



Contract for Use of Sugar Land Auditorium

It is understood and agreed that this Contract becomes valid only after it is signed by the Applicant, hereinafter called Maker of the Contract, or designated representative; and approved by the Sugar Land Cultural Arts Foundation representative or designated representative. All terms and conditions of this Contract set forth on the attached Policies and Conditions are applicable. If any of the terms and conditions of this Contract is not adhered to explicitly, the Contract may be revoked by the Foundation without recourse. Any exception to the terms and conditions must be approved by Executive Director of the Sugar Land Cultural Arts Foundation.

Date submitted _____ Date processed _____

Facility User:

Name of Organization _____

Name of Maker of Contract _____

Address _____

Phone Numbers Work _____ Home _____ Cell _____

Email _____ FAX _____

Event Activity _____

Date(s) of Intended Use _____

Time(s) Requested From: _____ To: _____

Type of Contract (Check One) Single Use _____ Multiuse _____

Anticipated Attendance _____

Liability Insurance:

Failure to provide information will delay your request

Agency _____ Certificate Exp. Date _____

Address _____

Daytime Phone _____ Email _____

Facility User Signature and Date _____

Denied Approved (Circle One) Foundation Signature and Date _____

Comments/Reason for Denial _____

Assessed Fees	
A. Hours	_____ x \$ _____
B. Extra Hours	_____ x \$ _____
C. Lighting Technician	_____ x \$ _____
D. Sound Technician	_____ x \$ _____
E. Security	_____ x \$ _____
Total Assessed Fees	_____

Special Arrangements