliers or ceiling beams. • Lighting may not be attached to any trees, plants or shrubs.
Margarita Machines	<ul style="list-style-type: none"> • <u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE only</u>.
Moonwalks, Miniature Trains, Attractions	<ul style="list-style-type: none"> • NOT allowed at this site. • Miniature Trains, Petting Zoos, Carnival Rides, Water/splash slides are NOT permitted at any time.
Pets	<ul style="list-style-type: none"> • Pets are NOT allowed on property. • Trained service animals to assist a person are allowed.
Piñatas	<ul style="list-style-type: none"> • Piñatas are permitted outside the gardens ONLY. • Confetti is NOT allowed in piñatas.
Smoking	<ul style="list-style-type: none"> • Smoking is PROHIBITED by City Ordinance in all buildings and parks.
Styrofoam	<ul style="list-style-type: none"> • Glass and Styrofoam are prohibited.
Tents	<ul style="list-style-type: none"> • Tent rental is permitted, however, before agreeing to a tent rental, and setup/delivery time, contact and get approval from the park manager.
Wish Lanterns	<ul style="list-style-type: none"> • Wish Lanterns are NOT allowed as they pose severe fire risk.

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.



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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. Special Allowances: A microphone and small PA may be used only during ceremonies, or announcements. Acoustic music is allowed.

Alcoholic Beverages: 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**. 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

From Mopac North or South bound, take the 35th street exit. Follow traffic signs and take 35th Street westbound. Proceed west on 35th 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](#)

INTERACTIVE RESOURCES

[Reservation Information, and Policies and Procedures](#)

Scroll down to the “facility reservation” section to find:

- Site Plans
- Driving Direction Maps

[Flickr photo gallery](#)



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**, 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

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**.

For non-emergency park-related issues:

- **During normal work hours**, call park service at 974-9500. (Monday - Friday, 7 am – 4 pm.)
- **After hours**, call 311, and ask for “After Hours Park Emergency”.

PROHIBITED ITEMS

Immediate loss of the full damage deposit.



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