



PARKS & RECREATION

# Seguin Events Complex Coliseum Rental Fees

Rental of the Coliseum in its entirety and/or the Coliseum parking lot (defined as an area east of a north/south line from Building A-Dance Pavilion to South Austin St.) including the initial set-up and break down of requested tables and chairs per the customer submitted floor plan are as follows:

- Monday
  - 1-200 guests in attendance \$300\*
  - 201-600 guests in attendance \$450\*
  - 601-1,000 guests in attendance \$600\*
- Tuesday
  - 1-200 guests in attendance \$300\*
  - 201-600 guests in attendance \$450\*
  - 601-1,000 guests in attendance \$600
- Wednesday
  - 1-200 guests in attendance \$300\*
  - 201-600 guests in attendance \$450\*
  - 601-1,000 guests in attendance \$600\*
- Thursday
  - 1-200 guests in attendance \$400\*
  - 201-600 guests in attendance \$600\*
  - 601-1,000 guests in attendance \$800\*
- Friday
  - 1-200 guests in attendance \$600\*
  - 201-600 guests in attendance \$1,100\*
  - 601-1,000 guests in attendance \$1,600\*
- Saturday
  - 1-200 guests in attendance \$800\*
  - 201-600 guests in attendance \$1,300\*
  - 601-1,000 guests in attendance \$1,800\*
- Sunday
  - 1-200 guests in attendance \$500\*
  - 201-600 guests in attendance \$800\*
  - 601-1,000 guests in attendance \$1,100\*

\*All above fees are for up to a **12-hour continuous** rental that includes customer and/or vendor setup, the actual event, and cleanup/breakdown during the 12-hour continuous rental window.

Coliseum rental hours available are from 7 a.m. - 12 midnight (event must end by 12 midnight) with cleanup allowed until 1 a.m. City Staff will count the number of guests entering the building for the rental. If the guest count exceeds the number of guests written in the contract AND falls into a higher rental rate, the customer will be charged the appropriate rental rate as written in the terms and conditions of the signed contract.

Additional hours are \$100 per hour.  
Gazebo is included if the Coliseum is rented.

**Individual room rates are as follows:**

- Weekdays 8:00 a.m. to 5:00 p.m., Monday through Thursday, per room *(up to 50 ppl per room)* \$100
- Evening 5:00 p.m. to 10:00 p.m., Monday through Thursday, per room *(up to 50 ppl per room)* \$100
- Gazebo \$100
- Civic Luncheon for up to 2 hours during the noon timeframe (10:30 a.m. to 3 p.m.) \$100
- Civic Luncheon for more than 2 hours during the noon timeframe (10:30 a.m. to 3 p.m.) \$125

**Hourly rental of the Coliseum for event move-in/move-out the day before or the day after the event, if available:**

- During regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, per hour \$50
- Outside regular business hours and weekends, per hour with a two-hour minimum \$100
- Scissor Lift facilitated by City Staff, per hour \$50

**At the time a reservation is made, the following refundable damage deposit must be made:**

- Events anticipating 1-200 guests \$400
- Events anticipating 201-600 guests \$700
- Events anticipating 601-1,000 guests \$1,000

**Event cancellation fees are charged according to the number of days prior to the event that the cancellation occurs:**

- 181 days or more, percentage of rental fee 10%
- 91-180 days, percentage of rental fee 25%
- 0-90 days, percentage of rental fee 100%

**A late floor plan fee and/or a change in floor plan fee is charged according to the number of days prior to the event that the floor plan is submitted:**

- 2-13 days \$75
- 1 day \$100
- Any changes to the floor plan after initial set up \$50
- Additional set up on day of the rental (table and/or up to 10 chairs) \$25

**Miscellaneous Coliseum fees:**

- Use of the public address (PA) system \$50 per day
- Relocate stage from existing location to the Cypress Room \$50 per event
- Relocate stage from existing location from the Coliseum entirely \$100 per event
- Chairs for Gazebo \$1 each per event
- Amusement Permit \$20 per event
- Vendor Permit \$30 per event

**If additional outlets are needed outdoors, the City of Seguin will charge the customer the following fees for the use of utility crews to connect the additional outlets and to provide electricity for these outlets:**

- First Electric Roll-Off/Panel \$75 per event
- Additional Electric Roll-Off/Panel \$35 each per event
- Use of parking lot light pole plugs \$25 each per day
- Use of parking lot light pole for use of all 4 lights \$10 each per day
- After hours electric fee \$140 per hour

**Security**

- Seguin Police Department Off-Duty Officers are \$35 per hour with a four (4) hour minimum. Number of officers are based on guest attendance and if alcohol will be served or not. Please see Terms and Conditions Section 57.