



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 \$700 plus \$150 security deposit.**
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, two police officers are required for an additional \$400 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
- Audio/Visual Equipment** – \$200
 - Microphone and Speakers
 - Projector
- Computer Room** – \$100 per hour (\$500 for 8 hrs)
- Conference Room** – \$75 per hour (\$400 for 8 hrs)
- Serving Alcohol** – \$400 for two police officers
- 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
 - Navy Blue
- 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 or mail/deliver in-person to:
Family Life and Community Resource Center, 821 E Hwy 90A, Richmond, TX 77406.