

WEDDING RENTAL APPLICATION

2400 School Lane, Bedford, TX 76021

The City of Bedford manages the Old Bedford School as an educational and cultural community center. It is a beautiful restored 1915 schoolhouse listed in the National Register of Historic Places. The Evelyn Fitch auditorium located on the second floor of the building is the ideal setting for weddings, recitals, performances and business meetings. Amenities of the 149-seat auditorium include a state-of-the-art audiovisual system and a baby grand piano. In addition, the two galleries downstairs create a beautiful atmosphere for receptions.

Located on 5+ acres of land, the grounds are perfect for outdoor weddings and/or receptions. Tents are welcome on the premises as long as our Tent Requirements are met and the User acquires any tent permit necessary. The Coordinator reserves the right to require a police officer(s) be on duty during large venues. This expense will be incurred by the User.

Interested persons, groups or parties are required to complete this application form for the exclusive / reserved use of the grounds or facility which is under the direction and control of the City of Bedford Tourism Department.

Please Print

Applicants Name: _____ Today's Date: _____

Organization Name: _____ Estimated Attendance: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number:(Home) _____ (During Business Hours) _____

Email Address: _____

Activity Date: _____ Day: _____ Time: from _____ to _____

Nature of Activity to be held: _____

I agree to read and abide by the contract attached to this application:

(signature)

The Old Bedford School Wedding Rental Fees

(Time allowed for services, personnel and use of building/grounds)

| | |
|--|---|
| <input type="checkbox"/> Friday/Sunday Package A \$1200 Rental Time - 2 hours consultation with rental assistant (M-TH 9am-4pm) - 1 hour rehearsal (M-TH 9am-4pm) - 6 hours for set-up, wedding, reception, clean-up (8am-11pm) - 2 hours for scheduled bridal portrait: M-TH 9am -4pm Includes - 4 Rectangular Tables - 75 Folding Chairs - Use of both Audio Visual Sound System - 1 Brick – Engraved and placed on walkway Additional Options for package A <input type="checkbox"/> Purchase of Flute Wine Glass Set - \$25.00 _____ <input type="checkbox"/> Purchase of White Flexone Chairs \$1.50 per chair _____ <input type="checkbox"/> Purchase of 5ft Rectangle Table \$8.00 per table _____ <input type="checkbox"/> Purchase of 60" Round Tables \$10.00 per table _____ <input type="checkbox"/> Purchase of Pub Table \$10.00 per table _____ <input type="checkbox"/> Purchase of Bar \$35 _____ <p style="text-align: right;">Optional Total \$ _____</p> | <input type="checkbox"/> Friday/Sunday Package B \$1500 Rental Time - 2 hours consultation with rental assistant (M-TH 9am-4pm) - 1 hour rehearsal (M-TH 9am-4pm) - 8 hours for set-up, wedding, reception, clean-up (8am-11pm) - 2 hours for scheduled bridal portrait: M-TH 9am -4pm Includes - 6 Rectangular Tables - 16 – 60" Round Tables - 16 – White table clothes - 130 Chairs - 1 Brick – Engraved and place on walkway - 1 Set – Flute, wine glasses engraved with gold rim & OBS logo - Use of the Audio-Visual/Sound System Additional Options for package B <input type="checkbox"/> Purchase of White Flexone Chairs \$1.50 per chair _____ <input type="checkbox"/> Purchase of Pub Table \$10.00 per table _____ <input type="checkbox"/> Purchase of Bar \$35 _____ <p style="text-align: right;">Optional Total \$ _____</p> |
| <input type="checkbox"/> Saturday Package A \$1500 Rental Time - 2 hours consultation with rental assistant (M-TH 9am-4pm) - 1 hour rehearsal (M-TH 9am-4pm) - 6 hours for set-up, wedding, reception, clean-up (8am-11pm) - 2 hours for scheduled bridal portrait: M-TH 9am -4pm Includes - 4 Rectangular Tables - 75 Folding Chairs - Use of Audio Visual Sound Systems - 1 Brick – Engraved and placed on walkway Additional Options for package A <input type="checkbox"/> Purchase of Flute Wine Glass Set - \$25.00 _____ <input type="checkbox"/> Purchase of White Flexone Chairs \$1.50 per chair _____ <input type="checkbox"/> Purchase of 5ft Rectangle Table \$8.00 per table _____ <input type="checkbox"/> Purchase of 60" Round Tables \$10.00 per table _____ <input type="checkbox"/> Purchase of Pub Table \$10.00 per table _____ <input type="checkbox"/> Purchase of Bar \$35 _____ <p style="text-align: right;">Optional Total \$ _____</p> | <input type="checkbox"/> Saturday Package B \$1800 Rental Time - 2 hours consultation with rental assistant (M-TH 9am-4pm) - 1 hour rehearsal (M-TH 9am-4pm) - 8 hours for set-up, wedding, reception, clean-up (8am-11pm) - 2 hours for scheduled bridal portrait: M-TH 9am -4pm Includes - 6 Rectangular Tables - 16 – 60" Round Tables - 16 – White table clothes - 130 Chairs - 1 Brick – Engraved and place on walkway - 1 Set – Flute, wine glasses engraved with gold rim & OBS logo - Use of the Audio-Visual/Sound System <input type="checkbox"/> Purchase of White Flexone Chairs \$1.50 per chair _____ <input type="checkbox"/> Purchase of Pub Table \$10.00 per table _____ <input type="checkbox"/> Purchase of Bar \$35 _____ <p style="text-align: right;">Optional Total \$ _____</p> |

Scheduled Consultation, Rehearsal, Wedding, Bridal Portrait Date and Time

| | | | |
|--|--|---|----------------------------|
| <input type="checkbox"/> Mon Tues Wed Thurs _____ | Date: _____ Time: _____ | <input type="checkbox"/> Mon Tues Wed Thurs _____ | Date: _____ Time: _____ |
| <input type="checkbox"/> Friday/Sunday or Saturday _____ | Date: _____ Time: _____ | <input type="checkbox"/> Brick Order Date: _____ Notes: _____ _____ _____ | |
| Liability Ins. Rec'd: _____ <input type="checkbox"/> TABC Lic. Rec'd: _____ <input type="checkbox"/> Tent Rental _____ | Catered Event: _____ <input type="checkbox"/> Event Planner Info Rec'd <input type="checkbox"/> Glasses Rec'd: _____ | **Half of the rental fee is required at time of booking. 30 days before event the remainder amount is due and security deposit.. Rentals may include the auditorium, 2 large multifunctional rooms, boardroom and a refreshment area. The classroom will be locked during concerts, weddings; receptions, etc...Please call for available dates and further details. ** | |

Package Total: \$ _____
Option Total: \$ _____
Deposit: **\$500** _____
Grand Total: \$ _____

PAYMENT

Total Amount Received At Booking: \$ _____ Total Balance Due: \$ _____ Balance Due Date: _____

Cash: _____ Check: _____, # _____ Credit: _____

Credit Card Number:

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| Credit Card Type: <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA | |
| Signature: _____ | Exp Date: _____ |

Remaining Balance Paid: \$ _____ Date: _____

Cash: _____ Check: _____, # _____ Credit: _____

Credit Card Number:

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|--|-----------------|
| Credit Card Type: <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA | |
| Signature: _____ | Exp Date: _____ |

Other Items Requested:

Pub Tables # _____ White Flexone Chairs # _____

5ft Rectangular Tables # _____ 62" Round Tables # _____
 Metal Folding Chairs # _____ Ash Urns # _____ Table Clothes # _____

This rental request has been approved by:

X _____ Signature _____ Date _____
 Old Bedford School Staff

For Office Use Only!

DEPOSIT INSPECTION: _____ COMPLETED BY: _____

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Auditorium In Good Condition | <input type="checkbox"/> Floors Swept/Mopped | <input type="checkbox"/> Tables Washed Down | <input type="checkbox"/> Tables Folded & Put Away |
| <input type="checkbox"/> Chairs Washed Down & Folded | <input type="checkbox"/> Chairs Put Away | <input type="checkbox"/> Trash Taken Out | <input type="checkbox"/> Restrooms In Good Condition |
| <input type="checkbox"/> Ash Urns Emptied & Put Away | <input type="checkbox"/> Audio/Visual Sound System in Good Condition | <input type="checkbox"/> Outside Grounds Free of Trash, Debris and Cigarette Buds | <input type="checkbox"/> Walls/Doors Left In Good Condition |
| <input type="checkbox"/> Received # _____ Table Clothes used | <input type="checkbox"/> No OBS Equipment missing If so what _____ | | |

Notes: _____

_____ Full Refund: _____ Partial Refund: _____ Deposit Forfeited: _____

Security Deposit Refunded: Yes No Amount: \$ _____ Check #: _____ Credited Date: _____ Date Letter Mailed: _____

by: _____