



PARKS & RECREATION

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

Date: _____

AR: _____

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 **The 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/Date		Hours	Rental Event
Type of Event		Attendance	
Facility Area		Rental Fee	\$
Event Deposit	\$	Due By	
Additional Fees	\$		
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		Podium & Microphones		Spotlights	
6 foot Round		Easel(s)		TV/DVD	
Chairs		Projection Screen on Stage		Mini (Christmas) Lights	
Dressing Rooms		Portable Projection Screen		Stage & Lights	
U.S. Flag & Texas Flag		Projector with Cart		Kitchen	

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

Caterer: _____

Cell/Work Phone:_____

CONCESSIONS:

Will you need alcohol or food concessions 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 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

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

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*