



2025 Suite Rental Agreement

This Event Agreement is between _____ whose address is _____ and Sam Houston Race Park, LLC., whose address is 7575 N. Sam Houston Parkway W., Houston, Texas 77064 ("SHRP").

Event Date: _____ Suite No. _____ Room Rental \$ _____ (Includes room rental admission, programs, soft drinks, and bottled water).

Event Information

Number of Guests _____ Arrival Time: _____

Appetizer Service Time: _____

Appetizer Choices: _____

Menu Choices: _____ Dinner Service Time: _____

Entrée Choice 1: _____

Entrée Choice 2: _____

Dessert: _____

Comments:

GROUP EVENTS

Catered Food and Beverage Groups will be given a variety of catered menus for your selection. Your final menu selections are due at least ten (10) days prior to your event. Your alcoholic drink options include a cash bar, an open bar or drink tickets. All sales of drink tickets are final and non-refundable. Premium dates including Houston Racing Festival, Camel and Ostrich races, Pre-Derby Party and Kentucky Derby Day require a purchase from a special buffet menu and will be included in the special room rental rate. Your group agrees to a Food and Beverage menu plus any applicable tax (currently 8.25%) and a service charge of 20% on catering and bar service. Menu selections will be guaranteed if orders are placed 10 days prior to the Event. Final Guest Counts must be confirmed at least 10 days prior to your event. No guest count decreases will be accepted after the 10-day deadline.

After the 10-day deadline passes, you will be responsible for full payment of all guests in your final count. Should you request for your guest count to increase after the 10-day deadline, SHRP Management may (i) require you to relocate to a larger suite (ii) impose a \$2.00 per person surcharge and/or (iii) deny your request due to space availability.

PAYMENT

Once the Event Agreement is submitted and signed the room rental charge will be due. Once all details of the event are finalized, the balance will be due and payable no later than 10 days prior to the event date. All additional charges incurred during the event must be paid upon the conclusion of your event. Please complete the credit card authorization form below and submit with this signed Agreement.

OUTSIDE FOOD AND BEVERAGE POLICY

Please Initial _____

In compliance with city and state health and liquor laws, all food and beverages serviced at functions associated with the Event must be provided, prepared, served and consumed on SHRP property.

GROUP TICKETS

Group tickets are required for entry into Sam Houston Race Park during live racing. We now can send a link to the host and have the host send E-tickets to their guests. Will Call will also be an option, Will Call is located at the south entrance. E-Tickets will be required if a suite is requested less than 10 days prior to the event date.

WAGERING VOUCHERS

Wagering vouchers are available in any denomination and must be paid for 72 hours prior to the scheduled event and separate from your deposit and your food & beverage payment. Wagering vouchers are payable by cash or company check only (no credit cards). Wagering vouchers will be hand delivered to your group's contact person on the night of your event and cannot be mailed.

MUTUEL TELLERS

During live racing Mutuel tellers and automatic betting machines are available throughout the facility to accept your guests' wagers. For events held when we are not live racing, a charge for a mutuel teller exclusively for your event is \$200.00.

DECORATIONS

All decorations must be arranged with and approved by SHRP management. The following items are prohibited: candles, open flames, confetti, glitter, stickers, helium balloons, paint, tape, and tacks (on walls, doors, chairs, windows, tables, equipment, and canopy), propane and deep fryers.

CANCELLATIONS

Cancellations must be received at least sixty (60) days prior to the event for the full deposit/payment to be refunded. However, all events booked for the "Premium" dates require notice (90) days prior to the scheduled event. If cancellations are not made within the above stated times the deposit may be applied for a future event date within one year of the originally scheduled date. Any deposit not used within one (1) year of the original booking will be forfeited. If the event cancellation occurs less than (10) calendar days prior to the event, then the group is responsible for the rental rate and any applicable catering minimums and/or catering orders already placed. In addition, the above cancellation policy remains in effect regardless of the weather on the day of the scheduled event provided live racing takes place.

Customer Name: _____

Event Date: _____

Client Signature: _____

Date Signed: _____

Sam Houston Race Park LLC.

Signature: _____

Date Signed: _____

Please Initial _____



2024 SHRP Credit Card Authorization Form

Date: _____

Name of Individual/Group: _____

Address: _____

Phone: _____

The following authorizes Sam Houston Race Park to assess event charges:

Corporate Card:

AmEx

MC

Visa

Discover

Individual:

AmEx

MC

Visa

Discover

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

Cardholder's Name: _____

(Please print): _____

Address of _____

cardholder: _____

Authorized Signature: _____

Room Rental charges will be applied against the above referenced credit card upon receipt of the signed copy of this form and any adjustments necessary will be made at the end of the ev

Please Initial _____