



## 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 - 209 N. Nevada St. Brazoria, TX 77422

\_\_\_\_ Cafeteria - 100 First St. Brazoria, TX 77422

\_\_\_\_ Auditorium - 202 W. Smith St. Brazoria, TX 77422

\_\_\_\_ Gym - 205 N. Nevada St. Brazoria, TX 77422

\_\_\_\_ Outside grounds - SH 36 & W. Smith St.

\_\_\_\_ Outside grounds – N. 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.)

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### **For office use only**

Cash Deposit: \$100 Date \_\_\_\_\_ Method of payment \_\_\_\_\_

Received by \_\_\_\_\_

User fee \_\_\_\_\_ Date \_\_\_\_\_ Method of payment \_\_\_\_\_ By \_\_\_\_\_

Amount of refund \_\_\_\_\_ Method/Received by \_\_\_\_\_