

FMPS Rental Lots – Policy, Procedures & Events

Short Term Rental Lots – Document requirements

- Nature of event
- Date & time including setup and teardown
- Event Layout & Usage on surface lot
- Traffic Control Plan (approved by DMD, FMPS, & PSA)
- Temp alcohol permit (if applicable, needs to be submitted by Event Organizer (EO) to the City's One Stop Shop for approval.)
- Certificate of Insurance – A sample will be provided
- Site map for street closure

*****All items will need to be prepared prior to submission for review and at least 30 days prior to the scheduled event.**

Once approved, a short-term rental lot agreement will be drafted, and payment to FMPS will be due at least two weeks prior to the date of the approved event.

***Please note that payments for the surface lot (City) are separate from the short-term rental lots.*

Policies & Procedures to Short-Term Rental Lot Agreements

- NO Food Trucks
- Food services must be pre-packaged
- No staking
- Asphalt repairs at expense of organizers
- Lots need to be washed and cleaned per FMPS requirements and at expense of event organizers
- Walkthrough of the lot before and after the event

Additional terms and conditions***

- Any damages must be paid within seven days of a bid received by our approved vendor list
- Possibility of additional security officers needed for the event patrolling lot/and or building at the event organizer's expense

CONSENT ONLY – when needing a signature of approval for an event surrounding a property

- Nature of event
- Date & time
- Usage
- Traffic Control Plan (approved by DMD, FMPS, & PSA)
- Site map for street closure
- Anticipated number of participants/visitors
- # of police and security guards
- Additional security officers needed for the event patrolling lot/and or building at the event organizer's expense to reimburse the landlord. (This is a case-by-case basis depending on the event and officers will be provided by Landlord).

FMPS Rental Lots – Policy, Procedures & Events

Point of Contacts:

Corina Ortega

Operations Manager

915-255-9240

cortega@belclaire.com

Clayton Smith

Hospitality Manager

409-291-9577

csmith@southernhospitalityexperience.com

Standard Rates

Surface Lot (401 Mesa St.):

Friday after 6 pm only - \$2,500

Saturday - \$6,000

Sunday - \$4,000

Franklin Lot (417 Oregon St.):

Friday after 6 pm only - \$2,000

Saturday - \$3,500

Sunday - \$2,000

Stewart Title Lot (415 Mesa St.):

Friday after 6 pm only - \$2,000

Saturday - \$3,500

Sunday - \$2,000

DATES OFF LIMITS: November 18th – January 2nd (Winterfest is the last approved event and happens the weekend before Thanksgiving)