

Civic Events rental FAQ's

When can I reserve a date?

For private events, dates can be booked up to one year in advance.

How do I reserve a date?

Call (325) 653-5487 or come by the Civic Events office in the McNease Convention Center, 500 Rio Concho Drive. You will need to pay a deposit (the amount will depend upon which venue you're renting) and sign a contract.

Do I need to provide insurance to rent a Civic Events facility?

Yes. All events must provide a certificate of insurance that lists the City of San Angelo as an additional insured with a waiver of subrogation in the City's favor. Some lessees choose to provide a certificate through their insurer. Insurance may also be purchased through the City's Risk Management Division. The cost depends upon the venue, the nature and size of the event, and whether alcohol is served. Civic Events can help facilitate the purchase of insurance through the Risk Management Division.

Do I need security at my event?

That depends upon the size and nature of the event. Many events require the presence of at least one certified peace officer. Security is required at all events at which alcohol is served. The cost is \$30 per officer per hour, with a four-hour minimum. Lessees pay the officer directly.

Do I have to use a San Angelo police officer?

At least one of the officers must be affiliated with a City law enforcement agency to ensure that City ordinances and policies are adhered to. (Officers from other agencies may be unaware of these.) Any additional officers may be used from other law enforcement agencies, as long as the officers are certified by the state of Texas.

Can I bring alcohol to my event?

No. All alcohol must be purchased and served by the City's contracted concessionaire, San Angelo Host. Bar service can be arranged by contacting San Angelo Host at (325) 212-8234 or sanangelohost@yahoo.com.

How do I choose a caterer for my event?

Civic Events will provide a list of City-approved caterers – those who have signed a catering agreement and have provided proof of insurance and of health permits. Under the catering agreement, caterers are obligated to pay the City 10% of the gross catering bill. Caterers often pass this charge along to their customers.

What if I want to use a caterer who is not on the City's list?

Caterers can get on the list by signing the catering agreement and providing proof of insurance and of health permits. A caterer will not be allowed to serve at a Civic Events facility unless it has signed a catering agreement.

Can I bring my own food to an event?

Yes, as long as there is no exchange of money for the preparation, serving or eating of the food; that would constitute a catered event.

Can I come the day before my event to decorate?

Yes, but there will be a fee. The amount depends upon the venue. Also, no decorations may be affixed to any structure with nails, tacks, staples or tape.

Will there be someone from Civic Events at my event?

Yes. At least one Civic Events staff member will be at each event (except those at Pecan Creek Pavilion and El Paseo's pavilions) to answer questions, provide assistance and attend to customers' needs.

Can I retrieve items from my event the next day?

No. All items must be removed from the venue by the end of contract term – generally midnight on the day of usage. Staying past midnight incurs a charge of \$50 or \$100 per hour, depending upon the venue.

When do I pay?

At least 10 days prior to the day of your event.

Can I pay with a credit card?

Yes, although there is an additional 3% fee to cover credit card charges.

Where can I read Civic Events' facility policies?

On our website at www.sanangelotexas.us/venues.

Who can I call if I have questions?

Call Lori Davila at (325) 653-9577 or Angelica Peña at (325) 653-5328