



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:				DOB:		TDL #:		
EVENT INFORMATION (Available event hours 7:30 AM – 11:00 PM)								
Name of Event:						Actual Event Time:		
Date of Event:						Estimated Number of Attendees: (over 200 requires C.P.P)		
Type of Event: (wedding reception, banquet, trade show, etc.)								
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)		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, number of officers determined by attendees) No <input type="checkbox"/>				
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		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. Fees are per day. ***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***	\$25.00			Troughs for kegs (2 available)	\$20.00		
	Lapel Microphone***	\$25.00			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)			
	Large Wooden Podium (1 w/BC logo)	\$35.00					\$0.25/sq ft	
	Small Acrylic Podium (3 available)	\$20.00						
	Power Cord w/ Safety Strip Cover	\$20.00			Dance Floor	\$0.25/sq ft		
	Projector w/ Screen & BC Laptop Computer***	\$125.00			<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)			
	Projector w/ Screen* **	\$95.00			Grey Pipe & Drape (5 sections available)	\$75.00		
	Event Insurance (Event insurance is required for all events and will be provided through the BC policy)	\$100.00			Certified Peace Officer (4 hour minimum)	\$40.00/hr		
					BC Security Officer (4 hour minimum)	\$20.00/hr		
	Bar	\$125.00			Other (Special Request)	TBD		
TECHNOLOGY SUPPORT PACKAGES (Please select your need.)								
Audio or Visual Package (M-Th): <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)				
ADMINISTRATIVE SUPPORT PACKAGES (Includes full-service coordinator)		<input type="checkbox"/> Halls A, B, C, E, F, or G \$300		<input type="checkbox"/> Hall D \$500		<input type="checkbox"/> Combination of rooms 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

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>	FACILITY USE FEE	
	Total Additional Services	
	30% DAMAGE DEPOSIT (To be refunded after event per guidelines below)	
	TOTAL COST (Including refundable damage deposit)	
	50% FACILITY USE FEE 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 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 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:** _____