



# Travis Park Rental Guide



Travis Park is one of the oldest municipal parks in the United States. Since 1870, the 2.6-acre park has held concerts, hosted community gatherings, & served as a green oasis in the middle of a bustling downtown San Antonio. Today, the park is an urban destination that embraces its past and yet feels contemporary and dynamic at the same time. The perfect place to host events of all sorts!

## RESERVATION PROCESS

1. Contact the Special Events office to check on availability
2. Complete Reservation Request form and email to [reservations@sanantonio.gov](mailto:reservations@sanantonio.gov)
3. If your request is accepted the Special Events office will send you a confirmation letter
4. Secure liability insurance for your event
5. Pay all permit fees and deposits no later than one (1) month prior to your event.
6. Contact Park Police and subsequently submit a Security Verification Form to the Special Events office
7. Once all of the above is completed you will receive your event permit

We recommend beginning the process at least three (3) months before your event date. Large or complex events will likely require more time.

The Special Events office is happy to help you through each step of the process!

## RENTAL FEES

Event Size	Deposit	Commercial activities or events	Commercial activities or events by a Non-Profit	Non-commercial activities or events	Ceremonies
400 or less people	\$500	+ \$100 for each additional hour	+ \$40 for each additional hour	+ \$10 for each additional hour	+ \$50 for each additional hour
401 – 1000 people	\$1000				
1001+ people	\$1500				

## FAQ

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Below please find a series of frequently asked questions to assist in the planning of your event. If you have a question that isn't answered here feel free to call our office.

### **Why do I need a permit if it's a public park?**

Securing a permit guarantees your exclusive use of the park during your reserved time and allows us to support your event in a variety of ways.

### **What is the max capacity of the park?**

Our max capacity is 5000

### **Are there restrooms on-site?**

There are no restrooms on-site, you must bring in mobile or portable toilets.

### **Is there electricity and running water on-site?**

Yes, and yes. The park has a ample electricity available, and there are three water fountains that have hose spigots on them.

### **Can my event be in the streets around the park?**

Yes, you can request a street closure through Public work.

### **Do I need security for my event?**

If Park Police determines your event needs security you will need to work with them and hire Park Police officers to handle security for the event.

### **Can I have a stage or tent in the park?**

Yes, as long as precautions are taken to avoid unnecessarily damaging the landscape or other park features. Depending on the size of the structure a permit from DSD may be required.

### **Is there a restriction on how loud my event can be?**

Yes, the limit is 70dB measured from outside of the park.

### **Can I server alcohol at my event?**

Yes, alcohol sales/service is allowed in the park if you obtain a temporary license from TABC to do so.

### **Can my event have vendors selling food & drinks?**

Yes, food service is allowed in the park, but a permit from Metro Health will be provided and your even must adhere to their guidelines.

### **Can I have a fire, wood/charcoal grill, or propane grill at my event?**

We do allow fires and other non-electric cooking equipment, but the decision is made on a case-by-case basis. If allowed a permit must be obtained from the fire department.

### **What happens if I cancel my event?**

If your event is cancelled at least 90 days out, all funds will be returned. From there till 30 days out, half of all funds will be returned. If your event is cancelled less than 30 days out, no money will be returned. We do offer a chance to reschedule without a penalty.

### **How do I get the security deposit back?**

After the event the park is inspected for any damage and if there is none found the deposit will be refunded. If damage is found, it will be refunded minus the cost of repair.

### **Who do I contact about ...?**

Near the end of this document is a list of contacts to point you in the right direction.

## **LARGE EVENTS**

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Large events require extra consideration and coordination with the Special Events office. The determination of applying these requirements is made on a case-by-case basis with the goal of ensuring a smooth and successful event for you and your attendees.

### **Large Events may need to submit:**

- A Site Plan for your event
- A detailed timeline including setup and strike
- A plan of specific electrical requirements
- A list of vendors (if any) with contact info
- A plan for handling event trash and recycling with a Green Event certification from the Office of Sustainability

## **IMPORTANT CONTACTS**

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### **Special Events**

Jennifer Fraga – Special Projects Manager, Events  
210.207.7819, [jennifer.fraga@sanantonio.gov](mailto:jennifer.fraga@sanantonio.gov)

Zac Menshew – Sr. Management Analyst, Events  
210.207.6517, [zachary.menshew@sanantonio.gov](mailto:zachary.menshew@sanantonio.gov)

### **Traffic & Processions**

Officer David Velasquez – SAPD Traffic  
210.207.7992 – [david.velasquez@sanantonio.gov](mailto:david.velasquez@sanantonio.gov)

### **Public Works**

Edward Mery – Senior Engineer  
210.207.6952, [edward.mery@sanantonio.gov](mailto:edward.mery@sanantonio.gov)

### **Fire Department**

Cpt. Jose A. Rios – Special Events Coordinator  
210.204.3695, [jose.rios@sanantonio.gov](mailto:jose.rios@sanantonio.gov)

### **Development Services**

Sharon Trudeau – Development Services Manager  
210.207.0152, [sharon.trudeau@sanantonio.gov](mailto:sharon.trudeau@sanantonio.gov)

### **Metro Health**

Lori Calzoncit, Sanitary Services Manager  
210.207.4760, [lori.calzoncit@sanantonio.gov](mailto:lori.calzoncit@sanantonio.gov)

### **Solid Waste**

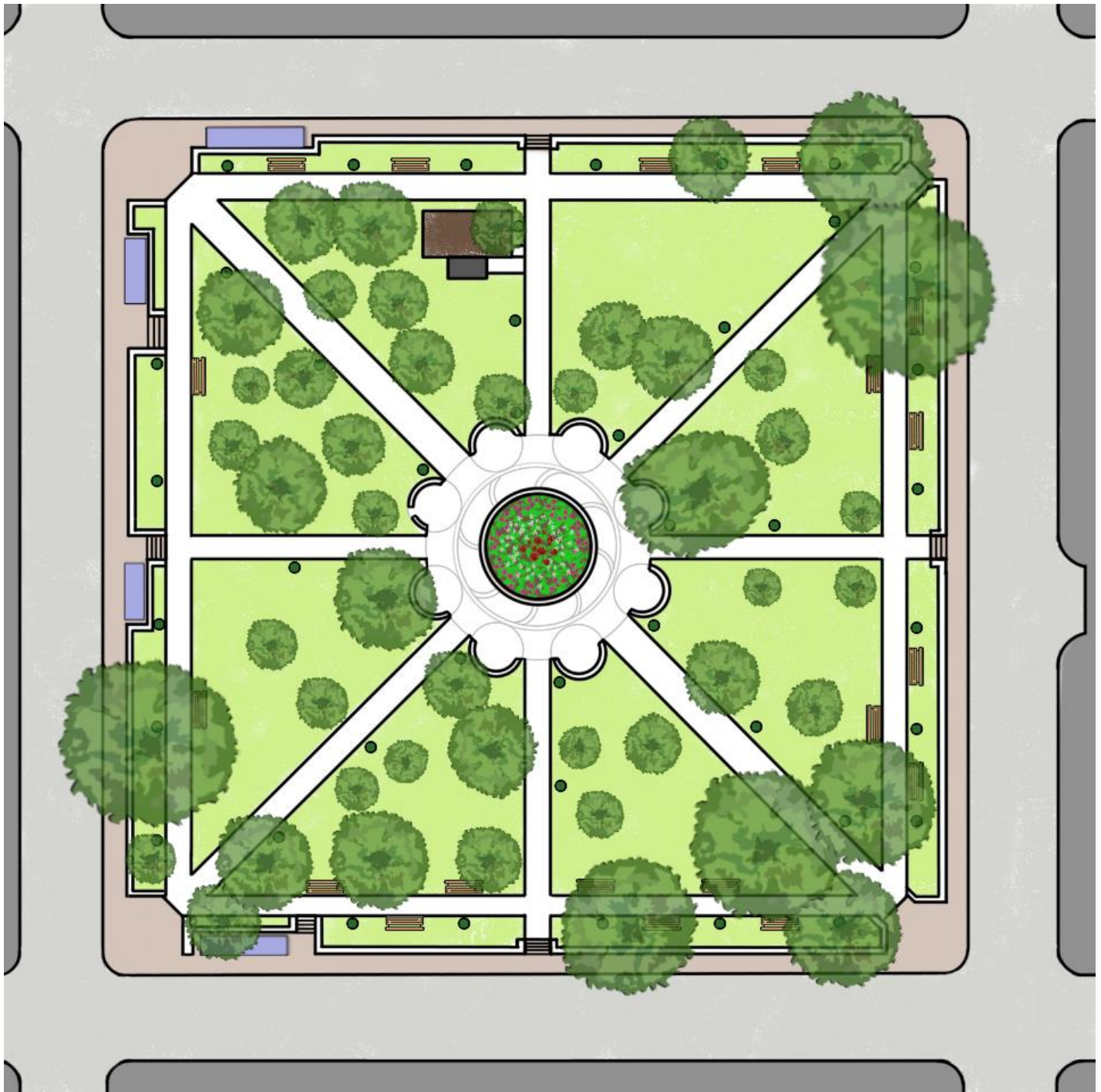
Brenda Morales – Event Services Manager  
210.207.1083, [brenda.morales@sanantonio.gov](mailto:brenda.morales@sanantonio.gov)

### **TABC**

Vangie Aguilera – Lead Licensing & Permit Specialist  
210.431.1748, [evangelina.aguilera@tabc.texas.gov](mailto:evangelina.aguilera@tabc.texas.gov)

## PARK MAP

Below is a map of the park, if you need to create or submit a site plan we can provide a blank, black and white map for you.



## UTILITY MAP

Below is a map of the park with all electrical outlets and water sources marked.

