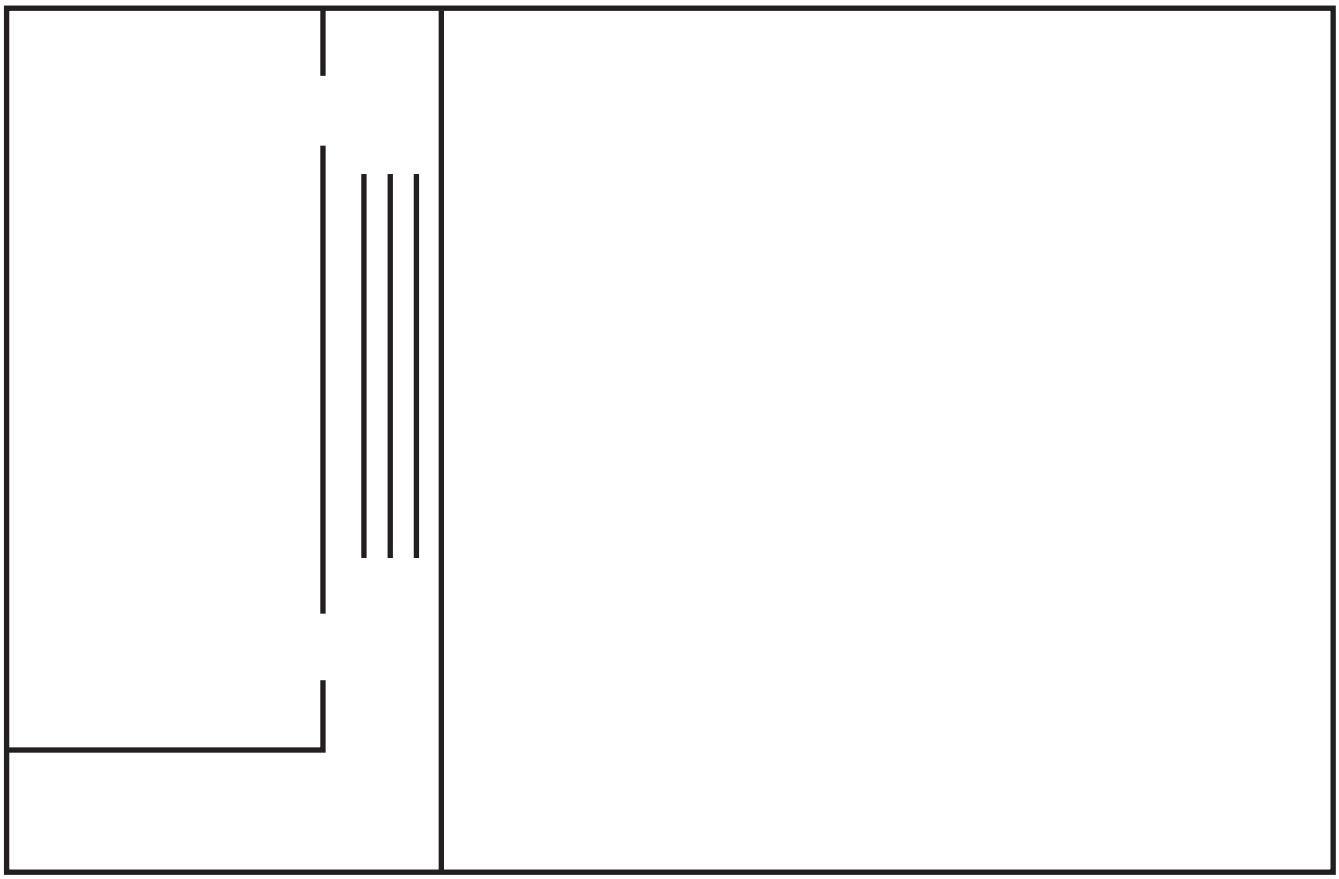
TEXAS CITY DEPARTMENT OF RECREATION & TOURISM

SETUP - CARVER PAVILION/FOUNDERS ROOM

2010 5th Avenue North • Texas City, Texas 77590 • 409-643-5990

Carver Pavilion (96' x 55') Maximum Capacity: 250
Founders Room (38' x 22') Maximum Capacity: 50



Print Name _____ Signature _____

Name of Event	
Date of Event	
Estimated Number of Guests	
Number of Chairs	
Number of 8' Tables	
Number of 4' Tables	

❒ Flags
❒ Easel _____ Flip Chart _____ Display
❒ Piano
❒ TV/VCR
❒ Free Standing Podium ❒ Microphone
❒ Other: _____

For Custodial Use Only

Setup Completed by _____ Date _____

Time Event Ended _____ Actual Attendance _____ Security Present ❒ Yes ❒ No