



## **Special Event Guidelines**

Thank you for choosing the Alamo for your event! The Alamo is one of the most significant historical sites in the world, visited by 1.3 million people each year. We will make every effort to accommodate your event needs while ensuring the best experience for our everyday visitors.

### **Reminders for Event Attendees**

- During your event, all event attendees should stay within designated event areas.
- Alcohol is permitted in designated event areas on the Alamo complex – please work with our Events Coordinator on guidelines for serving alcohol at your event.
- Smoking is not permitted on the Alamo grounds.
- Event attendees may enter the Alamo grounds during the stated event time. Vendors are permitted to enter the grounds before and after the event time for setup and tear down (please work with our Events Coordinator to schedule).

### **Reminders for Renters, Caterers, and Vendors**

- Please ensure that payment is received by Alamo Complex Management (ACM) no later than five days prior to your event date.
- A list of recommended caterers and vendors for your event will be provided by our Events Coordinator. Other vendors are welcome upon approval. Please note that all vendors and caterers will need to provide the Alamo with a current Certificate of Insurance.
- Set-up and tear-down needs should be coordinated with our Events Coordinator prior to your event date.
- Event parties must comply with all Texas Alcoholic Beverage Commission (TABC) laws and regulations. Our Events Coordinator is available to review these regulations while planning your event.

### **Preservation Guidelines**

In order to ensure the preservation of all the historic buildings and facilities on the Alamo grounds, please keep the following guidelines in mind when planning your event:

- Please do not make alterations to any part of the facilities, furnishings, or equipment on the Alamo grounds. This includes driving nails, tacks or hooks into facility walls or using tape or other adhesive materials on walls and surfaces.
- Laser lights, fireworks, flocking, and fog machines should not be used in and around the Alamo grounds.
- Volleys and firearm demonstrations are not allowed during events held in and around the Alamo grounds.
- Banners and other hanging items should be approved by the Alamo Events Coordinator.
- Sidewalks, entries, passages, halls, and all ways of access to public utilities of the Facility should be kept unobstructed.

We look forward to helping you plan a unique and memorable experience at the Alamo. Please contact [events@thealamo.org](mailto:events@thealamo.org) for more information.