

# The Neches Room

(409) 832-3247

## Room Reservation Contract

Applicant \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Event Time \_\_\_\_\_ To \_\_\_\_\_ Estimated Maximum Attending \_\_\_\_\_

Set Up Time \_\_\_\_\_ To \_\_\_\_\_

Room Items Requested \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Room Rental Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_ (1/2 of room rental fee)

Balance: \_\_\_\_\_ (due 14 working days before the event)

Final Payment Due Date: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Bar Set-Up/ Bartender Fee: \_\_\_\_\_

I understand Drink prices \_\_\_\_\_  
(please initial)

*Applicant has received a copy of the Policies of **The Neches Room** and Agrees to abide by those policies. Applicant is also aware that their event may not be the only event being held at the Crockett Street Complex. Concerts, carnivals, festivals and other outdoor events may also be held at the complex. Please make check payable to **Beaumont Catering Company**.*

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Application approved:

Policies Reviewed & Accepted:

\_\_\_\_\_  
Signature/Director of The Neches Room

\_\_\_\_\_  
Signature/Date