



**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 **Customer**.

### WITNESSETH

That the Seguin Events Complex does hereby lease to Customer 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, Customer acknowledges receipt of and agreement to the Terms and Conditions                     .

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

### EVENT INFORMATION

<b>Event Name</b>			
<b>Day(s)/Date(s)</b>		<b>Hours</b>	Rental: Event: <span style="background-color: yellow;">                    </span>
<b>Type of Event</b>		<b>Estimated Attendance</b>	
<b>Rental Buildings/Areas</b>		<b>Rental Fees</b>	
<b>Rodeo Arena (Building E) – Monday-Thursday</b> (includes initial dirt preparation & 10 free stalls*)		\$250 per day	
<b>Rodeo Arena (Building E) – Friday-Sunday (Building E)</b> (includes initial dirt preparation & 20 free stalls*)		\$400 per day	
<b>Rodeo Arena (Building E) – Friday evening (w/ weekend rental) (5pm start)</b> (includes initial dirt preparation & 20 free stalls*)		\$250 per day	
<b>Rodeo Arena Ticket Office</b>		\$100 per day	
<b>Horse Barn Stalls (Building F)</b>		\$15 per stall per day	
<b>Livestock Barn (Building B)</b>		\$250 per day	
<b>Swine Barn (Building G)</b> Address: 650 Nelda		\$250 per day	
<b>Dance Pavilion (Building A)</b> (includes 32 wood picnic tables)		\$500 per day	
<b>Midway Hall (Building D)</b> Address: 728 Midway (includes 10 8' tables and 75 chairs)		\$150 per day	

**EQUIPMENT/EXTRAS:** (Please check all that are needed) \*NOTE – Day is considered 12am-12am

<b>Removal of Shavings from Barns</b> \$300 per barn per event	<b>Removal of Shavings from Stalls</b> \$5 per stall per event <i>*includes free stalls</i>	<b>RV Hookups</b> <i>*Water and Electric Only</i> \$25 per day
<b>Panels</b> <i>Typically (18) for Barrel Racing</i> <i>Typically (20) for Return Alley</i> \$5 per panel per event	<b>Stripping Chute</b> \$15 per event	<b>Dirt Preparation/Drag during event</b> \$150 per day
<b>Alcohol Permit (BYOB) –</b> <i>Covers all drinkers who are 21+</i> \$20 per event	<b>Vendor Permit –</b> <i>Sale of Goods or Services</i> <i>*Covers ALL vendors for each event</i> \$30 per event	<b>Nelda Street Closure</b> <i>*Requires City Council approval</i> \$50 per event
<b>Electrical Roll-Offs</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>Multi-Concession Stands (Building C)</b> \$30 per day each OR \$100 for all 7	<b>Amusement Permit - Bounce House, Petting Zoo, Climbing Wall, etc.</b> <i>*MUST HAVE \$1M INSURANCE POLICY</i> \$20 per event
<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/Vendors selling **must** have a current/temporary food permit from the city health department. 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 person, 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 **ALCOHOL** sales in the Rodeo Arena ***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>		<b>Due By</b>	
<b>Pre-Paid Equipment/Extras</b>			
<b>Rental Balance</b>		<b>Due By</b>	
<b>Post Event Equipment/Extras</b>		<b>Due By</b>	
<b>Refundable Damage Deposit(s)</b>		<b>Due By</b> <b>Refund By</b>	
<b>Total Fairgrounds Rental</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>	

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 Events Complex**

**Customer**

**By:**

**By:**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Cell/Work Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**IN CASE OF EMERGENCIES DURING YOUR EVENT, PLEASE CALL POLICE DISPATCH @ 830-379-2123**

*Please indicate what you would like on the Marquee during your event.  
\*Subject to Events Complex Coordinator approval. For Public Events Only.*

A large, empty rectangular box with a thin black border, intended for the user to specify their preferences for the marquee during an event.