



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

## **Sparky Pocket Park Substation Building**

3701 Grooms Street, Austin, Texas 78705

This property is located in the Northeast district. The renovated existing building (2016) is 800 square feet with approximately 330 square feet of canopy space.

**The Space(s):** The renovated existing building (2016) is 800 square feet with approximately 330 square feet of canopy space.

### **Capacity Restrictions:**

Building and Grounds - 71 persons.

Building only – restricted to 30-35 people. Thus if planning on the higher end of attendance, it is required to have approximately half of attendees outdoors. Please keep that in mind regarding weather.

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

**Amplified Sound is NOT allowed at this property.**



## PACKAGES AVAILABLE

USE FEES	
(The time you request and book includes the total time allowed on site for: set up, take down, and clean up.)	
Rental Fee	Maintenance Fee
\$20/hour staff & electricity fee	\$ 20 one-time per rental

**NOTICE:** Staying beyond the contracted rental period, or not having all items removed from site on time are grounds for immediate loss of the full damage deposit. There is no appeal for these violations.

## GUEST RESOURCES

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<b>See us!</b>	<a href="#">Photo gallery of all event facilities</a> <a href="#">See Sparky Park Photos Only</a>
<b>Book us!</b>	<a href="#">Online calendar availability!</a> <i>See dates labeled "OPEN".</i>
<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>

## ONLINE CALENDAR AND BOOKING

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- 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!

## RESERVATION PERIODS

THIS MONTH IS:	LOTTERY FORMS ARE ACCEPTED FOR:	or	SUBMIT REQUEST ONLINE 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](#)

## 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:** The 800 square foot building has a ceramic tile floor which leads to a set of commercial folding accordion doors to an outdoor patio. A small concrete apron on the east side is covered by a 330 square foot steel and wood canopy. It extends further into the pocket park with a decomposed granite semi-circle patio space that extends the length of the building in diameter. The building is air conditioned.

A single door is located on the north side of the building next to the ADA parking area, folding accordion doors are located on the east side along with 1 set of double doors.

**SERVICE AREA/COUNTER:** A laminate counter top runs the full length of the buildings west interior side, which also contains hot & cold potable water in the single basin stainless steel sink.

**EQUIPMENT:** Six 6' tables, and 36 chairs are provided for organizer set up inside the facility. There is a manually operated **pull down projection screen** on the southern third of the interior building space. Users must bring their own AV/projection equipment.

**RESTROOMS:** 1 single occupant indoor restroom is located inside with hot/cold water sink.

**ELECTRICITY AVAILABLE:** 4 household style duplex electrical outlets are available in the INTERIOR along the west counter top. A 5<sup>th</sup> duplex outlet is also available, however dedicated to the refrigerator on site. Additional appliances should NOT be plugged into this outlet near the sink/refrigerator.

- 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.

**PARKING:** Parking is available along public neighborhood roadways. Users are required to have their guests carpool. All parking is on a first-come first served basis. **Parking Fee:** There IS NO fee for parking.

**ACCESSIBILITY:** The building is ADA accessible. There is 1 ADA parking space at the building area.

The building eastern glass doors, if opened, connect to a crushed granite and nature park turf areas.

Users are encouraged to review the facility photo gallery to review images that may be helpful in determining accessibility of the 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>• Barbequing, grilling and frying/cooking should be done <u>OUTSIDE</u> in the parking lot type areas, and NOT on patios, sidewalks or plaza type areas. (if not during a burn-ban period).</li> <li>• Dumping of ashes is prohibited on site.</li> </ul>
Candles	<ul style="list-style-type: none"> <li>• Candles may be used and MUST BE COMPLETELY CONTAINED inside a fire proof vessel which encloses both the bottom and sides of the candle. Free standing candles, tea lights, etc., are NOT ACCEPTABLE.</li> </ul>
Confetti, Silly String	<ul style="list-style-type: none"> <li>• <b>Confetti, confetti cannons, silly or spray string are not allowed. They are harmful to wildlife and impossible to clean up.</b></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>
Decorations – Hanging Items	<ul style="list-style-type: none"> <li>• <b>Nails, tacks, and staples/staple guns may not be used on any surface.</b></li> <li>• <b><u>NO DUCT OR ELECTRICAL TAPE!</u></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.</li> <li>• <b>Do NOT attach anything to rafters, ceilings, ceiling beams, or electrical conduit pipe.</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>• <b>ZILKER CLUBHOUSE ONLY</b> - Renters must provide their own kindling and dried firewood (mesquite and cedar are prohibited).</li> </ul>
Fireworks, Sparklers	<ul style="list-style-type: none"> <li>• <b>Prohibited by park rules. Fireworks are generally NOT allowed in the park system.</b></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>
Games	<ul style="list-style-type: none"> <li>• Recreation activities may not involve food (ex. relay games).</li> <li>• <b>Water games, water slides are NOT allowed.</b></li> </ul>
Glass Containers/ Bottles	<ul style="list-style-type: none"> <li>• <b>Glass and Styrofoam are prohibited.</b></li> </ul>
Kegs	<ul style="list-style-type: none"> <li>• <u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE only</u>.</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>• <b>String lights may not be installed indoors on any rafters, chandeliers or ceiling beams.</b></li> <li>• <b>Lighting may not be attached to any trees, plants or shrubs.</b></li> </ul>
Margarita Machines	<ul style="list-style-type: none"> <li>• <u>Beer kegs and margarita machines</u> may be set up <u>OUTSIDE only</u>.</li> </ul>
Moonwalks, Miniature Trains, Attractions	<ul style="list-style-type: none"> <li>• Moonwalks are NOT allowed.</li> <li>• <b>Miniature Trains, Petting Zoos, Carnival Rides, Water/splash slides are NOT permitted at any time.</b></li> </ul>
Pets	<ul style="list-style-type: none"> <li>• <b>Pets are NOT allowed on property.</b></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 ONLY.</li> <li>• <b>Confetti is NOT allowed in piñatas.</b></li> </ul>
<b>Smoking</b>	<ul style="list-style-type: none"> <li>• <b>Smoking is PROHIBITED by City Ordinance in all buildings and parks.</b></li> </ul>
<b>Styrofoam</b>	<ul style="list-style-type: none"> <li>• <b>Glass and Styrofoam are prohibited.</b></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>• <b>All tents – Water barrels ONLY.</b> Tents may ONLY set up during the rental period and must be installed and removed within the rental period.</li> <li>• <b>PARD ONLY APPROVAL – Canopy ONLY</b> tents up to 400 square feet (20'x20') (no walls allowed).</li> <li>• Tents greater than 20'x20' will not fit at this site.</li> </ul>
Wish Lanterns	<ul style="list-style-type: none"> <li>• <b>Wish Lanterns are NOT allowed as they pose severe fire risk.</b></li> </ul>

## PERMITS

**Amplified Sound is NOT allowed at this property.**

**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)

### **City Timing Requirements:**

**Minimum of 4-6 months prior to event day.**  
[Citywide Event Application](#)

### **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 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.*

### DRIVING DIRECTIONS

The building is located at 38<sup>th</sup> and Grooms Street. Main north/south thoroughfares are Red River (east of the facility), or Guadalupe (west of the facility) until you reach 38<sup>th</sup> street. Once on 38<sup>th</sup> street the building is located on Grooms street, approximately 1 block SOUTH of 38<sup>th</sup> Street. [Google Map Navigation](#)

### EMERGENCY CONTACTS



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

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

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

**After hours, holidays & weekends:**

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

## Folding Door Use

The folding doors are **ONLY** openable from the inside of the building.  
From inside: 3 panels fold left, and 4 panels fold right

### TO UNLOCK:

1. Life up on the lever style handle and turn the dead bolt.
2. The single handle door at this time may be opened/closed like a regular door, or all may be folded flat to make the building open air using the loop style handles.

### TO LOCK:

1. You **MUST** ensure all other panels are flat and secure. Use the interior handles to pull somewhat firmly to ensure each door is pocketed and flat.
2. Close the lever handled door
3. Life up on the handle, and turn the deadbolt to lock.



# 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.

**Turn off all lights!**

**Lock all doors!**

# PROHIBITED ITEMS

Immediate loss of the full damage deposit.



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