

Fort Bend County Fairgrounds Rental Application

301 Jackson Box 36 Richmond, Texas 77469

DATE OF AGREEMENT: _____

DATE OF EVENT: _____ ALCOHOL SERVED: yes ☐ no ☐

APPLICANT/Contact: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE: _____ ADDITIONAL PHONE: _____

E-MAIL ADDRESS: _____

EVENT PURPOSE: _____ BUILDING: _____

Free Set-up Time: Date: _____ Start Time: **8:30a.m.** End Time: **4:30 p.m.**

Paid Set-up/Teardown Date: _____ Start Time: **7a** End Time: _____

Time: Event Time: Date: _____ Start Time: **7:00 a.m.** End Time: **see security form**

Paid rental time begins at 7 a.m. and ends at 1 a.m.

Number of Extra Chairs (\$1.00 Each): _____ Extra Tables (\$5.00 Each): _____

Refund: _____

Address: _____

City: _____ STATE: Tx ZIP CODE: _____

Please note that the rental payment for this event is to be paid in full by means of cash, certified check, money order or business/personal check, and is due at the time this reservation is approved.

I have read and understand the policies and procedures governing the rental use of the Fort Bend County Fairgrounds Facilities. I agree to abide by these policies and procedures, and understand that I will be held responsible for any damages or incidents that results from my use of the Fairgrounds. *I further agree to be present during the entire rental.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

RENTAL FEES:

Deposit \$ _____

Rental \$ _____

Set Up/Teardown \$ _____

Extra Tables/Chairs \$ _____

Misc. – See Notes \$ _____

TOTAL DUE: \$ _____ +

Method of Payment:

☐ Cashier's Check

☐ Money Order

☐ Check # _____

☐ Cash

Receipt # _____

SPECIAL NOTES:

Signature of Cashier: _____ Date: _____