

# Bay City Civic Center Contract

**Bay City Civic Center 201 Seventh Street - Bay City, TX 77414**

**(979) 245-8333 / (800) 806-8333 / Fax (979) 245-1622**

Today's Date: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_ Attendance Expected: \_\_\_\_\_

Your Name: \_\_\_\_\_ Business / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

	Deposit	Receipt #	Date Paid	Rent Fee	Receipt #	Date Paid
<b>Room #</b>						
<b>Room #</b>						
<b>Alcohol</b>		<b>n/a</b>				

\_\_\_\_\_ **All room diagrams are required no later than seven (7) days prior to the event. Any changes after the deadline are subject to a \$60 change fee.**

\_\_\_\_\_ **All rental fees must be paid in full thirty (30) days prior to the event.**

\_\_\_\_\_ **I understand that I must have all of my guests and all equipment/decorations out of the facility at 1 a.m. I understand that failure to do so may cause forfeiture of my deposit.**

\_\_\_\_\_ **I further understand that I may be held financially responsible for any damage caused by my failure to comply with the rules and regulations, in excess of my deposit.**

\_\_\_\_\_ **I further agree to comply with the basic requirements and cleanup as listed in section 8 of the Civic Center Rules and Regulations.**

\_\_\_\_\_ **I understand that I must arrange for security as listed in section 12 of the Civic Center Rules and Regulations.**

\_\_\_\_\_ **I have read the rules and regulations that govern the Bay City Civic Center and I agree to comply with them.**

Signature of Rental Applicant \_\_\_\_\_

Signature of Civic Center Staff Person Booking Request \_\_\_\_\_

**All checks must be made payable to: The City of Bay City**