



RESERVATION REQUEST FORM

Anyone seeking a reservation for the Plaza adjacent to the Smart Financial Centre must submit the completed Reservation Request form to tourism@sugarlandtx.gov.
For questions, please call 281-275-2045.

ORGANIZATION INFORMATION

Name of Organization or Group: _____

Organization Type: Non-Profit Profit Government Corporation Other

Is Organization a 501(c)3? YES NO *(Please provide copy of 501(c)3 status.)*

Mailing Address: _____

Physical Address: *(If different from mailing address.)* _____

EVENT INFORMATION

Event Contact Name: _____

Email Address: _____

Office Phone: _____ Cell Phone: _____

Event Name: _____

Proposed Date of Event: _____ Proposed Time of Event: _____

Date/Time Set-Up Begins: _____ Date/Time Set-Up Ends: _____

Date/Time Tear Down & Clean Up will be Complete: _____

Event Description: *(In the descriptions, please include the number and types of activities planned.)*

Please list each vendor and their contact information below: *(Attach additional sheet if needed.)*

Is the event open to the public? YES NO

Is there a charge for admission? YES NO

Estimated Attendance: *(including spectators)* _____ @ Peak Period: _____

Will a sound system be used? YES NO

If yes, for what purpose? _____

What time period(s) will sound system be used? _____

What is the maximum volume? _____

Will a stage be built / constructed? YES NO

Do you have a plan for adequate restroom facilities? YES NO

If yes, please explain? _____

Will alcohol be sold at the event? YES NO *(If yes, by whom?)*

Will food be sold at the event? YES NO *(If yes, by whom?)*

Print Name: _____

Signature: _____ Date: _____

Upon receiving the completed Reservation Request Form, it will be evaluated and determined whether it meets the requirements of a General Rental or a Special Event and must comply with the Special Events Ordinance. You will be contacted by the Plaza Administrator upon review.