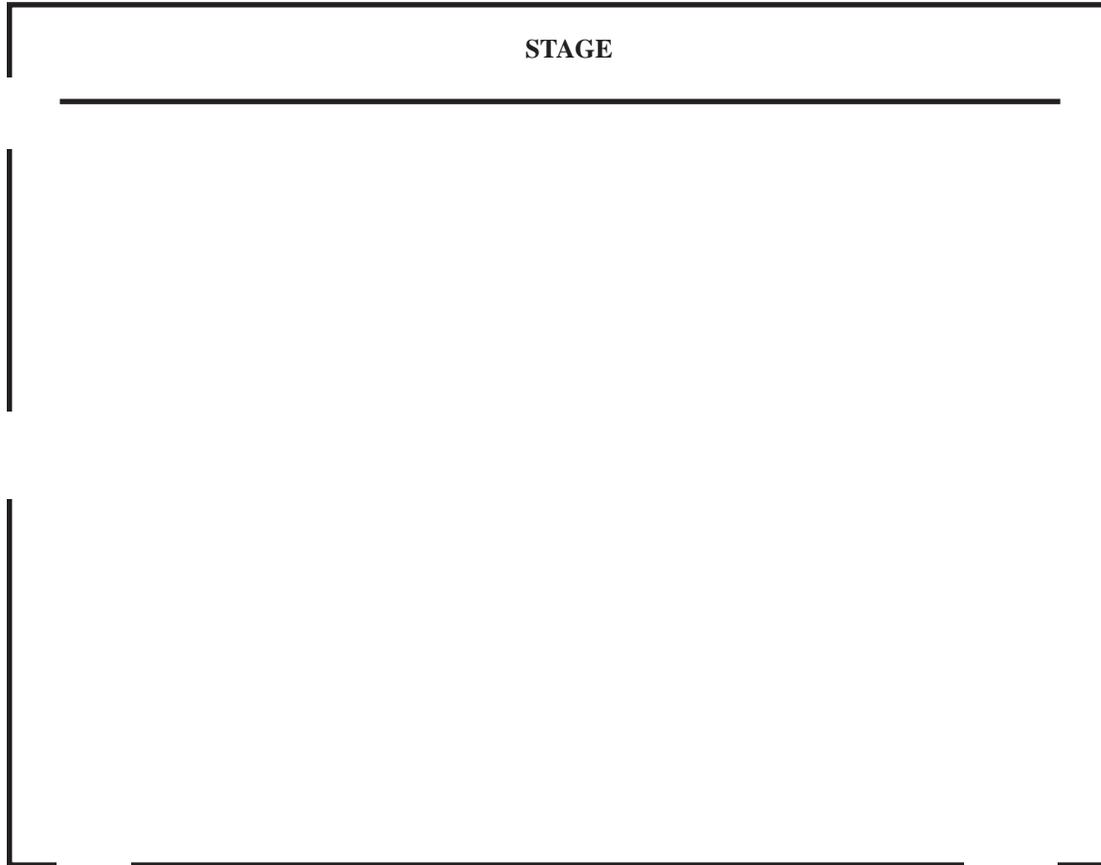




TEXAS CITY DEPARTMENT OF RECREATION & TOURISM  
**SETUP - WINGS OF HERITAGE ROOM**  
 2010 5th Avenue North • Texas City, Texas 77590 • 409-643-5990



(70' x 90') Maximum Capacity: 500



Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event		
Date of Event	Start Time: _____	End Time: _____
Estimated Number of Guests		
Number of Chairs (limit 500)		
Number of 8' Tables (limit 70)		
# of 5' Round Tables (limit 2)		
# of 4' Tables (limit 1)		

- Flags (U.S. & Texas)       9' x 12' Screen **(\$100)**       Media **(\$50)**  
 Easel     Flip Chart     Display (limit 1)     Free Standing Podium      (Microphone, Projector, Small Screen)  
 White Table Cloths **(\$2.00/ea)**       TV/DVD Player **(\$25)**      Other: \_\_\_\_\_

***For Office Use Only***

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

Date Distributed to Custodians: \_\_\_\_\_ Comments: \_\_\_\_\_

### Wings of Heritage Room Media Package

- The (9' X 12') screen has to be setup in front of the stage or on the side of the stage. The (9' X 12') screen has to be setup prior to event.
- The portable projector is on a media cart that is placed in front of the screen. The projector does have sound but it is not very loud. It is recommended 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 function 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 70 (8ft) rectangular tables
- 2 Round tables and 1 (4ft) rectangular table can be set-up in 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 large trashcans and plastic replacement liners. Renters will be responsible for emptying full trashcans during event. The dumpsters are located right outside the Nessler Center Kitchen exit door.
- The use of the kitchen is shared between the groups in the Wings of Heritage room and Captain's 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.