



Texas City Department of Recreation & Tourism
RESERVATION REQUEST – CARVER PAVILION



Please print clearly. This form must be completed in full on the date the room is reserved. If not, the reservation is void.

Event Name: _____

Date of Event: Day of Week _____ Month _____ Day _____ Year _____

Rental Time: (Includes set up and clean up): Start Time: _____ End Time: _____
 Actual Time of Event: Start Time: _____ End Time: _____

Event Type: Meeting Banquet Dance Party Quinceanera Sweet 16 Wedding
 Other (Please Specify): _____

*All teen events (dances, birthday parties, etc.) will end no later than 11:00 p.m. NO EXCEPTIONS

Room Requested: Founders Room - 50 Carver Pavilion - 250

Estimated Number of Guests: _____

Will ALCOHOL be present: Yes No (If yes, a security form must accompany this form)

Entry/Admission Fees charged: Yes No (If yes, permits and insurance requirements must be met)

Room Package Fee	\$
Deposit	\$
Early Arrival (7 am - \$40)	
Early Arrival (6 am - \$80)	\$
Overtime Fee - for up to 4 hours after closing time (Mon – Sat)	\$
White Table Cloths (\$2/each)	\$
Piano (\$50)	\$
TOTAL AMOUNT	\$
TOTAL AMOUNT PAID	\$
Remaining Balance Due Date:	

Number of Chairs	
Number of 8' Tables	
Number of 4' Tables	
Free Standing Podium	
US & Texas Flags	
Easel	

*This reservation is subject to review by the Recreation & Tourism Director and/or the Texas City Police Chief, after which, additional security fees may be added to the total amount due, if deemed necessary. You will be notified of and required to pay any additional fees, which will be added to your balance due. _____ (Initial)
 By signing this form, I herby affirm that all information is correct and complete. I will be present during this function and fully accountable for compliance with all center policies of which I have informed myself. I have received a copy of the policies of Recreation & Tourism and understand them fully and agree to comply. _____ (Initial)
 I will be financially responsible for any alteration, defacing or unreasonable clean up and damages resulting from this event. Furthermore, I agree to pay all fees due and present any required permit/license/police form(s) in advance or forfeit this reservation.

Signature _____ Date _____

Name (Please Print Clearly) _____ Connection to Event _____ Home Phone _____

Address _____ City _____ State _____ Zip _____

E-mail _____ Fax Number _____ Alternative Phone _____

Office Use Only: Rsv#: _____ H/H#: _____ Fee Event **OR** No Fee Event Initials _____ Date _____