

State of Texas Reservation Commitment Form – EBMS # _____ Dallas County

THIS AGREEMENT, made this _____ day of _____ 20____ by and between the Garland Independent School District, herein called Lessor,

and _____

herein called Applicant, whose address is: _____

Telephone: (Work) _____ (Home) _____
 (Fax Number) _____ (E-MAIL) _____

Witnesseth:

THAT, WHEREAS, it is the desire of the Applicant to use certain areas of the Curtis Culwell Center, and the Applicant has confirmed reservation of the following space(s) _____

Date: _____ Type of Event _____
 by submitting \$ _____ which is at least one-half the base rental fee and a refundable damage payment of \$ _____.

Lessee understands that additional fees may be applicable dependent on Applicant's needs and Lessor's requirements. Applicant understand that because Lessor is reserving this date for Lessee and will make the space(s) on the date(s) indicated above reserved by the Lessee unavailable for rental by others, and that if the space were available, the space could have been rented to others. Therefore, THE PAYMENT IS NON-REFUNDABLE. In the event that circumstances cause the Applicant to cancel said event, upon receipt of written notice of cancellation by Applicant, Lessor will attempt to rebook the space(s) on the date(s) reserved by Applicant. If Lessor is able to rebook said space(s), then the Applicant will receive a refund of the payment made less any extraordinary administrative costs, if any. This agreement also serves as receipt of the payment made by the Applicant. Said space(s) and date(s) will be reserved upon receipt of this agreement signed by Applicant.

Lessee has been advised or provided with:

- | | | | | | |
|-----------------------|--------------------------|------------------------|--------------------------|-----------------------------|--------------------------|
| Policies & Procedures | <input type="checkbox"/> | Insurance Requirements | <input type="checkbox"/> | Fact Sheet | <input type="checkbox"/> |
| Services & Equipment | <input type="checkbox"/> | Catering Information | <input type="checkbox"/> | Event Application | <input type="checkbox"/> |
| Rate Schedule | <input type="checkbox"/> | Box Office Policies | <input type="checkbox"/> | Reservation Commitment Form | <input type="checkbox"/> |

Applicant hereby agrees to accept the responsibility to read and understand all policies and other information provided; complete the event application provided; sign the blank floor plan acknowledging that you understand the space your are leasing; sign the Curtis Culwell Center lease agreement; timely remit the aforementioned and all other information required by Sales and; once the Event Coordinator is assigned, schedule and keep an appointment to advance the reserved date with that Event Coordinator at least sixty (60) days prior to the event so Lessor can create the following :

- 1) The Proforma Invoice 2) The Approved Floor Plan (s)

The Applicant further agrees to remit the following to the Event Coordinator at least thirty (30) days prior to the event date.

- 1) Balance owed per the Proforma Invoice 2) Approval of the Floor Plan 3) All remaining information requested by the Events Coordinator 4) Proof of Insurance as required

APPLICANT UNDERSTANDS THAT ANY CHANGES TO THE FLOOR PLAN OR SETUP, ADDITIONAL EQUIPMENT, EVENT TIMES, MOVE IN OR MOVE OUT TIMES THAT WERE NOT INCLUDED IN THIS DETAILED ADVANCING OF THE DATE MAY RESULT IN ADDITIONAL CHARGES. NOTIFICATION OF ANY CHANGES MUST BE MADE WITHIN TEN (10) DAYS OF THE EVENT BY THE APPLICANT TO AVOID ADDITIONAL SETUP CHARGES THAT MAY RESULT. ALL FEES MUST BE PAID PRIOR TO THE EVENT AS DIRECTED. FEES FOR EQUIPMENT OR SERVICES ORDERED DURING THE EVENT ARE DUE PRIOR TO THE TIME THAT SERVICES OR EQUIPMENT WILL BE RENDERED.

THIS AGREEMENT ALONG WITH PAYMENT IS DUE BY 5 PM _____, 20____ (which is 10 days of today's date), OTHERWISE THIS RESERVATION MAY BE CANCELLED WITHOUT NOTIFICATION.

Make payments to Curtis Culwell Center, 4999 Naaman Forest Blvd., Garland, TX 75040. Final approval of the event is made by the General Manager and is dependent on Applicant being agreeable to adhere to all stipulations in the Policies and Procedures, as well as Box Office and/or Catering Policies as applicable. If Applicant is unable or unwilling to adhere to all stipulations of said policies, Lessee shall immediately inform Lessor, and the reservation shall be subject to cancellation, including forfeiture of the NON-REFUNDABLE PAYMENT, unless Lessor is able to rebook the space(s) and date(s) as described above. Lessor does not accept responsibility for availability of security staffing, acts of God, or other factors beyond Lessee's control.

APPLICANT HAS READ, UNDERSTANDS, AND HEREBY ACCEPTS ALL STIPULATIONS OF THIS AGREEMENT

THIS IS YOUR RECEIPT OF YOUR PAYMENT MADE TO RESERVE A SPACE AND NOT A LEASE AGREEMENT

Applicant (Agent & Title)

Lessor (by General Manager or designee)
