

**BRAZORIA HERITAGE FOUNDATION
RESERVATION FORM**

Date _____

Purpose _____ Date(s) of usage _____

Approximate number of people attending _____

Times needed (including setup and cleanup time) _____

User's Name _____ Home phone _____ work/cell _____

Physical address _____

Mailing address _____ TDL # _____

Requested facility at the Brazoria Heritage Foundation – Civic Center

____ Conference room

____ Cafeteria

____ Auditorium

____ Gym

____ Outside grounds - SH 36 & W. Smith St.

____ Outside grounds – Nevada St.

ALCOHOL ON PREMISES ____ YES ____ NO

Date and hours officer(s) needed _____

I have read and understand the Civic Center rules and regulations, and by signing below, I agree to abide by them.

User's signature _____

FORM & DEPOSIT MUST BE RETURNED TO BHF TO SECURE THE DATE. RENTAL FEE IS DUE NO LATER THAN 3 DAYS PRIOR TO RENTAL DATE. Facility will be opened day of rental and key will be given to user by BHF. (Deposit is separate and does not go towards rental fee.)

For office use only

Deposit _____ Date _____ Method of payment _____ By _____

User fee _____ Date _____ By _____

Amount of refund _____ Received by _____