



## Facility Rental Request Form

Thank you for your interest in hosting an event at our facility!

- **Setup for 128 people with 16 round tables (8 each) is 4-hour minimum for \$600 plus \$150 security deposit.** FLCRC staff and one police officer are included in the \$600 rental. A \$100 additional fee is charged for every hour added to 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 (**provided by the renter and a copy of the certificate provided to the owner**). 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 select the items you would like to include in your event:**

- Additional Rental Time** – \$100 per hour:  
\_\_\_\_\_ additional hour(s) needed
- Serving Alcohol** – \$200 for the additional police officer
- Table Linens** – \$150 (setup included for up to 128 guests)
- Chair Covers** – \$150 (setup included for up to 128 guests)
- Table Linens and Chair Covers** – \$250 (setup included for up to 128 guests)
- Table Sashes** – \$100 (setup included)
  - White                       Tiffany Blue
  - Black                          Pastel Pink
  - Gold                           Pastel Yellow
  - Silver                          Pastel Purple
- 360° Video Rental** – \$500 for 4hrs (\$100 per hour for additional time)
- Frozen Drink/Daiquiri Machine** – \$200 (one favor mix include/alcohol is not included)

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