



## Facility Reservation Agreement

**Please review this contract carefully. Sign and return it with the appropriate fee.**

By this agreement, User does contract with Flaco's Cocina LLC, hereafter referred to as Flaco's, to use Flaco's facilities on the above date.

**Date of Event:** \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_

**Name of Organization/User:** \_\_\_\_\_

**Non-profit 5013c #** \_\_\_\_\_

**Authorized Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Time Event is to Begin:** \_\_\_\_\_ **Time Event is to End:** \_\_\_\_\_

**Time Set up is to Begin:** \_\_\_\_\_

**The User agrees to abide by the policies and conditions outlined in this contract.**

The User agrees to designate one person to be in charge while at Flaco's. The person in charge must be present during the entire event. If different from the Authorized Contact Person please include the name of the person in charge during the event:

Person in charge during the event: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

The fee for reserving Flaco's facilities is \$ \_\_\_\_\_

The User agrees to pay \$ \_\_\_\_\_ to reserve Flaco's facilities.

The User agrees to pay a deposit of \$ \_\_\_\_\_ upon signing this contract.

The final balance of the event is due on or before the day of the event.  
Checks should be made payable to the *Flaco's Cocina LLC*.

