



City of San Antonio Parks and Recreation Department Reserving a Pavilion On-line

Start at SAParksandRec.com - Reservations: How To

[Start Your Reservation](#)

or visit the individual facility page and select view availability

Amenities Available for Rental
The following amenities are available for rental. Use the links below to view facility details or calendar availability. Learn how to make a [reservation](#).

Amenity	Details	Availability
Cypress Pavilion Fee: \$15 an hour with a four hour minimum Monday through Thursday, \$30 an hour with a four-hour minimum Friday through Sunday and holidays. Moonwalks are allowed.	View Details	View Availability
Joskes Pavillion Fee: \$15 an hour with a four hour minimum Monday through Thursday, \$30 an hour with a four-hour minimum Friday through Sunday and holidays. No alcohol is allowed at this pavilion. Moonwalks are allowed.	View Details	View Availability

Then select “Book It”

Facility Search
Home Page > Facility Search > Brackenridge, George Park > Brackenridge, Cypress Pavilion > Facility Reservation Times

Facility Availabilities

Facility: Brackenridge, Cypress Pavilion
Center: Brackenridge, George Park

Today < March 2010 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	1 8:00am to 11:00pm Book	2 8:00am to 11:00pm Book	3 8:00am to 11:00pm Book
4 8:00am to 11:00pm Book	5 8:00am to 11:00pm Book	6 8:00am to 11:00pm Book	7 8:00am to 11:00pm Book	8 8:00am to 11:00pm Book	9 8:00am to 11:00pm Book	10 8:00am to 11:00pm Book

You will be directed to this screen

- All individuals requesting a Pavilion must first create an account. In order to create an account, please click on ‘Create an Account’ and complete all required fields.
- When creating your account, the email address you list will be used as your login name for future online use. During account creation, you will also be required to provide a password that will be used with your email address when logging in.
- Once your account has been created, please follow these steps to reserve a Pavilion online.

Start by selecting 'Reservations' from the Tab Menu



Click on 'Book or Request Reservation'



Book or Request Reservation

To book or request a facility reservation, first log in with your username and password, or create a new account.

- If you are not already logged in to the site, you will be prompted to do so at this time by entering your email address (login) and your password.

A light blue login form. At the top, it says 'Already have an account?'. Below that is a 'Login' section with an email input field containing 'ian.ferguson@denvergov.org', a password input field with dots, a checkbox for 'Remember me on this computer?', and a link for 'Forgot your password?'. A green 'Login' button is at the bottom of this section. Below the login section is a 'Don't have an Account?' section with a blue 'Create New Account' button.

After logging in (or creating an account), you will need to select 'Pavilion or Gazebo' as the Event Type, type in a Description for the event (Example: Jay's Birthday Party), and type in the Number of Guests that will be participating. Then click on 'Continue'

Reservation Event Information

Welcome to the Reservation Request Site!

A white reservation form with a blue header 'Reservation'. Below the header, it says 'Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.' The form contains three fields: 'Event Type' with a dropdown menu showing 'Pavilion or Gazebo', 'Description' with a text input field containing 'Birthday Party' and a small example '(e.g., Johnson Wedding)', and 'Maximum Number of Guests' with a text input field containing '25'.

You will then be directed to the 'Reservation: Facility/Equipment Search' page. This is where you will narrow down the search criteria to select the specific facility you want to request. To proceed once the search criteria have been selected, click 'Continue'.

Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations	-OR-	Areas
<ul style="list-style-type: none"> Botanical Gardn Brackenridge, George Park Brooks Park Buckeye Park Camargo, Mateo Park 		<ul style="list-style-type: none"> Any Area

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

- Any Facility Type
- Gazebo
- Pavilion**

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

- Any Facility
- Brackenridge, Cypress Pavilion
- Brackenridge, Joskes Pavilion**
- Brackenridge, Koehler Pavilion

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet of the requirements

- Unspecified**

- You can filter down your selections, by highlighting a location, area, facility type, or specific facility. You may also highlight multiple selections – if you do, you will need to hold down the CTRL button before clicking on your next selection. Once you have completed highlighting your selections, click on 'Continue'.

When you have selected your requirements, click [Continue](#)

On the next screen below, you will need to check the box under 'Select' and then click on 'Continue'

Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	<input type="text" value="25"/>	<input type="text" value="0"/>	Brackenridge, Joskes Pavilion	Facility	Day	Brackenridge, George Park 3700 N. St. Marys San Antonio, TX 78209 (210) 207-7275

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

On the next screen, you will be prompted to select the date range that you would like to request the facility, by selecting the 'Begin Date' and 'End Date'. To proceed at this point, click 'Continue'.

Reservation Event Dates

Brackenridge, Joskes Pavilion cannot be reserved more than 365 day(s) in advance.
Brackenridge, Joskes Pavilion must be reserved at least 2 day(s) in advance.

▼ Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2018 Jan 30

-- AND --

Number of Weeks

-- OR --

End Date 2018 Jan 30

To review your event dates, click [Continue](#)

The next screen will give you an opportunity to review the dates that you have requested at the specific facility. These dates will be highlighted in yellow. This is also an opportunity for you to change the time to any of your requested dates or add new dates to your overall request. Please note that the highlighted dates are just the dates you have identified as your requests – at this point in the process, the system has yet to identify whether or not your selected facility, date, and time are available. To proceed, click 'Continue'.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.
* indicates a date which you have changed from the requested pattern of dates and times.

▼ January, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 12:00 am 24 hours	31			

Pavilion Reservations will indicate 24 hours because only one reservation is made each day. On a later screen, you will be asked to provide the 4-hour time block for your reservation.

When you are satisfied with the dates you have chosen, click [Continue](#)

Once you have reviewed all of your highlighted dates on the calendar (and made any necessary adjustments), click on 'Continue'. When directed to the next screen, if you see a red 'X' (as shown below) there is a conflict with the dates or times you have requested. This typically means that this facility is already reserved in the system for the dates/times you have selected.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate Processing Fee	Comment
	Brackenridge, Joskes Pavilion	Facility	Brackenridge, George Park 3700 N. St. Marys San Antonio, TX 78209 (210) 207-7275	--	Charge : --	1 date is not available

Select All
Deselect All

When you have selected the facilities/equipment to reserve, click [Continue](#)

At this point, you would need to select different dates, times, or a new facility. To do this, you can click on the drop-down field (shown below) to select which step you would like to go back to.

Use the following list to go back to a previous step.

If the facility is available on the dates and times you selected, then you will see a screen like the one shown below. The checkbox will be checked next to the facility you've requested. If the facility is available, you will not see the red 'X'. To proceed, click 'Continue'.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate Processing Fee	Comment
<input checked="" type="checkbox"/>	Brackenridge, Joskes Pavilion	Facility	Brackenridge, George Park 3700 N. St. Marys San Antonio, TX 78209 (210) 207-7275	--	Charge : \$60.00	0 Review selected time.

Select All
Deselect All

When you have selected the facilities/equipment to reserve, click [Continue](#)

You will then be prompted to review and acknowledge the waiver. To review the waiver, click on 'Parks – Facility Reservation Rules & Conditions' under the 'Description' heading. Once you have reviewed and agree to the waiver, you will need to type in your initials under the 'Agree to Waiver' heading. On this screen, you will also be required to answer the below custom question by selecting your answer from the drop down selections. To proceed at this point, click 'Continue'.

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="ABC"/>	Yes	Parks - Facility Reservation Rules & Conditions	--

Please answer the following questions (* - required).

Questions (* - required field)

This facility is rented with a minimum of 4 hours. Please select the 4 hour time block that best accommodates your event and complete your reservation in order to reserve the date you need. Additional time can be reserved with applicable fees by contacting (210) 207-7275 during business hours.*

When you are done, click [Continue](#)

The last step in the process is to review the dates you have requested and click on 'Continue'. By clicking on 'Continue', your reservation request is finalized.

Reservation Review

This is the final step in requesting your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$60.00**. Our staff will contact you to confirm your request and obtain final payment.

Brackenridge, Joskes Pavilion at Brackenridge, George Park

#	Day	Date	Time
1	Tuesday	Jan 30, 2018	--

If the above dates and times are correct, click [Continue](#)

You will be directed to the Payment Information screen where you can enter credit card information. Click 'Continue' to process payment.

Payment Information

Payer Information

Name:
Billing Address: SA, TX 78211
Total Charges: \$32.00

Form of Payment

Credit Card
Credit Card Type:
Card Number:
ACT* or Active Network will show up on your credit card for this payment.
Card Expiration:
Security Code: [What is my Security Code?](#)
 Save this Credit Card for My Future Transactions

I am 13 years of age or older
(Federal law prohibits anyone under the age of 13 from submitting payment.)

Confirm your payment information, then to complete your order click [Continue](#)

You will be directed to the receipt page where you can review your receipt.

Reservation Receipt

THANK YOU
For Your Reservation!
Your Permit number is 2436.
Please print this receipt and keep a copy for your records.

[Print](#)

Prepared: --
Status: Approved
Notes: --

SA, TX 78211
Email:
(210)

RESERVATIONS

Event	Resource	Center	Notes
Birthday Party	Brackenridge, Joskes Pavilion	Brackenridge, George Park	Please note that this facility is rented in a 4 hour time block as indicated below in "Custom Questions" unless otherwise noted on permit.
Type: Pavilion or Gazebo		3700 N. St. Marys San Antonio, TX 78209	
Attend/Qty: 25		(210) 207-7275	

Day	Days Reserved	Date	Event Begins	Duration	Date	Event Ends	Time
Tuesday	Jan 30, 2018		12:00 AM	24 hours	Jan 31, 2018	12:00 AM	

Summary Notes
Total Number of Dates: 1 A minimum of 4 hours is required per reservation for Pavilions and Gazebos.
Total Time: 24 hours

Once you see your receipt, your reservation is complete. **Please print a copy to have with you at the time of your reservation.**