

CITY OF BEEVILLE, TEXAS
BEEVILLE EVENT CENTER RESERVATION FORM

RESERVATION DATE: _____ approximate # of out of town guest that will be
_____ spending the night. (HOT Funds Data Collection info)
ROOM (S) RESERVED: 101 101A 101B 104 111 Entire Building
Check One

TIME: You have reserved the building at 111 E. Corpus Christi, Beeville TX, 78102 starting at 10:00 a.m., and you must be out of the building by 12:30 a.m. If there is not a reservation the day before your event, you will be allowed to go in and set up for your event after 7:00 p.m. the day before. If there is a reservation the day before your event, you will not be able to enter the building until 10:00 a.m. the day of your event. Determination will be made the day before your scheduled event.

RENTER: _____ ALTERNATIVE CONTACT: _____
ADDRESS: _____ ADDRESS: _____

PHONE NOS. _____ PHONE NOS. _____
TYPE OF EVENT: _____ EST. MAXIMUM ATTENDANCE: _____

FOOD/DRINKS SERVED: ___ YES ___ NO
EVENT CATERED: ___ YES ___ NO

ALCOHOLIC BEVERAGES SERVED: ___ YES ___ NO

***If alcohol is served, you are responsible for obtaining security. Contact the POLICE DEPARTMENT. A minimum of 2 Officers are required. You must provide WRITTEN proof of a security contract before the key will be released accordingly as per Event Center Contract.**

***If you select NO and alcohol is allowed in the building during your function, with or without your knowledge it is an automatic forfeiture of your entire security deposit.**

***Please note hired security must be obtained by contacting the Beeville Police Department ONLY.**

CATERER'S NAME: _____ ADDRESS: _____ PHONE: _____

Keys need to be returned to City Hall before noon on the following day. Exception: If your event is on a Friday & Saturday, returned by Monday no later than noon or you will forfeit your deposit.

The Event Center cannot be used as storage for your decorations/catering items.

If the Center passes post event inspection, you will receive your deposit back via mail within the next 30 days.

ALL YOUR ITEMS MUST BE TAKEN WITH YOU AFTER YOUR EVENT THE SAME DAY; FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN FORFEITURE OF YOUR ENTIRE DEPOSIT.

Reservation (Damage) Deposit: \$ _____

Rental Fee: \$ _____

Custodial Fee: \$ _____

Total: \$ _____

Paid with Reservation: \$ _____

Balance Due: \$ _____

I the undersigned have read and understand the above rules and regulations, which pertain to the rental of the Beeville Event Center. Any violations of this contract will result in an automatic forfeiture of my security deposit.

Signature of Renter

Date

Cashier's Signature

Date