



The Edinburg World Birding Center

Event Questionnaire / Rental Request

Name of Individual/Family or Sponsoring Organization: _____

Name of Person in Charge: _____ Phone No. #: _____

Date of Event: _____ Event Description: _____

Time of Event (include setup/cleanup): Start Time: _____ Ending Time: _____

Estimated total Attendance: _____ Will you charge a fee or admission? _____

Will you or any company or individual hired by you:

A.) Plan to use/hire a commercial caterer that will need vehicular access? _____

B.) Provide live music or large-scale entertainment? _____

C.) Erect tents, canopies, or other temporary structures during the event? _____

Will alcoholic beverages be sold or consumed at your event? _____

Alcohol allowed with TABC licensing/ Alcohol Permit and hiring 2 Edinburg Police Officers during consumption hours, with a minimum of 3 hours.

Notes or additional information we need to know:

EWBC USE ONLY:

Results: APPROVED NOT APPROVED

EWBC Authorization



Rental Policies & Agreement

1. DOWN PAYMENT

A down payment and signed contract are required to confirm facility rentals. Full facility rental payment is due one month prior to the day of the event.

2. CANCELLATION

In case of cancellation, the Edinburg World Birding Center must be notified in writing or over the phone. If the cancellation occurs after 30 days before the event, the down payment is forfeited.

3. ALCOHOLIC BEVERAGES

Lessee will not sell or allow beer, wine, or any alcoholic beverages to be sold, given away, or used upon the premises without the prior written consent from the Edinburg World Birding Center and following the rules and regulations of the City of Edinburg and in compliance with the laws of the State of Texas regulating the sale and use of alcoholic beverages under Chapter 31 of the Texas Alcoholic Beverage Code.

4. FOOD & CATERERS

Caterers must coordinate their set-up with the Edinburg World Birding Center prior to the event. We highly encourage caterers to avoid any glass items and open-flame food heaters.

5. ELECTRICAL REQUIREMENTS

All electrical needs (catering or otherwise) must be coordinated with the Edinburg World Birding Center prior to the event.

6. CANDLES & OPEN FLAME

Candles or open flames are NOT allowed on the premises.

7. SMOKING

Smoking is strictly prohibited at the Edinburg World Birding Center. The damage deposit will be forfeited at the expense of cleaning trash and/or cigarette butts from the facility.

8. SET-UP AND TAKE DOWN

Clean-up must happen immediately after the event. Any items left behind, decorations and other materials, will be disposed of and a fee will be deducted from the deposit. Items may not be stored overnight without prior written consent by the Edinburg World Birding Center.

9. DECORATIONS

Pinatas, confetti, cascarones, aerosol silly string, sparklers, glitter, moon jumps and other similar items that are harmful to our environment are NOT permitted on the grounds.

I have read, initialed, and agreed to abide by the rules stated on this form.

Lessee Signature: _____ ***Date:*** _____

