



**PARKS &  
RECREATION**

**950 S. Austin St. · Seguin, TX 78155 · (830) 401-2486**

Date: \_\_\_\_\_  
AR: 07- \_\_\_\_\_

## SEGUIN COLISEUM

### Facility Rental Agreement

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 Coliseum**, and \_\_\_\_\_ hereinafter called **Customer**.

#### WITNESSETH

That the Coliseum does hereby lease to 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, Customer acknowledges receipt of and agreement to the Terms and Conditions \_\_\_\_\_.

**\*PLEASE FILL OUT AS MUCH INFORMATION AS POSSIBLE\***

#### INFORMATION:

<b>Event Name</b>			
<b>Day(s)/Date(s)</b>		<b>Hours</b>	Rental: Event:
<b>Type of Event</b>		<b>Est. Attendance</b>	
<b>Facility Area(s)</b>		<b>Starting Rental Fee</b>	
<b>Event Insurance Required</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Due By</b>	
<b>Amusement Insurance Required</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Due By</b>	
<b>Floorplan Required</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Due By</b>	

#### COMPLIMENTARY EQUIPMENT REQUESTS: (Please mark all that are needed)

<b>8 foot Rectangular</b>		<b>Podium &amp; Microphones</b>		<b>Spotlights</b>	
<b>6 foot Round</b>		<b>Easel(s)</b>		<b>TV &amp; DVD player</b>	
<b>Chairs</b>		<b>Projection Screen on Stage</b>		<b>Mini (Christmas) Lights</b>	
<b>Dressing Rooms</b>		<b>Portable Projection Screen</b>		<b>Stage &amp; Lights</b>	
<b>U.S. Flag &amp; Texas Flag</b>		<b>Projector with Cart</b>		<b>Kitchen</b> ( <i>oven, stove, fridge</i> )	

#### EXTRA REQUESTS FOR INSIDE COLISEUM: (Please mark all that are needed)

<b>Public Address (PA) System</b> \$50 per day		<b>Relocate stage from existing location to the Cypress Room</b> \$50		<b>Relocate stage from existing location from the Coliseum entirely</b> \$100	
<b>Set-up with City Scissor Lift</b> \$50 per hour		<b>Decorate/Set-Up Day Before</b> \$50 per hour (M-F 8am-5pm) \$100 per hour (outside M-F 8am-5pm)		<b>Teardown Day After</b> \$50 per hour (M-F 8am-5pm) \$100 per hour (outside M-F 8am-5pm)	

**EXTRA REQUESTS FOR OUTSIDE COLISEUM:** (Please mark all that are needed)

<b>Vendor Permit - Sale of Goods or Services</b> <i>*Covers ALL vendors for each event</i> \$30 per event	<b>Alcohol Permit (BYOB) – Covers unlimited drinkers who are 21+</b> \$20 per event	<b>Amusement Permit - Bounce House, Petting Zoo, Climbing Wall, etc.</b> <i>*MUST HAVE \$1M INSURANCE POLICY</i> \$20 per event
<b>Nelda Street Closure</b> <i>*City Council approval</i> \$50 per event	<b>RV Hookups by Baseball Field</b> <i>*Water and Electric (50 amp) Only</i> \$25 per day	<b>Electrical Roll-Outs</b> \$75 for first roll-off per event \$35 for each add'l roll-off per event \$25 for each light pole plugs per day
<b>Trashcans w/ 1<sup>st</sup> liners</b> 1-5 – \$25 per event 6-10 – \$50 per event 11-15 – \$75 per event 16-20 – \$100 per event	<b>Plastic Folding Tables</b> \$10 each per event <b>Metal Picnic Tables</b> \$10 each per event <b>Metal Bleachers</b> \$25 each per event <b>Chairs</b> \$1 each per event	<b>Barricades/Cones</b> 1-10 - \$50 per day/event 11-20 - \$100 per day/event 21-30 - \$150 per day/event 31-45 - \$200 per day/event 46-60 - \$250 per day/event 61+ - \$300 per day/event

**ENTERTAINMENT PROVIDED BY THE CUSTOMER:** (Please fill in all that apply)

Photo Booth: \_\_\_\_\_

Photographer: \_\_\_\_\_

Caterer/Food Trucks: \_\_\_\_\_  
*\*Food Trucks and Vendors selling **must** have a current food permit through the city. 830-401-2432*

Live Band/DJ: \_\_\_\_\_

Florist: \_\_\_\_\_

Decorator/Linens: \_\_\_\_\_

Event Planner/Wedding Coordinator: \_\_\_\_\_

Other: \_\_\_\_\_

**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 \_\_\_\_\_

**CONCESSIONS:**

Will you need alcohol or food concessions served or sold? Yes  No   
 All beer, wine, soft drink and food sales in the Coliseum **must** be provided by:

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

*\*It is the responsibility of each customer to contact Robert regarding alcohol and/or concession service needed.* Initial

**HOTELS:**

Will you be using hotels in the Seguin area? Yes  No

Do you need assistance with blocks of rooms? Yes  No  If yes, please contact CVB (830) 401-0810.

How did you hear about us? \_\_\_\_\_

**PAYMENT:**

<b>Rental Deposit</b> ( <i>half of rental</i> )	\$	<b>Due By</b>	
<b>Additional Hours</b>	\$		
<b>Extras</b>	\$		
<b>Rental Balance</b>	\$	<b>Due By</b>	
<b>Refundable Damage Deposit(s)</b> Coliseum - \$400-\$1,000 Carnival - \$1,000 Trashcans - \$50	\$	<b>Due By</b>	
<b>Total Coliseum Rental</b>	\$		

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.

**City of Seguin – Seguin Coliseum**

**Customer**

**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*