



Texas City Department of Recreation & Tourism
RESERVATION REQUEST - CONVENTION CENTER



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: _____

- Yes, I want this event listed as written on the marquee in the Convention Center lobby
 Yes, I want this event listed as written on the marquee on 21st Street @ 9th Avenue

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 at 11:00 p.m. NO EXCEPTIONS

Room Requested: Texas Heroes - 800 Stephen F. Austin Williams Goyens
 Caterers' Kitchen Sam Houston Lorenzo de Zavala

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 may apply)

Room Package Fee	\$
Deposit	\$
Early Arrival (7am - \$40)	
Early Arrival (6am - \$80)	\$
Overtime Fee for up to 4 hours Mon - Sat (10pm - 2 am)	\$
½ Day Rental Day Before	\$
Stage (\$50)	\$
Linen Rental (\$2 each) Qty: _____	\$
Media Package (\$100)	\$
Beverage Bar (\$75)	\$
TV (\$25 each)	\$
TOTAL AMOUNT	\$
AMOUNT PAID	\$
Remaining Balance Due Date:	
Date Paid In Full:	

Number of Chairs	
Number of 5' Round Tables	
Number of 8' Rectangular Tables	
Number of 4' Rectangular Tables	
Free Standing Podium	
Easel	
Flags	

*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 hereby 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 _____

Phone _____

Address _____

City _____

State _____ Zip _____

E-mail _____

Fax Number _____

Alternative Phone _____