

**MEETING ROOM**  
**CITY OF DRIPPING SPRINGS**  
CITY HALL  
511 Mercer Street  
**RESERVATION / RENTAL**

Today's Date: \_\_\_\_\_

DATE(s) OF EVENT: \_\_\_\_\_

TIME: From \_\_\_\_\_ (AM) (PM) To \_\_\_\_\_ (AM) (PM)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_

**RENTAL FEES**

Under four (4) Hours \$100.00

Over four (4) Hours \$175.00

Deposit \$ 75.00

*The deposit fee will be refunded if the room is adequately cleaned up.*

**METHOD OF PAYMENT** Cash  Check  Check# \_\_\_\_\_

*→Key needs to be picked up day before event or Friday before weekend and returned day after event or Monday after weekend.*

APPROVED By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

City of Dripping Springs P.O. Box 384 / 511 Mercer Street  
Dripping Springs, TX 78620  
(512) 858-4725 fax: (512) 858-5646

[www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com)