



**PARKS &  
RECREATION**

## 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. Additional hours needed for the rental are \$100 per hour. 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.

**Individual room rates are as follows:**

- Weekdays 8:00 to 5:00 p.m., Monday through Thursday, per room \$100
- Evening rates 5:00 to 10:00 p.m., Monday through Thursday, 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
- More than 2 hours \$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

**At the time a reservation is made, the following 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 other Coliseum fees:**

- Use of the public address (PA) system \$50
- Relocate stage from existing location to the Cypress Room \$50
- Relocate stage from existing location from the Coliseum entirely \$100
- Parking lot light pole charge for use of all four lights on a pole \$10/day

**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 roll-off/panel per day/event \$75
- Each additional roll-off/panel per day/event \$35
- Use of plugs in parking lot electric poles per day \$25
- After hours electric fee (per hour) \$140