



City of Fredericksburg  
Attn: PARD  
126 W. Main St.  
Fredericksburg, TX 78624

# Marktplatz Rental Agreement for Weddings

## Marktplatz

*It is recommended that reservations be made far in advance. This popular venue is booked for most weekends early in the year. Reservations can be made one year in advance. You may call the first day of the month, one year prior to your event. A signed agreement is required. Payment of deposits and fees is required at the time of reservation, unless other written arrangements are agreed upon, or the reservation will not be made.*

**Reservations for Marktplatz may be made by calling the Special Events Coordinator at (830) 990-2044**

<b>Fees</b>	<b>Reservation Fee, per day (24-hours for all facilities except John Wm Klein Meeting Room)</b>
Adelsverein Halle	\$500.00 Located on the corner of Adams and Austin St., the largest pavilion
Oktoberfest Halle	\$300.00 Lies perpendicular, just to the west of Adelsverein Halle
Kinder Halle	\$300.00 Sits adjacent to the playground at Marktplatz
Catering Kitchen	\$100.00 Located across the parking lot from Adelsverein Halle
Fest Room	\$100.00 A room for changing or staging in the building with the police station

**Security Deposit:** Equal to your reservation fee

**Cancellation fee:** The first day rental fee if not cancelled at least one month prior to the event

**Facility Amenities:** The use of City facilities to host an event is considered as-is, meaning the rental of the property includes the grounds and amenities that are on-site. Additional supplies & amenities are the responsibility of the customer/responsible party and must be pre-approved in writing by the Special Events Coordinator.

**The John Wm Klein Meeting Room has a separate rental agreement, policies, administrative rules, and rates. Please ask your rental coordinator for more information.**

### Park Administrative Rules:

1. Security Deposits: In order to receive a refund of your security deposit, the facility must be left in the same or better condition that it was found in. All decorations, equipment, and supplies must be removed. If parks staff must remove any décor, equipment or other items left by the responsible party, a \$50 per hour fee, per employee will be charged against the deposit.
2. The Responsible party must leave all facilities in a clean condition. All litter must be put in trash receptacles. Large events must provide additional trash receptacles at event's expense. If you leave items longer than your 24-hour rental and we are unable to rent the facility to another customer, an additional reservation fee or fees will apply. If flower or roses petals are used, they must be picked up and removed from park property immediately following the event.
3. Any damages to the facilities (inside and out) are agreed to be paid for by Responsible party, even if in excess of the deposit.
4. **Security: events lasting past 10 pm, with a DJ or live music, or which provide alcohol require the provision of licensed, bonded and commissioned private security at the Responsible party's expense.** Events exceeding 1000 in attendance may also require security. The number of guards and their hours of duty will be determined by the PARD and the security company based on the type of event and numbers of attendees. Call 830-990-2044 for further information. The Special Events Coordinator will need to verify your security contact before your event permit is issued.
5. Vendors (rental companies, caterers, etc.) on City property shall provide the City a certificate of insurance evidencing coverage as outlined in the Special Events policy, per request of the Special Events Coordinator.
6. Fest Room & Catering Kitchen: All tables, chairs, and equipment cannot be moved outdoors. The equipment must stay in the Fest Room/Catering Kitchen. If any equipment, tables or chairs are found to be outside, you will forfeit your entire security deposit. **Initial here (if applicable):** \_\_\_\_\_
7. Vehicles are not allowed to drive on Marktplatz without pre-approval. You must seek pre-approval through the application process. In no event shall vehicles drive over or park on grassed areas without using grass shields.
8. Event may rearrange pavilion tables. Any picnic tables or park benches moved onto grass or turf must be moved back off the grass/turf as soon as possible. We ask that if you remove picnic tables from under a pavilion, those same tables are moved back under the pavilion once the event is over. Picnic tables will not be arranged by City staff.

9. Animals are not allowed inside the catering kitchen or the Fest Room and animals over 150 lbs. are not allowed at Marktplatz. All animals must be on a leash and not left unattended. Animal waste must be removed.
10. Purple covers are located on non-potable water sources. Responsible party must bring their own hoses and extension cords. Potable water requires use of food-grade water hoses.

**Prohibited Practices:**

1. No tape, staples, glitter, confetti, piñatas, or rice are to be used.
2. No open fires are allowed, including sparklers or candles (battery operated candles are allowed).
3. No damaging, removing or defacing of property, including grass, plants and trees.
4. No hunting or releasing of any animals.
5. No indecent or abusive language, or any activity, which creates a public nuisance.
6. No grey/waste water or grease shall be dumped, dispersed or spilled on any areas of Marktplatz. Grease needs to be removed and properly disposed of off-site immediately following the event.
7. Picnic tables will not be arranged by city staff. Customers may rearrange tables but must put them back under pavilions immediately after the event.
8. The City reserves the right not to rent or approve major festivals or events on Marktplatz during the months following major events and festivals such as Oktoberfest and Crawfish Festival. This exclusion is also anticipated in the months of January and February for turf rejuvenation.

**Please read, sign and date the agreement and return to the PARD office along with payment to make your reservation.**

**Please check the facility(ies) you are renting:**

Adelsverein Halle                       Oktoberfest Halle                       Kinder Halle  
 Catering Kitchen                       Fest Room

**Date of the Event:** \_\_\_\_\_ **Start:** \_\_\_\_\_ **Finish:** \_\_\_\_\_

Set-up and clean-up must take place on the same day, unless you reserve facilities for more than one day. Submit separate agreements for each additional day.

**Customer/Responsible Party Name:** \_\_\_\_\_

**Day-of contact name and phone (if different from above):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Approximate # of people attending: \_\_\_\_\_ 300 or more people is defined as a "special event" and additional paperwork will be required.

**ADDITIONAL INFORMATION & SCOPE OF EVENT:**

Facilities are rented as-is. Customers should disclose the entire scope and nature of the proposed event using extra sheets of paper and attaching the documentation to the agreement. It is the responsibility of the customer/responsible party to submit any amendments and/or revisions to the original agreement in writing. Revisions are subject to the review of the Special Events Coordinator. **Initial:** \_\_\_\_\_

**Catering:** Customers are allowed to use any caterer of their choosing.

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**Pavilion Lighting:** The pavilions are rented as-is and lights can malfunction. Each pavilion has a set of up-lights that are solar-powered and a set of down-lights that require staff to turn them on. If down-lights are selected to be turned on, they will stay on for the entirety of the event.

**For rentals of Adelsverein, Oktoberfest and Kinder Halles only:**

\_\_\_\_\_ I would not like the down-lights turned on.

\_\_\_\_\_ I would like the down-lights turned on by: \_\_\_\_\_ AM / PM (circle) on my event date.

**Picnic Tables:** The pavilions are rented as-is and we cannot guarantee how many tables will be under each pavilion when you arrive for set-up. You cannot take picnic tables from other pavilions unless pre-approved in writing by the Special Events Coordinator due to the possibility of other rentals. Typically, we try and keep 10 picnic tables at a minimum under each pavilion. A photo is below.

Customers can rent tables from an outside vendor however the delivery and pick-up dates of the equipment must be included and pre-approved with this agreement. Customer is responsible for the placement and arrangement of the rented equipment and should be present at the time of delivery.

City staff will not arrange picnic tables. If a customer moves the tables out from under a pavilion, the tables must be returned under the pavilion after the event or the security deposit will be retained.



**Tents, canopies & archways:** The use of tents, canopies & archways at Marktplatz is not guaranteed. The customer must submit the quantity, sizes, how they will be secured, a layout of proposed locations, a delivery date and time and pick-up date and time to be considered. Approval for the use of tents and/or canopies will be in writing.

**Please place a check mark next to all equipment or event components that will be included in your wedding:**

\_\_\_ Tents or canopies; Quantity: \_\_\_; Sizes: \_\_\_\_\_  
How will they be secured? \_\_\_ Water barrels (preferred) \_\_\_ Stakes \_\_\_ Weights/Sandbags  
\_\_\_ Archway; when will it be delivered: \_\_\_\_\_ Vendor: \_\_\_\_\_  
\_\_\_ Proposed layout is attached (REQUIRED)  
\_\_\_ Delivery date and time: \_\_\_\_\_  
\_\_\_ Name of Vendor: \_\_\_\_\_

\_\_\_ Tables; Quantity: \_\_\_; when will they be delivered: \_\_\_\_\_ Vendor: \_\_\_\_\_  
\_\_\_ Chairs; Quantity: \_\_\_; when will they be delivered: \_\_\_\_\_ Vendor: \_\_\_\_\_

*\*Reminder: all equipment must be picked up the same day as the event unless additional days & facilities are rented.*

DJ: Name & contact phone number; \_\_\_\_\_ (     ) \_\_\_\_\_  
 Live music/band & contact phone number; \_\_\_\_\_ (     ) \_\_\_\_\_  
 PA System or speakers only  
 Power Requirements (please list power requirements for DJ, band, etc.): \_\_\_\_\_  
 Location of music; please provide a layout with the location for access to electricity. If not provided, electricity is not guaranteed. (REQUIRED)

*All events with sound must follow the City's Noise Ordinance. DJ's and live music require security.*

Food/Beverages; who will provide the food/beverage: \_\_\_\_\_  
Contact phone number (     ) \_\_\_\_\_  
 Alcohol; what type:  Beer  Wine  Champagne  Champagne Toast Only  No Alcohol

*We do not allow hard liquor.*

String lights, gobos, solar lights or any other type of lighting. Please describe: \_\_\_\_\_  
\_\_\_\_\_  
 Signs and banners; type: \_\_\_\_\_  
 Flowers/Rose Petals; used for: \_\_\_\_\_  
 Other: Please list: \_\_\_\_\_

I need access to:

Electricity: For? \_\_\_\_\_  
 Water: For? \_\_\_\_\_

**Any special requests for your reservation?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Due \$:** \_\_\_\_\_ **Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Party Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PARD Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Special requirements by PARD:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES:

Access code given: \_\_\_\_\_