



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>

Charles Page Zilker Club House

200 Arnulfo Alonso Way
 (formerly Zilker Clubhouse Road, off Rollingwood Drive)

This property is located in the Central district. This remarkable rustic stone clubhouse, rock patio and spacious concrete terrace is located west of Zilker Park in the rolling hills overlooking downtown Austin. The stunning panoramic view provides a priceless backdrop for small events. The clubhouse does not have central air conditioning, but the view amply cools users down on the those warm Austin nights. Limits and restrictions noted in this document are particular to this specific facility and in addition to the general use policy.

The Space(s): Club House - 24' x 54' (1296 sq. feet) uninterrupted interior space, patio 30' x 66" (1980 sq. feet).

Capacity: 150 persons total.

Hours available for reservation: **10 am - 12 Midnight** (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.)				
	Base Use Fee	Damage Deposit (all rentals)	Maintenance Fee (all rentals)	Package Total
Austin resident, or Austin Energy utility customers	\$300 4 hour use period	\$300	\$ 250	\$850
	\$600 8 hour use period.	\$300	\$ 250	\$1150
	\$800 All day rental.	\$300	\$ 250	\$1350
Non-resident fees, or for commercial activities/events	\$400 4 hour use period	\$300	\$ 250	\$950
	\$800 8 hour use period.	\$300	\$ 250	\$1350
	\$1200 All day rental.	\$300	\$ 250	\$1750

For those who need extra time on site, additional hours may be purchased on **4 or 8 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.

NOTICE: Noise complaints, 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.

Notice: Based upon the rental period booked, the sound permit will be restricted to no less than 1 hour prior to the rental period. **For example,** for 10a – 5pm period, the sound permit will be restricted to 4 pm.



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FACILITY OVERVIEW AND AMENITIES

CLUBHOUSE: The building has thermostat controlled gas heat, but **is not air conditioned**. There are ceiling fans, on the labeled switch panel in the kitchen. The building is a rock structure, with concrete floors and patio. There are 2 working wood burning fireplaces in the club house. Renters must provide their own kindling, and dried firewood (mesquite and cedar are prohibited).

KITCHEN: The club house features a kitchen with a refrigerator, stove (LIMITED to heating purposes only), and a sink with hot & cold water. Cooking/fryers/etc. is ONLY permitted outside of the grounds area in the parking lot (NOT INSIDE or ON THE PATIO). The kitchen is restricted to heating/warming food and may NOT be used for cooking.

EQUIPMENT: Approximately 25 (6' x 30") tables, (3) 6' rounds, and 150 metal folding chairs are available for use. All table, chair and other amenity needs beyond what is available are the responsibility of the event organizer.

GRILLING: There is a designated grilling area on site which is located near the ADA parking spaces on the South side of the club house. All materials used in the grill must be properly distinguished and removed from the site (charcoal/ashes, etc.).

RESTROOMS: 2 men's units and 4 women's units are provided in the interior.

ELECTRICITY AVAILABLE: There are 6 duplex outlets in the kitchen, 3 in the clubhouse interior, and 5 exterior duplex outlets. 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: There is parking on a stone and grass area on site for approximately 60 cars. Renters should strongly encourage their guests to carpool. Parking outside of the main gate is prohibited, and subject to towing. All parking is on a first-come first served basis. **Parking Fee:** There IS NOT a fee for parking.

ACCESSIBILITY: The building and terrace are wheelchair accessible.



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DECORATION GUIDE, RESTRICTIONS AND PROHIBITED ITEMS

Item	Advisory Information or Restrictions
BBQ/Grilling	<ul style="list-style-type: none"> 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). Dumping of ashes is prohibited on site.
Candles	<ul style="list-style-type: none"> 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.
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.
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"> 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.
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"> ZILKER CLUBHOUSE ONLY - Renters must provide their own kindling, and dried firewood (mesquite and cedar are prohibited).
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"> • String lights must be installed ONLY to manufacuters' 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"> • Moonwalks are allowed with a permit per device. • 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.
Pinatas	<ul style="list-style-type: none"> • Pinatas are permitted outside ONLY. • Confetti is NOT allowed in pinatas.
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.



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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 allowed at this property with a permit. Special Sound Restrictions: Sound permits are restricted until 11 p.m ONLY. Bands may set up outside and inside. Power for outdoor bands/DJ's may be pulled from inside the club house through the bay window. Sound permits are issued until 11 pm due to proximity to the adjacent neighborhood. When outdoors, speakers shall be oriented in a manner as to direct sound AWAY from the adjacent neighborhood.

Notice: Based upon the rental period booked, the sound permit will be restricted to no less than 1 hour prior to the rental period. *For example*, for 10a – 5pm period, the sound permit will be restricted to 4 pm.

Permits: Commercial or Advertising Purposes (**\$30**), Private Party (**\$20**), Public Interest, Political or Non-Profit (**\$10**)

PERMITS are required in advance and must be requested at the time of payment. Issued permits are restricted to 85 decibels or lower. We encourage courtesy and respect for adjacent neighborhoods at all times in addition to complying with the LEGAL decibel level limit.

Alcoholic Beverages: 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.



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Alcohol Sales: Permit fee: \$30 PAR 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.

1. A Temporary Permit is required from the **Texas Alcoholic Beverage Commission**.
2. General, auto and liquor liability insurance naming the City of Austin as additional insured is required.
3. Licensed peace officers must be hired for all event hours.

DRIVING DIRECTIONS

The Zilker Club House may be accessed via Rollingwood Drive which may be reached by Barton Springs Road westbound, or the northbound frontage road of Mopac using the Barton Springs/Zilker Park/2244 Exit. For either access route, turn westbound onto Rollingwood Drive (up a hill), and turn right onto Zilker Club House Road. If you are using the northbound frontage, you will turn left and travel under the MoPac overpass. Take note that the road is narrow park access road. Parking is available for approximately 60 cars, and parking is STRICTLY PROHIBITED outside the main gate.

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 customer 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.

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 they 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 -

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

Common sense cleaning practices are the best way to a full refund of your damage deposit!

By City Ordinance, no smoking is allowed in City Buildings OR city park areas.

By City Code, glass is prohibited in all parks.