



500 College Drive, Lake Jackson, TX 77566

Phone: (979)230-3100

Fax: (979)230-3122

Email: Dac@brazosport.edu

Dow Academic Center Application

PART A – To be completed by applicant (Please complete all information)				Date:			
Applicant Name:				Home Phone:			
Company Name:				Work Phone:			
Home or Business Address:				Cell Phone:			
City:			State:		Zip Code:		
Email Address:			Would you like to receive future email notifications from the Dow Academic Center and Brazosport College?: Yes <input type="checkbox"/> No <input type="checkbox"/>				
EVENT INFORMATION (Available hours 7:30 AM – 11:00 PM)							
Date of Event:				Actual Event Time:			
Name of Event:				Type of Event: (wedding reception, banquet, trade show, etc.)			
Estimated Number of Attendees: (over 199 requires Certified Police Officer, based on number)		Alcohol: Yes <input type="checkbox"/> (requires two certified police officers @ an additional \$40 per hour per officer to be arranged by BC – four hour minimum, 30 mins before to 30 mins after event time, number of officers determined by attendees) No <input type="checkbox"/>			<input type="checkbox"/> 1-299 = 2 Certified Peace Officer <input type="checkbox"/> 300-500 = 3 CPO's & 2 BC Security <input type="checkbox"/> 501-750 = 3 CPO's & 2 BCSO's <input type="checkbox"/> 750-1,000 = 4 CPO's & 3 BCSO's <input type="checkbox"/> 1,000 or more = TBD		
Event Catered: Yes <input type="checkbox"/> No <input type="checkbox"/>		Kitchen Use: Yes <input type="checkbox"/> No <input type="checkbox"/> (cannot be reserved for exclusive use unless full facility is rented; all other events are on a first-come, first-served event)					
Caterer (Please select a caterer from drop down 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. (Cannot be earlier than 7:30 AM or later than 11:59 PM.)							
Room / Attend. Banquet		Actual Arrival/Departure Time		Room / Attend. Banquet		Actual Arrival/Departure Time	
1 Hall: A, B, C, E, F, or G / 88				Any 2 halls except D / 176			
Hall D / 300				Any 3 halls except D / 256			
Regency Suite /16-40				Any 3 halls AND D / 568			
Green Room / 4-7				Full Facility / 720			
TECHNOLOGY PACKAGES (Please select your need. Fees are per day.)				Additional items available in A La Carte Below			
Monday - Thursday				Friday - Sunday			
1 Screen Presenter Package: (AV Support, 1 microphone, 1 projector w/screen) - <input type="checkbox"/> \$220 (6 hours or less) <input type="checkbox"/> \$320 (more than 6 hours)				1 Screen Presenter Package: (AV Support, 1 microphone, 1 projector w/screen) - <input type="checkbox"/> \$320 (6 hours or less) <input type="checkbox"/> \$420 (more than 6 hours)			
2 Screen Presenter Package: (AV Support, 2 microphones, 2 projectors w/screens) <input type="checkbox"/> \$340 (6 hours or less) <input type="checkbox"/> \$440 (more than 6 hours)				2 Screen Presenter Package: (AV Support, 2 microphones, 2 projectors w/screens) <input type="checkbox"/> \$440 (6 hours or less) <input type="checkbox"/> \$640 (more than 6 hours)			
TECHNOLOGY A LA CARTE ITEMS (Please select your need. Fees are per day unless otherwise noted.)							
*Choose one Technology Support Package before selecting items. A Technology Support Package is required for use of any Brazosport College owned technology equipment. Additional services available upon request.							
Audio or Visual Package: Monday - Thursday <input type="checkbox"/> \$100 (6 hours or less) <input type="checkbox"/> \$200 (more than 6 hours)				Audio and Visual Package: Friday - Sunday <input type="checkbox"/> \$200 (6 hours or less) <input type="checkbox"/> \$400 (more than 6 hours)			
#	Item	Price Per Unit	Total Cost	#	Item	Price Per Unit	Total Cost
	Hand-Held or Lapel Microphone	\$35.00			Projector w/Screen	\$120.00	
	Tri-Caster Production (2 person crew, video, PowerPoint and camera)	\$500.00			Projector w/Screen & BC Laptop w/clicker	\$150.00	
	Stage Lights	\$100.00			Switcher (between presenter and pp)	\$125.00	
	Camera (must have camera operator)	\$25.00			Switcher Operator	\$25.00/hr	
	Camera Operator	\$25.00/hr			Video Recording	\$250.00	
TOTAL TECHNOLOGY SERVICES FEES						\$	

ADDITIONAL SERVICES – Please indicate the number of any additional items/services you would like to rent. Fees are per day.

#	Item	Price Per Unit	Total Cost	#	Item	Price Per Unit	Total Cost
	Large Wooden Podium	\$35.00			Grey/Black Pipe & Drape (12 ft sections)	\$75.00	
	Small Acrylic Podium	\$20.00			Stage (6' x 8' sections): <input type="checkbox"/> 6' x 8 (48 sq ft) <input type="checkbox"/> 12' x 16 (192 sq ft) <input type="checkbox"/> 18' x 24' (432 sq ft) <input type="checkbox"/> 24' x 32' (768 sq ft)	\$0.25/sq ft	
	Power Cord w/Safety Strip Cover	\$20.00					
	Bar (3 available)	\$125.00					
	Troughs for kegs (2 available)	\$20.00			Dance Floor <input type="checkbox"/> 225 sq ft (15x15) <input type="checkbox"/> 324 sq ft (18x18) <input type="checkbox"/> 441 sq ft (21x21) <input type="checkbox"/> 576 sq ft (24x24) <input type="checkbox"/> 729 sq ft (27x27) <input type="checkbox"/> 900 sq ft (30x30)	\$0.25/sq ft	
1	Event Insurance (Event insurance is required for all events and will be provided through the BC policy)	\$100.00	\$100.00				
	Other Special Request:	TBD			Certified Police Officer (4 hour minimum)	\$40.00/hr	
					BC Security Officer (4 hour minimum)	\$20.00/hr	

TOTAL ADDITIONAL SERVICES FEE | \$

PART B – To be completed by Dow Academic Center Manager

ROOM PRICING

Room	Comments	Rental Fee
Hall A, B, C, E, F, or G		
Any 2 halls except D		
Any 3 halls except D		
Hall D		
Any 3 halls AND D		
Regency Suite		
Green Room		
Full Facility		

<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. . Changes or requests made the day of the event must have written authorization by the contact of the event and the Brazosport College Manager in Charge.</i></p>	FACILITY Use Cost	
	30% Damage Deposit	
	Total Technology Services	
	Total Additional Services	
	TOTAL COST	
	50% Deposit Due	
	TOTAL REMAINING BALANCE	
	Additional Costs Day Of Event (Addendum A)	

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 Rental 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.

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.
- The proposed use is not a suitable location because 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:** _____