



**PARKS &
RECREATION**

SEGUIN EVENTS COMPLEX

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 **Seguin Events Complex**, and _____ hereinafter called **Lessee**.

WITNESSETH

That the Seguin Events Complex does hereby lease to Lessee the following portion or portions of the Seguin Events Complex 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 Events Complex 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		Event Hours	
Day/Dates		Attendance	
Rental Buildings/Areas		Fees	
	Rodeo Arena (includes initial dirt preparation) – Monday-Thursday (includes 10 free stalls*)	\$250/day	
	Rodeo Arena (includes initial dirt preparation) – Friday-Sunday (includes free 20 stalls*)	\$400/day	
	Rodeo Arena (includes initial dirt preparation) – Friday evening with full weekend rental (includes free 20 stalls*)	\$250/5 p.m. start	
	Stalls	\$15/stall/day	
	Stall Office	\$25/day	
	Livestock Barn	\$250/day	
	Swine Barn	\$250/day	
	Dance Slab Pavilion	\$500/day	
	Hall of Fame	\$150/day	

EQUIPMENT/EXTRAS for the Fairground Facilities (Please check all that apply)

Removal of Shavings from Barns \$300/barn/event		Bleachers \$25 each/event		Stripping chute Rental/Set Up \$15/event	
Panels \$5/panel/event		Sale of Goods/Services \$30/event		Dirt Preparation \$150/day	
RV Hookups \$25/day		Temporary Food Permit \$25/event		Vendor Space \$25/day - Parking Lot (includes 110 hookup)	
Arena Ticket Office \$100/day		Multi-Concession Stands \$30/day each \$100 for all 7		Removal of Shavings from Stalls \$5/stall/event* *includes free stalls	
Trashcans 1-5 – \$25/event 6-10 – \$50/event 11-15 – \$75/event 16-20 – \$100/event		Electrical Roll-Outs \$75 for first roll-off/event \$35 for each roll-off/event \$25 use of pole plugs \$140 after-hours fee/hour		Picnic tables \$10/each/event Chairs \$1/each/event	

Describe and/or provide a map for locations of the trashcans, bleachers, picnic tables, etc.

FEES DUE	Rental		
	Equipment/Extras		
	Damage Deposit		
	TOTAL		
Reservation Deposit	\$	Due By	
Reservation Balance	\$	Due By	
Damage Deposit	\$250 - Single facility rental \$500 - Multiple facilities rental \$1,000 - Carnival/Midway \$50 - Trashcans \$25 - Key(s)	Due By	
Insurance Required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Due By	

EVENT SECURITY

The Event Marketing Coordinator schedules all security. For officer requirements, see the Terms and Conditions. Lessee must sign a Security Agreement if officers are required. *(Please note that the rate/hour for the officers is \$35 per person, 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? _____

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 Lessee, 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 Lessee over 18 years of age.

Seguin Events Complex: City of Seguin

Lessee

**By: Kayla Kappelmann
Events Complex Coordinator**

By:

Signature: _____

Signature: _____

Date: _____

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*