



+++++CITY OF MISSOURI CITY, TEXAS  
 DEPARTMENT OF PARKS AND RECREATION  
Civic Center Auditorium Rental Application

RENTAL DATE: \_\_\_\_\_

ALCOHOL SERVED [ ] YES [ ] NO

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 CELL: \_\_\_\_\_

Email: \_\_\_\_\_

[ ] NON-RESIDENT [ ] RESIDENT - SUBDIVISION/NEIGHBORHOOD: \_\_\_\_\_

PURPOSE/NATURE OF EVENT: \_\_\_\_\_

SET-UP: START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

EVENT: START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

SECURITY: START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ DOES EVENT REQUIRE SPECIAL PERMIT? \_\_\_\_\_

INSURANCE or TEMPORARY HEALTH PERMIT MAY BE REQUIRED FOR PUBLIC EVENTS

Support Options:

[ ] Chairs: \_\_\_\_\_ n/c [ ] Tables: n/c Round \_\_\_\_\_ Rectangular \_\_\_\_\_

[ ] Stage: Size X - \$ \_\_\_\_\_ .00 [ ] Podium - \$8.00 [ ] Wall Partition - \$25.00

Date of Application: \_\_\_\_\_

Hourly Rental Rate: \$ \_\_\_\_\_

RENTAL FEES AND CHARGES

DEPOSIT FEE: [ ] \$400.00 [ ] \$250.00

RENTAL FEE: \$ \_\_\_\_\_ - \$ \_\_\_\_\_ per hour X's \_\_\_\_\_ hours

CARETAKER FEE: \$ \_\_\_\_\_ - 12.00 per hour X's \_\_\_\_\_ hours

JANITORIAL FEE: **\$110.00**

Method of Payment:

[ ] check [ ] cash [ ] visa [ ] master card [ ] Amex [ ] Discover

KITCHEN USE: \$ \_\_\_\_\_

Receipt Number(s): \_\_\_\_\_

SUPPORT FEES: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_ DATE: \_\_\_\_\_

CHANGED AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_

Security Officer fees must be paid no less that TWO (2) weeks prior to my event- or by \_\_\_\_\_ . Fees to be paid at MC Public Safety Headquarters- 3849 Cartwright, 8am – 4pm, Mon-Fri. Call Dan Flagg @ 281 403 8705 to schedule payment.

Any changes to this agreement will require a "new" form be completed and signed by all parties.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cashier Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Approval

\_\_\_\_\_  
Date