



**PARKS &
RECREATION**

SEGUIN COLISEUM
Facility Rental Agreement
950 S. Austin St. · Seguin, TX 78155 · (830) 401-2486

Date: _____
AR: _____

This agreement made and entered into by and between the City of Seguin, acting by and through its duly authorized leasing agent, hereinafter called **The Seguin Coliseum**, and _____ hereinafter called **Customer**.

WITNESSETH

That the Coliseum does hereby lease to Lessee and Customer the following portion or portions of the Seguin Coliseum at 950 S. Austin Street, Seguin, Texas for and in consideration of the following reservation agreement and for the period or periods specified below. The Seguin Coliseum Terms and Conditions, which are attached hereto, govern the performance of this Lease. By initialing here, Lessee acknowledges receipt of and agreement to the Terms and Conditions _____.

EVENT INFORMATION

Event Name			
Day/Date		Event Hours	
Type of Event		Attendance	
Facility Area		Rental Fee	\$
Event Deposit	\$	Due By	
Additional Fees	\$	Due By	
Event Balance	\$	Due By	
Damage Deposit	\$	Due By	
Insurance Required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Due By	

EQUIPMENT REQUESTS (Please check all that apply)

8 foot Rectangular	<input type="checkbox"/>	Podium	<input type="checkbox"/>	Spotlights	<input type="checkbox"/>
6 foot Round	<input type="checkbox"/>	Easel(s)	<input type="checkbox"/>	Microphone(s)	<input type="checkbox"/>
AV Screen on Stage	<input type="checkbox"/>	Miniature Lights	<input type="checkbox"/>	TV/DVD	<input type="checkbox"/>
Dressing Rooms	<input type="checkbox"/>	AV Screen & Cart (Room)	<input type="checkbox"/>	Stage & Lights	<input type="checkbox"/>
U.S. Flag	<input type="checkbox"/>	Texas Flag	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>

Audio requirements: Will you be using the Coliseum's audio system? Yes (\$50 fee) No

If no, please describe, in detail, what audio will be brought to the Coliseum such as live bands, DJ's, etc.:

EVENT SECURITY

The Events Complex Coordinator schedules all security. For officer requirements, see the Terms and Conditions. Customer must sign a Security Agreement if officers are required. *(Please note that the rate/hour for the officers is \$35 per officer, per hour with a 4-hour minimum. All officers should be paid upon arrival.)*

Required Not Required Number of Officers _____

CATERING:

Is the event being catered? Yes No
If yes, please provide name
and contact information below.

Caterer: _____

Cell/Work Phone: _____

CONCESSIONS:

Will you need alcohol served? Yes No

All beer, wine and soft drink sales
must be provided by:

**RRL Concessions (Robert Stange)*
(830) 708-1879**

***It is the responsibility of each customer to
contact Robert regarding alcohol service needed.**

Will you be using hotels in the Seguin area? _____

Do you need assistance with blocks of rooms? _____

How did you hear about us? _____

It is understood and agreed that the Terms and Conditions, restrictions and special service provisions within this contract are hereby incorporated herein by reference for all purposes, and Customer by the execution of this contract acknowledges that he/she has read the attached Terms and Conditions, which contain restrictions and special service provisions and fully understands their meaning and effect. This contract is considered invalid without the signature of a designated Customer over 18-years of age.

The Coliseum: City of Seguin

By: **Kayla Kappelmann**
Events Complex Coordinator

Signature: _____

Date: _____

Customer

By: _____

Signature: _____

Date: _____

Cell/Work Phone: _____

Email Address: _____

Mailing Address: _____

Please indicate what you would like on the Marquee during your event*

*Subject to Events Complex Coordinator approval