



**PARKS &
RECREATION**

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

SEGUIN COLISEUM

Facility Rental Agreement

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 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 _____.

THE COLISEUM FLOORS WERE REDONE IN FEBRUARY 2018.

PLEASE MAKE AN EFFORT TO NOT DAMAGE. DON'T DRAG TABLES, CHAIRS, ETC.

EVENT INFORMATION

Event Name			
Day(s)/Date(s)		Hours	Rental: Event:
Type of Event		Estimated Attendance	
Facility Area(s)		Rental Fee	\$
Rental Deposit	\$	Due By	
PA System	Yes <input type="checkbox"/> (\$50 fee) No <input type="checkbox"/> Other: _____		
Additional Hours	\$		
Rental Balance	\$	Due By	
Damage Deposit	\$	Due By	
Insurance Required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Due By	
Floorplan 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 & Microphones	<input type="checkbox"/>	Spotlights	<input type="checkbox"/>
6 foot Round	<input type="checkbox"/>	Easel(s)	<input type="checkbox"/>	TV/DVD	<input type="checkbox"/>
Chairs	<input type="checkbox"/>	Projection Screen on Stage	<input type="checkbox"/>	Mini (Christmas) Lights	<input type="checkbox"/>
Dressing Rooms	<input type="checkbox"/>	Portable Projection Screen	<input type="checkbox"/>	Stage & Lights	<input type="checkbox"/>
U.S. Flag & Texas Flag	<input type="checkbox"/>	Projector with Cart	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>

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

Caterer: _____

Cell/Work Phone: _____

CONCESSIONS:

Will you need alcohol or food concessions served?

Yes No

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

RRL Concessions (Robert Stange)*

(830) 708-1879 (cell)

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

Initial

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? _____

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***