



TEXAS CITY DEPARTMENT OF RECREATION & TOURISM

SETUP - SURF ROOM

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



(24' x 32') Maximum Capacity: 50



*** Decorating Policy: Confetti and/or glitter are prohibited. No decorative or other materials shall be taped, nailed, tacked, screwed or otherwise physically attached to any walls, ceilings, or floors.

Print Name _____

Signature _____

Name of Event		
Date of Event	Start Time : _____	End Time: _____
Estimated Number of Guests		
Number of Chairs (limit 50)		
# of 8' Tables (limit 10)		
# of 4' Tables (limit 1)		

Flags (U. S. & Texas)

Media Package – Screen, Projector, DVD player & media cart **(\$50.00)**

Easel Flip Chart Display (limit 1)

Free Standing Podium

White Table Cloths **(\$2.00/ea)**

Other: _____

For Office Use Only

Date Received In Office: _____ Received and Reviewed By (Initials): _____ Additional Fees Processed: _____

Comments: _____

Surf Room Media Package

- Wall mounted screen
- The portable projector is on a media cart that is placed in the center of the room. The projector does have sound but it is not very loud. It is recommend that you bring your own speakers to connect to the projector.
- Users will need to bring their own laptop to connect to the projector. We will supply a VGA cable to connect the projector to your laptop.
- We will provide a DVD player upon request.

Set-up Information

- We will set-up the tables and chairs in the room prior to your event as specified on the room set-up form turned into the reservation office. Staff will not make changes to set-up, remove, add or change around set-ups the day of your event.
- Additional set-up or changes that need to be made on the day of the event will be the sole responsibility of the rental applicant. Please be sure to allow enough time to complete your additional room set-up and decorating when booking your event.
- 8ft Rectangular tables seat 8 people per table (4 chairs on each side.)
- There is a limit of 10 (8ft) rectangular tables
- There is a limit of 1 (4ft) rectangular table
- No round tables are offered with this room.
- White linen table cloths are available to rent (\$2/table cloth). Table cloths should be purchased prior to the day of event. Table cloths are not available for purchase over the weekends.
- We will provide trashcans and plastic replacement liners.
- **Use of the kitchen DOES NOT come with this room**

Pre-Event Room Inspection

- At time of your arrival, please ask our staff to conduct a pre-event room inspection. This service is helpful to note any pre-existing room condition so that you are not held accountable for it. If you will not be on site for the clean-up at the conclusion of your event, the person responsible for clean-up is required to also be at the pre-event room inspection.