



TEXAS CITY DEPARTMENT OF RECREATION & TOURISM

### SETUP - HOUSTON/ZAVALA ROOMS

2010 5th Avenue North • Texas City, Texas 77590 • 409-643-5990



### Sam Houston/Lorenzo de Zavala Rooms

(100' x 70') Maximum Capacity: 250

**Kitchen**

**Lobby**

Name of Event: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Chairs               | <input type="checkbox"/> Stage 18"-24"-32" (\$50)   | <input type="checkbox"/> <b>MEDIA PACKAGE (\$100)</b> |
| <input type="checkbox"/> Tables – 5' Round    | <input type="checkbox"/> Linens (\$2.00 ea)   | Microphone  |
| <input type="checkbox"/> Tables – 8' Rect.    | <input type="checkbox"/> Piano (\$50)   | Screen  |
| <input type="checkbox"/> Tables – 4' Rect.    | <input type="checkbox"/> Easel <input type="checkbox"/> Flip Chart <input type="checkbox"/> Display | Projector   |
| <input type="checkbox"/> Dance Floor          | <input type="checkbox"/> Free Standing Podium   | Auxiliary Panel                                       |
| <input type="checkbox"/> Risers (Choir Style) | <input type="checkbox"/> Flags  |   |

Renter's Name: \_\_\_\_\_ Renter's Signature: \_\_\_\_\_

*For Office Use Only*

Set up completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Time Event Ended: \_\_\_\_\_ Actual Attendance: \_\_\_\_\_ Security Present:  YES  NO