

RIVER OAKS EVENT CENTER
5300 BLACKSTONE DRIVE RIVER OAKS, TEXAS 76114
Phone: (817) 732-5885 Fax: (817) 732-3145
EMERGENCY AFTER HOURS: CALL: 817-626-1991 Ext. 301

PLEASE PRINT

PERSON MAKING APPLICATION: _____

YOUR ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK: _____ CELL: _____

TEXAS DL # _____ DATE OF BIRTH: _____

DATE OF RENTAL: _____ EVENT: _____

AREA REQUESTED: _____ RENTAL TIMES: _____

APPROXIMATE ATTENDANCE: _____ 200 maximum occupancy including adults and children

I understand that this is an event center and other classes or rentals could be taking place in other areas of the building at the same time of my rental. I also acknowledge alcohol and tobacco products are NOT allowed in the building, on the parking lot or anywhere on the grounds.

Balance of rental fee - Due 5 business days before rental.

By my signature below, I acknowledge that **I have received, read and understand** the **User Policy** and all other policies for rental of the Event Center and any other related city property. I further understand that I am responsible for the conduct and for any damages caused by guest(s), guest(s) family and guest(s) invitees during the time of this rental. I will fully comply with all of the ordinances, orders, policies, rules and regulations of the City and of the Event Center. I fully understand that any person or persons found in violation of any of the ordinances, orders, policies, rules and regulations of the City and of the Event Center is subject to prosecution under the law and any and all such violations may result in the termination of this rental agreement.

Deposit is not refundable if customer does not take possession of the building at appointed time of rental.

Signature

Today's Date

Signature Event Center Staff

HELPFUL HINTS ON BACK 

OTHER ITEMS YOU MAY POSSIBLY NEED: NOT INCLUDED WITH RENTAL:

Sound System (speakers, microphone etc.)

DJ – A Sound Person (*ask staff for information*)

Projector

Video Screen

Light System

Extension Cords

Tape, Scissors, Tacks

A podium or a table top speaker stand - (*are available upon request*)