

RESERVATION FORM
PECAN GROVE COMMUNITY CENTER

414 S. Vallie Ave., Kirbyville, TX 75956 (409) 423-4751 – Office (409) 423-3396 – Fax Website: khapg.com

DATE OF EVENT: _____

NAME/ORGANIZATION: _____

ADDRESS: _____

PHONE #: _____ ALTERNATE PHONE #'s: _____

Approximate hours facility will be in use: _____ a.m./p.m. - _____ a.m./p.m. **Facility is not available for use before 9:00 a.m. and all persons must completely vacate premises before 11:00 p.m. (Sun-Thu) & before 1:00 a.m. (Fri & Sat). If not followed, Security Deposit will not be refunded!**

Contact person / Responsible Party: _____ ☐ Photocopy of I.D. attached

***Must be 21 or older to rent the facility**

Address to Return Deposit (if different than above): _____

Function type: (see list below _____ Approx. # of people expected: _____
(Meeting, Reunion, Reception, Wedding, Party, Youth Dance, Banquet, Movie/TV, Sporting Event, Youth Event, Church function, Education/Training, Exercise Program, Other (please explain)

***Note: No smoking & no alcohol allowed! No dances allowed except for school children under the age of 18. Only exceptions are for special fundraising events at the discretion of Management (with a member of Management present at the event, AND with written approval from Executive Director).**

Number of chairs needed _____ Number of tables* needed: (8' tables) _____ (6' tables) _____

*** All tables must be covered with plastic table covering** ☐ Have my own ☐ Wish to purchase from Pecan Grove

Important: ("Terms of Use" form, item #12): Use of glitter, small confetti or feather boas of any kind will result in a loss of your deposit.

Category of Event: ☐ Private ☐ Public (Will event be advertised? If so, when/where?) _____

Date Security Deposit Received: _____ Amount: _____ ☐ Cash ☐ Cr. Card ☐ Check (ck #) _____

Date Rental Fee Received: _____ Amount: _____ ☐ Cash ☐ Cr. Card ☐ Check (ck #) _____

SECURITY DEPOSIT (refundable within 14 days after event): \$150 (less any damage or cleaning charges)

RENTAL FEES:	Pecan Grove/Resident-sponsored events:	No charge
	Short meetings (< 2hrs) - room only, on weekdays:	\$125 (if renter cleans & no food served)
	Public, non-profit events (for common good):	\$175
	All other functions:	\$195 (Add \$25 if less than 7-day notice)

***Note: No decorating on day(s) prior to your event without written permission. Rental is for day of event only! (If this restriction is violated, we are required to charge an additional day's discounted rental fee of \$150)**

Prefer not to clean? (If so, you may pay the contractor's fee w/no worry): \$ 75 additional charge (+\$25/hr., if >4 man-hrs.)
Regularly-scheduled, multiple (3 or more) day & special events: Ask about discount pricing
Plastic table cover roll (300' roll): \$ 20 (renter may keep entire roll)

SERVICES INCLUDED: Use of Community Room; Kitchen w/2 ovens, Ice Machine, Refrigerator, Dishwasher, Tables, Chairs, Game Fields, Basketball Goal (upon request), etc.

***Use of Sound System: +\$25. Use of Banquet Stock (all cabinets unlocked, with all banquet supplies available): +\$25**

Acknowledgement

Renter must indicate (by initials) that he/she received, read, & understands each of the following Pecan Grove Community Center forms: **Terms of Use** _____ **Reservation Form** _____ **Checklist** _____

"I understand that the soccer league will occupy the fields (and much of the parking spaces) until approx. 12:30 p.m. from the last Sat. in March thru the first Sat. in May. and from the 2nd Sat. in Sept. thru last Sat. in Oct.

Initial here: _____
"I have read, and I understand the Terms of Use and Reservation Forms for the Pecan Grove Community Center and hereby agree to comply (and have all guests comply) with all requirements. I further agree to complete all required items on the "Checklist" and TURN IN THE KEYS AND "CHECKLIST" TO THE DROP BOX PRIOR TO 7 A.M. THE DAY AFTER MY EVENT, and I understand that failure to complete any items on the "Checklist" and/or failure to place the checklist in the drop box will result in some or all of the deposit being withheld, as well as additional charges for cleaning, damages and/or legal charges (if applicable). I further agree to absolve Pecan Grove / Kirbyville Housing Authority and its employees/associates of any liability relating to the use of the facilities, including personal injury and personal property damage or loss that may occur on the premises."

Applicant's Signature (Responsible Party) _____ Date _____

The above information has been reviewed, and permission is granted for the use of the Pecan Grove Community Center by the applicant and his/her guests.

Approved by Executive Director _____ Date _____

OFFICE USE ONLY

Deposit Refund Date: _____ Refund Amount: \$ _____ Check #: _____

Cleaning Charges: ☐ No ☐ Yes (Explain) _____

Charges for Damages/Missing Items: ☐ No ☐ Yes (Explain) _____