



Texas Gulf Coast Chapter

**Associated Builders and Contractors, Inc.
Texas Gulf Coast Chapter
Room Rental Agreement
1002 ABC Avenue, Freeport, TX 77541**

Phone: (979) 824-7361

Fax: (979) 239-4386

E-mail: kyle@abctxgulfcoast.org

Company Name: _____

Contact Person: _____ Phone: _____

Address: _____ Alt. Phone: _____

City: _____ E-mail Address: _____

Type of Event: _____ Date of Event: _____
(Training, Awards Banquet, etc.)

Est. No. of People: _____ Event Time: _____

Event Catered: ____ Yes ____ No Kitchen Use: ____ Yes ____ No

Alcohol Served: ____ Yes* ____ No Name of Caterer: _____

(*requires certified police officers @ an additional cost to be arranged by ABC)

Room(s) Reserved	Comments, Set-up, Etc.	Rental Fee
Additional Services Reserved	Comments, Set-up, Etc.	Rental Fee

Total Rental Fee	
Total Additional Services	
Damage Deposit	
Total Cost	
Deposit	
Total Remaining Balance	

Cancellation Policy: Organizer may cancel this reservation at any time up to 21 days prior to the requested use time. In the event that organizer cancels with less than 21 days' notice no refund will be given.

Cash _____ Invoice _____
(ABC Members Only)

Credit Card # _____
(MasterCard, Visa, American Express only)

Name as it appears on Credit Card

Credit Card Expiration Date: _____

Security Code on back: _____

Signature Required for Credit Card

Signature of Event Organizer

Date