

American Shooting Centers

16500 Westheimer Parkway, Houston, Texas 77082

Events Team Office: (281) 556 8199 Option 4 Mobile: (281) 799 3507

Email: eventsteam@americanshootingcenters.com Fax: (281) 556 8403

EVENT AGREEMENT SHEET

Please complete and check all that apply

DATE OF EVENT: _____ Monday/Tuesday(+\$300) TYPE OF EVENT: Facility Only

Company Name: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Phone Number: _____ ALT Number: _____

E-Mail: _____ Fax Number: _____

Catering: None Will Provide – Time: _____ Serving Alcohol: Yes No

(ASC Does NOT provide food service - Local catering list is available upon request)(when food will be served) (2 Uniformed Officers Will be Provided by ASC for all events serving alcohol)

GOLF CARTS: 2 Seaters by Special Order Only \$75/each/day (2 seater) \$105/each/day (4 seater). # REQUIRED: _____

FACILITY RENTAL: (pricing & terms on page 2. Availability may vary)

- ASC Hall: seats 380+ (6' round dining tables, chairs and 6' catering tables included)
- Climate Controlled Pavilion: seats up to 100 (dining tables & catering tables included)
- ASC Clubhouse: seats up to 20 (tables and chairs provided)

Payment Method

Please indicate your payment method for deposit and final payment below. **Deposit is required to reserve your date & is credited to your final bill.**

(Deposit is reusable for a future event, but non-refundable) Signature below indicates you have read and agree to all terms and conditions

Credit Card Payment For: Deposit Tax Exempt (must have completed & signed form 01-339)

There is a 3.5% processing fee for all deposit and invoice payments

Card Type: MC VISA AMEX DISCOVER CARD# _____ EXP _____

CVV NUMBER _____

1-50 Shooters: \$750.00 Deposit 50-100 Shooters: \$1000.00 Deposit 100 + Shooters: \$1,500.00 Deposit

CUSTOMER SIGNATURE

PRINTED NAME

DATE

AGREEMENT SHEET PAGE 2
FACILITIES TERMS & CONDITIONS

Please check all that apply & sign

Included with all Venue Rentals:

- Adequate seating and tables for event registration, catering, awards, raffles, and dining needs
- Staff provided for set-up, clean-up, registration, scoring, and waste removal during and after the event

- ASC HALL** 60'X120' metal building with roll up doors all around
- Seats 380+; tables, table coverings, centerpieces, and chairs included
 - Please notify ASC if your group requires more than 240 seated individuals. (standard set up)
 - If you are bringing in your own rental tables, ASC will provide staff to remove existing tables for a fee of \$300.00
 - PA system with wireless microphone & stage available
 - \$1000.00 minimum rental fee

- PAVILION** Climate controlled
- Seats up to 100; tables, table coverings, centerpieces, and chairs included
 - Eye hooks are provided for your banners and / or signs. Please, **NO NAILS ARE TO BE USED INSIDE OR OUTSIDE THE PAVILION** or on any ASC buildings. Any leaking ice chests must be kept outside. A suitable 'catch pan' may be used.
 - \$500.00 rental fee

- ASC Clubhouse:** Climate Controlled
- Seats up to 20; tables, table coverings, centerpieces, and chairs included
 - \$200.00 rental fee

- ANY EVENT SERVING ALCOHOL:** 2 uniformed police officers Will be Provided by ASC for all events serving alcohol
- \$400.00 for the two officers for up to 4 hours & \$500.00 for an all-day hire of the two officers
 - Absolutely NO ALCOHOL on clay courses at any time.
 - Last call will be 30 minutes prior to event ending.
 - Any event serving alcohol will adhere to all of ASC's requirements

- GOLF CARTS**
- \$75.00 for a two-seater cart & \$105.00 for a four-seater cart
 - Rented golf carts will be returned in the same condition as received. Any damage while in possession is the responsibility of the named customer. Tampering with the governor will result in a \$350.00 fine

REMOVAL OF TABLES AND CHAIRS

- \$300.00-ASC staff will remove all tables and chairs from the facility. If you bring your own tables and chairs, you will be responsible for removing them after your event by an agreed set time with ASC.

★ ASC can provide assistance with credit card transactions during your event which can / will be credited to your final invoice.

There is a 3.5% processing fee that will apply

- ASC is not responsible for lost, damaged, or stolen items
- Any damage or loss of ASC property during the event by the customer, their volunteers, or their caterer, will be the responsibility of the client. ASC reserves the right to enforce any and all safety rules and stop any actions deemed to be unsafe
- Prices, policies, & procedures are subject to change without notice. (deposit & signed contract secures rates stated therein)
- There will be a 1.5% per month late charge on any balance remaining 30 days after the date of the event
- All deposits are non-refundable, BUT reusable for rescheduling an event. **All deposits will be credited toward the final invoice.**
- **The final balance due will be paid at the conclusion of the event, unless an alternative date is mutually agreed upon.**

Thank you for the opportunity to host your event! Please do not hesitate to contact us if you have any questions or additional needs to accommodate your event. ASC is dedicated to ensuring that you and your group have a safe, exciting, and successful event.

CUSTOMER SIGNATURE

DATE

