

AMENITIES

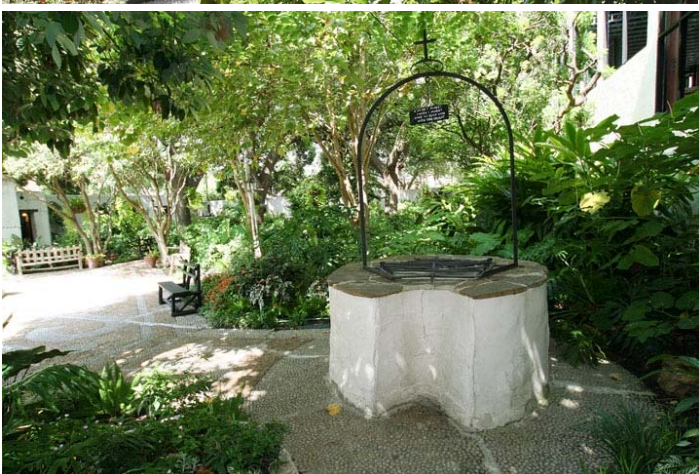
A venue like no other, the historic Spanish Governor's Palace is over 260 years old. Whether your event is formal or relaxed, we invite you to celebrate with us!

Amenities include:

- Two open courtyards provide flexible setup options
- Seating for up to 200 guests
- All caterers welcome
- Convenient parking options
- Facility coordinator onsite
- Various nearby hotels and attractions
- Ask us about guided tours of the exhibit area during your event!

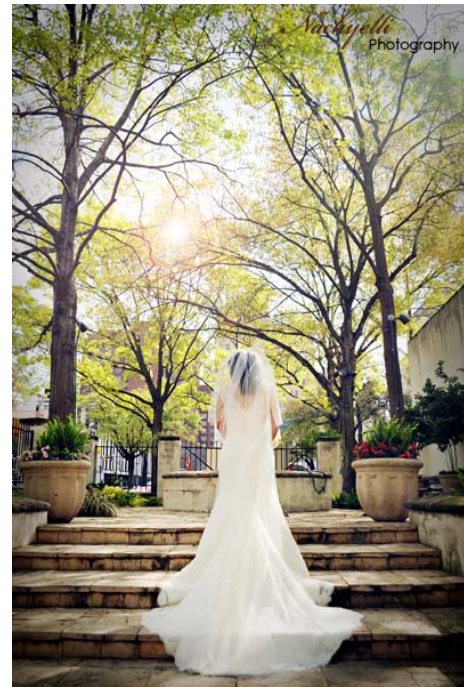


MAIN COURTYARD



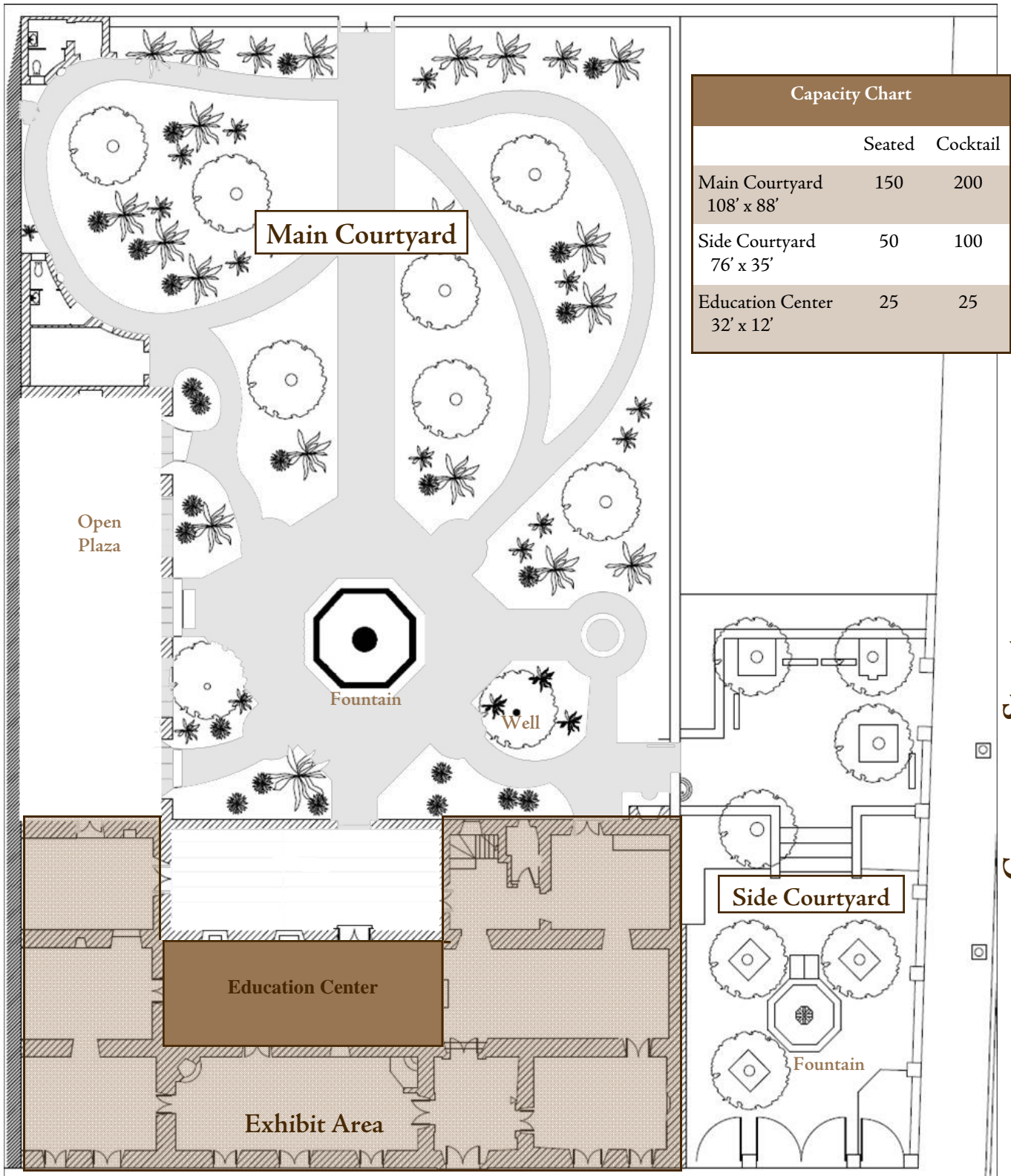
The **Main Courtyard** accommodates up to 200 people, and features a large fountain, historic well, benches, and walking paths. Large arches lead to another open space that is often used for music and/or food setup.

SIDE COURTYARD



The **Side Courtyard** can accommodate up to 100 people and features a fountain, benches, and lush landscaping. All caterers are welcome, and the venue welcomes various setup options.

SITE PLAN



Capacity Chart		
	Seated	Cocktail
Main Courtyard 108' x 88'	150	200
Side Courtyard 76' x 35'	50	100
Education Center 32' x 12'	25	25

RATES



Rental Fees (without General Liability Insurance):

- **Side Courtyard—\$ 100.00 for 3 hours**
Available Tuesday—Sunday, 10 am—5 pm
- **Main & Side Courtyards—\$250.00 for 6 hours**
Available everyday, 5 pm—11 pm

Private Dining

For those who desire something out of the ordinary, please inquire about a special rental opportunity for your small gathering featuring an interior room in the Palace.

Please note the Spanish Governor's Palace is not available for rent on the following dates:

- Thanksgiving Day and the Day After Thanksgiving
- Christmas Eve, Christmas Day and the Day After
- New Years Eve and New Year's Day
- Easter Sunday
- Battle of Flowers Parade Day and Fiesta Flambeau Parade Day
- Fourth of July
- Halloween



PARKING OPTIONS

The Spanish Governor's Palace is conveniently located in the heart of downtown. Multiple City-owned parking facilities provide convenient parking options for your guests. Be sure to ask how we can help arrange pre-paid parking at our facilities for your event.

City Hall

(Commerce and Flores)

Free after 6pm and on weekends

Continental Lot

(118 S. Laredo)

0-1/2 hour \$1.50

1/2 - 1 hour \$2.75

1 — 1 1/2 hours \$4.00

1 1/2—2 hours \$5.25

2—2 1/2 hours \$6.50

2 1/2 hours or more \$8.00

Annex Parking Lot &

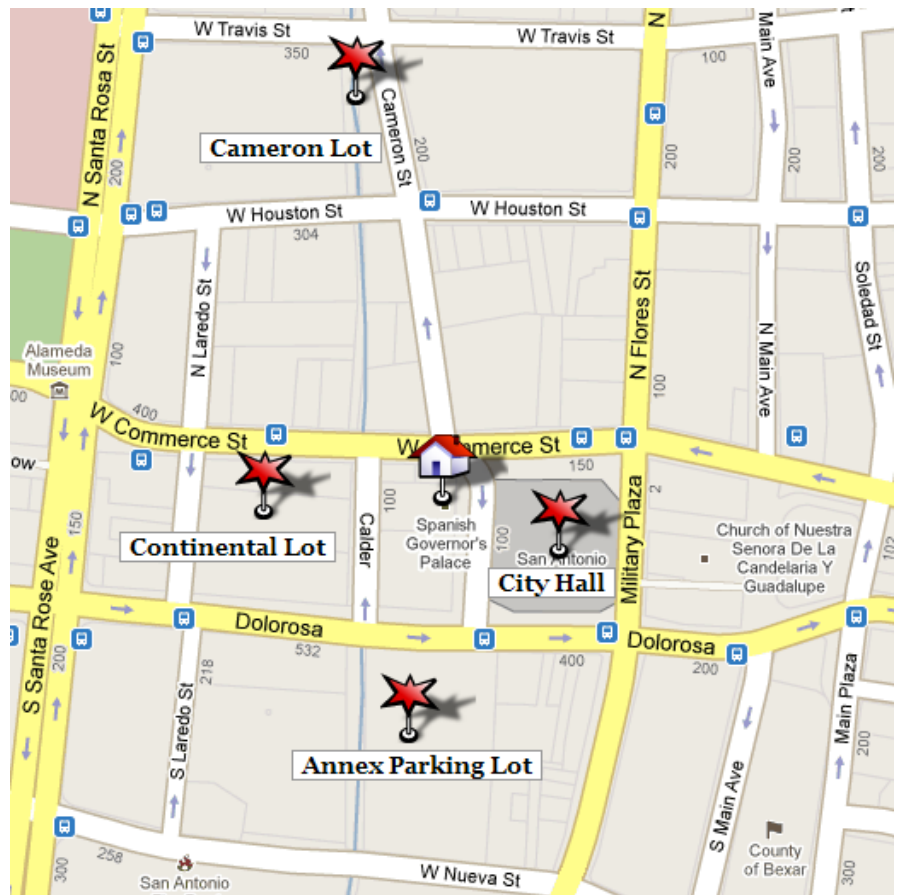
Other Pay Stations/Meters

Parking pay stations and meters are free after 6 pm and all day Sunday

Cameron Lot

(Houston and Cameron)

Free after 5 pm and on weekends with parking pass



EVENT POLICY SUMMARY

A summary of the Event Policy for the Spanish Governor's Palace is below. This summary is for information purposes only, and does not replace the rental contract. For a complete Event Policy and reservation contract, please see the Facility Representative.

Fee Policy

- Side Courtyard—\$100 Rental Fee for 3 hours (10 am—5 pm, Tuesday—Sunday).
- Side & Main Courtyard—\$250 Rental Fee for a maximum of 6 hours (5 pm—11 pm).
- Damage Deposit—\$100, refundable in whole or part (depending on condition of facility after event).
- Rental Fee and Damage Deposit must be paid in full at least 90 days prior to the event.
- Bookings made less than 90 days in advance must be paid in full at time of reservation.
- Rental Fee is refundable according to the schedule below:
 - 100% for written notice of cancellation 90 days prior to event
 - 50% for written notice of cancellation 89-30 days prior to event
 - Rental Fee and Damage Deposit are non-refundable for cancellations less than 30 days prior to event
 - Rental Fee is refundable if cancellation is due to severe weather.

Liability Insurance Requirement

- Organizer must maintain a General Liability Insurance Policy with minimum coverage limits of \$1,000,000 per occurrence. The City of San Antonio must be endorsed to be included as an additional insured.
- If liquor is served, General Liability Insurance policy must include Host Liquor Liability coverage.
- If liquor is sold, the General Liability policy must include Liquor Liability coverage and the City will be named as additional insured on said policy.
- If Organizer does not maintain a General Liability policy, the City will provide the coverage for a \$175 fee
 - Liability Insurance coverage is fully refundable up to the day of the event.

Facility Use Policy

- Table and chairs are not available at this facility. Organizer must make arrangements for catering and any equipment requirements.
- Set-up, tear down and clean up is the responsibility of the Organizer. All clean-up must be done by 11:00 pm.
- Time for event preparations, decorations, etc. is complimentary, and begins at 4:00 p.m.
- Excessive noise and/or extremely loud music are prohibited.

Security Policy

- Organizer is responsible for securing uniformed State of Texas Certified Peace Officers as required.
 - San Antonio Police Department Off-Duty Employment (210) 207-7020
 - San Antonio Park Police Off Duty Employment—Jeffrey Cuellar (210) 207-2166
 - Bexar County Sheriff Off-Duty Employment—Deputy Meachum (210) 335-6910
- Events where **no** alcohol is served require 1 Peace Officer for groups over 75 people.
- Events **with** alcohol
 - 1 Peace Officer is required for groups up to 75 people.
 - 2 Peace Officers are required for groups of 76-200 people.