



SSGT. Willie de Leon Civic Center

300 E. Main Street

Uvalde, Texas 78801

Phone: 830-278-4115 Fax: 830-278-3994

RENTAL RESERVATION APPLICATION Cactus Community Room, Non Profit Events

This rental reservation application must be filled out in its entirety and delivered to the Civic Center Manager prior to reserving the Cactus Community Room in the Willie de Leon Civic Center. A reservation is not considered confirmed until the Civic Center Manager has approved this Rental Reservation Application.

(Please Print Legibly)

Name of Reserving Party: _____			
Mailing Address: _____	City: _____	State: _____	Zip: _____
Primary Contact: _____	Phone: _____	Email: _____	
Secondary Contact: _____	Phone: _____	Email: _____	
Type of Event: _____			
Date of Rental: _____		Time of Event: _____	
Number of Guests: _____			

IMPORTANT

- 1. FINAL APPOINTMENT:** To finalize details and determine your event set-up, the APPLICANT must schedule an appointment with the Civic Center Manager no later than 5 days prior to your event. The appointment can be in person, or over the phone, during normal business hours (8:30a – 5p). At this time, we will finalize the event timeline and address any other questions about your event. It is the APPLICANT's responsibility to schedule the appointment with Civic Center Staff.
Applicant Initials _____
- 2. PAYMENT:** The Cactus Community Room is FREE of charge for a non-profit organization. LESSOR holds the LESSEE responsible for any damage incurred to facility. LESSOR will determine if any damage was done and whether LESSEE is responsible. If damage is incurred, LESSEE will be billed for damage cost.
Applicant Initials _____
- 3. CATERING/FOOD:** No _____ Yes _____
The Willie de Leon Civic Center does not arrange catering for events. However, you have the option to provide your own food or have food delivered. The Civic Center will not provide any serving materials. RED BEVERAGES ARE NOT PERMITTED in the Cactus Community Room. **A separate \$75 food and drink deposit is required.**
****All deposits are refundable if no damages are incurred.**
Applicant Initials _____
- 4. DECORATIONS:** Decorations MAY NOT be nailed, stapled, tacked, screwed, glued, or taped on any part or portion of the facility, inside or outside. Candles must be completely enclosed in a glass or non-flammable holder. No exposed flames are permitted. Immediately following the completion of the function, all decorations, trash, or other debris must be disposed of or removed from property. Any additional cost incurred by Civic Center for cleaning or repairs will be deducted from your key/damage deposit.
Applicant Initials _____
- 5. CLEAN UP RESPONSIBILITIES:** Contracted areas should be left in the state that they were found. General cleaning is the responsibility of the LESSEE. A list of required cleaning guidelines will be made available to the LESSEE at the final appointment.
Applicant Initials _____

6. **KITCHEN USE:** No _____ Yes _____

Use of kitchen is available for an additional fee. Kitchen usage is available for cooking, preparation and assembly. Appliances include stove, oven, freezer and warming oven. The kitchen must be cleaned after use and restored to condition in which it was found, including but not limited to floors, walls, counters, refrigerator and sinks. No food trash can be left in facility. ALL trash must be removed and put in dumpsters provided by Civic Center and counters must be wiped down.

Applicant Initials _____

TERMS AND CONDITIONS FOR SSGT. WILLIE DE LEON CIVIC CENTER

- Hours of Operation: Monday - Sunday 7am – 12am
- All events must end by 12 a.m. (midnight). All guests must exit the facility by 12 a.m.
- Animals, except for service animals, may not be brought onto the premises.
- Storage is NOT provided.
- The City of Uvalde and the Uvalde Convention and Visitors Bureau is not liable for any personal injury, damages to personal property, theft, accidents, or incidents that may occur during your rental.
- Smoking is permitted outside only.

Applicant Initials _____

CANCELLATION POLICY: Please notify the Civic Center Manager at your earliest convenience if you will be cancelling your event to ensure others the possibility of renting the space.

Applicant Initials _____

By signing below, **APPLICANT** acknowledges that he/she has read the above terms and conditions set out herein, understands and agrees to such terms and conditions.

Signature of Applicant: _____ Date: _____

Thank you for considering the Cactus Community Room in the SSGT. Willie de Leon Civic Center for your event needs!

Please return this form to the Civic Center Manager for event approval!

Civic Center Manager
Phone: (830) 278-4115
Email: Civiccenter@visitualde.com
300 E Main Street, Uvalde, TX 78801

FOR OFFICE USE ONLY

Date Received: _____