



INDOOR RENTAL APPLICATION

FACILITY:
(Check one)

Westside Event Center
2150 Countryplace Pkwy (CR 94)
 Banquet Hall
 Meeting Room

Pearland Community Center
3523 Liberty Drive
 Banquet Hall

Name of Responsible Party: _____

Additional Contact(s) - Day of Event ONLY: _____

Organization (if any): _____ Non-Profit? Yes / No

Address: _____ City: _____ Zip Code: _____

Phone Numbers: Hm: _____ Wk: _____ Cell: _____

E-mail Address: _____

Do you live in Southdown or Autumn Lakes? Yes / No

Date of Event: _____ Time From: _____ Time To: _____

Type of Event: _____

Will Your Event Include Alcohol? Yes / No Number of People Expected: _____

Will this event require a special event permit? Yes / No

Community Center Rentals Only ... Will you need any of the following additional items for your rental?

_____ Podium - \$30.00/day _____ Speakers w/microphone - \$55.00/day

_____ Dolly - \$25.00/day _____ Screen - \$30.00/day

Westside Event Center Rentals Only ... Will you need any of the following additional items for your rental?

_____ Podium - \$30.00/day _____ Screen - \$30.00/day

Please Read and Initial Below:

_____ I understand that I am responsible for setting up the tables and chairs at the beginning of contracted time.

_____ I understand the set-up for the tables and chairs is due to the Parks Office 2 weeks prior to my event.

_____ I understand I am responsible for scheduling security if event includes alcohol, or if 75 or more people attend. Confirmation of security being scheduled is due 2 weeks prior to my event. (See the Rental Information Packet for more information regarding security.)

_____ I understand the facility must be vacated by the end of my booked time, or my deposit will be forfeited. Further, I understand that I will be asked to vacate the premises if I exceed the contracted booked time.

I have read and understand this application and the Rental Information Packet. I understand that I am responsible for all damages occurring during the rental period. I further understand that I, or the additional contact person, must remain present during the entire rental to be sure that all policies and City ordinances are complied with.

Signature of Applicant

Today's Date