



500 College Drive, Lake Jackson, TX 77566

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Dow Academic Center Application

PART A – To be completed by applicant (Please complete all information)				Date:			
Applicant Name:				Home Phone:			
Company Address:				Work Phone:			
Home Address:				Cell Phone:			
City:		State:		Zip Code:			
Email Address:		DOB:		TDL #:			
EVENT INFORMATION (Available event hours 7:30 a.m. – 11:00 p.m.)							
Name of Event:				Event Time:			
Date of Event:				Estimated Number of Attendees:			
Type of Event: (wedding reception, banquet, trade show, etc.)							
Event Catered: Yes No		*Kitchen Use: Yes No (cannot be reserved for exclusive use unless full facility is rented; all other events are on a first-come, first-served event)		Alcohol: *Yes No		(*requires certified police officer @ an additional \$25 per hour per officer to be arranged by BC – four hour minimum)	
Caterer (Must be from approved college list):							
ROOM USE INFORMATION – Please list actual use time for the halls you want to rent. In most cases, this will be different from the actual event time since it will include any applicant set-up and teardown time needed for decorating, etc. College-provided set-up, teardown, and clean up are included in the rental rate for each room.							
Room		Actual Arrival/Departure Time		Room		Actual Arrival/Departure Time	
Hall A				Hall E			
Hall B				Hall F			
Hall C				Hall G			
Hall D				Full Facility			
Regency Suite				Green Room			
ADDITIONAL SERVICES – Please indicate the number of any additional items/services you would like to rent. *A Technology Support Package is required for use of any Brazosport College owned technology equipment.							
#	Item	Price Per Unit	Total Cost	#	Item	Price Per Unit	Total Cost
	Hand Held Microphone*				Pipe & Drape (Two 12 ft sections)		
	Lapel Microphone*				Stage (6' x 8' sections): 48 sq ft 192 sq ft 432 sq ft 768 sq ft	/sq ft	
	Large Wooden Podium						
	Small Acrylic Podium						
	Power Cord w/ Safety Strip Cover				Dance Floor 225 sq ft (15x15) 324 sq ft (18x18) 441 sq ft (21x21) 576 sq ft (24x24) 729 sq ft (27x27)	/sq ft	
	Projector w/ Screen & BC Laptop Computer*						
	Projector w/ Screen*						
	Event Insurance (Event insurance is required for all events and will be provided through the BC policy)				Certified Peace Officer (4 hour minimum)	/hr	
	Bar				BC Security Officer (if more than 300 people; 4 hour minimum)	/hr	
				Other (Special Request)	TBD		
TECHNOLOGY SUPPORT PACKAGES (Please select your need.)							
Audio or Visual Package:				Audio and Visual Package:			
\$100 (6 hours or less)		\$200 (more than 6 hours)		\$200 (6 hours or less)		\$400 (more than 6 hours)	
ADMINISTRATIVE SUPPORT PACKAGES (Includes full-service coordinator)		Halls A, B, C, E, F, or G		Hall D		Combination of rooms	
		\$300		\$500		Negotiated rate	
TOTAL ADDITIONAL SERVICES FEE							

PART B – To be completed by Dow Academic Center Manager

Date & Time Received:	Hand Delivery	Email	Regular Mail	Fax
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ROOM PRICING

Room	Comments	Rental Fee
Hall A		
Hall B		
Hall C		
Hall D		
Hall E		
Hall F		
Hall G		
Regency Suite		
Green Room		
Full Facility		
Hourly Rate*		

<p><i>*Hourly rate available only for those who rent halls for a full day and need additional event setup or teardown time.</i></p> <p><i>Total fees must be paid 30 days prior to event. Any additional items requested on day of event will be due at time of request.</i></p> <p><i>Proof of required insurance must be presented 30 days prior to event.</i></p>	FACILITY USE FEE	
	30% DAMAGE DEPOSIT (To be refunded after event per guidelines below)	
	Total Additional Services	
	TOTAL COST (Facility with Any Additional Services)	
	50% DEPOSIT DUE (Must be paid within 5 business days of approval)	
	TOTAL REMAINING BALANCE (Must be paid 30 days prior to event)	

Cancellation Policy: Applicant may cancel this application at any time up to 30 days prior to the requested use time. In the event that Applicant cancels with less than 30 days notice or fails to use the Premises at the time specified, no refund will be given.

Deposit Refund: To be refunded after the event if the following conditions are met:

- All late charges are paid in full.
- Any additional miscellaneous or additional fees are paid in full.
- Any damage and restoration fees are paid in full.
- All other obligations and requirements of the Agreement for Use of the Dow Academic Center are fulfilled.

PART C – Approval Status (Applicant will be notified within 10 days of completion of Part B of approval status)

Approved

- Applicant must complete Agreement for use of Dow Academic Center and pay deposit of 50% of the total prices within five business days. Remaining balance will be due 30 days prior to event.
- For all events not sponsored by the College, the College shall require a certificate of insurance coverage with a reputable insurance company authorized by the State of Texas. The amount required will be determined based on the size of the event, equipment to be used, length of the event, and whether alcohol will be served.

Not Approved This application is not approved for the following reason(s):

The applicant failed to supply requested information on the application.

The requested space is not available because it has already been reserved or is needed for College purposes.

The application contains a material misrepresentation of fact.

The applicant and/or sponsoring group are ineligible due to a previous violation of these regulations.

The proposed use is not suitable for the location because the anticipated attendance exceeds the reasonable capacity of the space.

The proposed use is not a suitable location because the design or dimensions of the activity will substantially interfere with pedestrian access, traffic flow, or public safety.

The proposed use conflicts with previously scheduled activities and events in the same area.

Other

Signature of Applicant: _____ **Date:** _____