



Facility Rental Request Form

- Setup for 128 people with 16 round tables (8 each) is 4-hour minimum for \$600 plus \$150 security deposit (\$75 is refundable). FLCRC staff and a police officer are included in the \$600 rental. A \$100 additional fee is charged for every hour on the 4-hour block. A one-hour window is provided for setup and a one-hour window is provided for breakdown.
- If alcohol is served, a second officer is required for an additional \$200 and the person serving the alcohol must have a Texas Alcoholic Beverage Commission (TABC) certificate.
- Black or white table linens and/or chair coverings are provided for \$150 each or \$250 for the combination.
- A variety of color chair sashes are available for an additional charge of \$100.

First Name: _____

Last Name: _____

Street Address: _____ **Apt. #:** _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Type of Event: _____

Number of Guests Attending: _____

Start Date/Time of Event: _____

End Date & Time of Event: _____

Alternate Date: _____

Please email this completed form to info@familylifecrc.org or mail/deliver in-person to:
Family Life and Community Resource Center, 821 E Hwy 90A, Richmond, TX 77406.