



## STATE PRESERVATION BOARD

### REQUEST FOR EVENTS ON THE CAPITOL GROUNDS

**CONTACT:**  
**CAPITOL EVENTS COORDINATOR**  
**(512) 463-3051**  
**FAX (512) 463-3372**

**Instructions:** Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact the Capitol Events Coordinator at (512) 463-3051 or [Capitol.Events@tspb.texas.gov](mailto:Capitol.Events@tspb.texas.gov).

1. Event Name/Sponsoring Organization: \_\_\_\_\_
2. Capitol Area Requested:       Great Walk       South Steps       Grounds
3. Date and Time Requested: \_\_\_\_\_
4. Contact Name: \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Day-of-event contact name/# if other than yourself : \_\_\_\_\_
7. State Official Sponsor (print name): \_\_\_\_\_  
*(Required for approval of all events and exhibits at the Texas State Capitol. Must be the Governor, the Lieutenant Governor, the Speaker, a State Senator, or a State Representative. Applications are considered incomplete without a sponsorship form completed and signed by a State Official Sponsor.)*
8. Type of Event: (ex: press conference, rally, public performance)  
\_\_\_\_\_  
\_\_\_\_\_
9. Description of Event including any props, signs/banners, etc. **Nothing may be attached to any structure on the grounds, the fence, or building.**  
\_\_\_\_\_  
\_\_\_\_\_

10. Time Schedule for Program. **Please be specific and provide copy or draft of program.**

Set Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

11. Please mark equipment requests. The SPB can provide event holders the following equipment for use on the South Steps only. The SPB does not provide event holders with any other equipment than what is listed below.

\_\_\_\_\_ Electrician (Required to supply electricity) \$35 per hour (Mon.- Fri. 7AM - 4PM)  
\$116 per hour (Mon.- Fri. after 4PM)\*\*  
\$116 per hour (Saturday)\*\*  
\$136 per hour (Sunday & National Holidays)\*\*

***\*Must have minimum one week notice for events\****

***\*\*Weekends/Weekdays, after 4 pm - electricians work 3 hour minimum\*\****

\_\_\_\_\_ Lectern with microphone and speaker (Requires electricity) \$50 per event  
***\*Nothing may be attached to the SPB Lectern\****

\_\_\_\_\_ Portable microphone (Battery operated) \$50 per event

\_\_\_\_\_ Chairs (Maximum 10 available) \$50 per event

12. Additional Fees that may be applicable (to be determined by Capitol Event Coordinator after review of event application).

\_\_\_\_\_ Fee for placing a tent on the grounds (*SPB does not provide tents. Fee covers event coordinator and grounds crew time for tent set-up and take down coordination, and trash removal.*) \$500

\_\_\_\_\_ Event Coordinator \$35/hr of event  
(*Applies to entire time of event, including set up*)

\_\_\_\_\_ Grounds clean-up/trash removal \$25/hr of event

\_\_\_\_\_ Dumpster Fee \$60/dumpster

\_\_\_\_\_ Reserve area only (no electricity or SPB equipment) Fee will be determined by Capitol Event Coordinator based on proposed set-up of the event and may include per hour cost for Event Coordinator and grounds clean-up.

13. **Cancellations and Refunds: Except in cases of inclement weather, refunds will only be issued if cancellations are received at least 24 hours prior to the event. In case of inclement weather on after-hours, weekend or holiday events, the event holder must cancel the event within one (1) hour of the set up time stated on the event application to receive a full refund. Otherwise, all applicable fees will apply.**

14. List all additional equipment, including electrical power requirements, provided by event holder to be used during event.

---

---

---

15. Number of persons expected to attend: \_\_\_\_\_

16. Payment of Fees: Fees for equipment and services requested under #11 and applicable under #12 above must be paid in full no later than 24 hours prior to the event. If fee is not received, the reservation will be cancelled. Fees may be paid by check made out to the State Preservation Board. The SPB Event Coordinator will contact you with the fee total after review and approval of this application.

17. Is the sponsoring organization tax exempt?       Yes       No

Fed ID # \_\_\_\_\_ (If exempt, you must include proof of tax exempt status with event application. Otherwise, you will be charged sales tax.)

I have read the State Preservation Board Policy For Use of the Capitol Grounds and agree to comply with this policy. I understand that all events are subject to cancellation. *I also understand that, in the event of inclement weather, the SPB will not provide services or alternate event locations and that the SPB may prohibit a tent from being placed on the grounds.* In addition, I understand that I am responsible for any damages to the building or grounds as a result of my event. I understand that vendors and fund-raising activities are strictly prohibited.

---

Event Holder Signature

Date