

**MEMORANDUM**

**To:** Mayor Donna Dodgen and Seguin City Council  
Steve Parker, Seguin City Manager

**From:** Kyle Kramm, Main Street & CVB Director

**Through:** Rick Cortes, Seguin Deputy City Manager

**Subject:** Visitor Center After Hours Fee

**Date:** August 27, 2024

With the relocation of the visitor center to 200 South Austin Street, staff has had some requests from event organizers to use the visitor center after normal operating hours to provide restrooms for event staff, to serve as a green room for entertainment, and other uses. Staff could envision the center being rented by film crews as well.

Staff is proposing the creation of an After-Hours Visitor Center Rental Fee of \$65.00/hour to meet these requests. The rental would be subject to the availability of staff. The fee would cover the cost for staff to be at the visitor center, utility expenses, and wear & tear on the building.