



## 2026 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 \$ \_\_\_\_\_.

### 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 credit card bar, an open bar or drink tickets. All sales of drink tickets are final and non-refundable. 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 or 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

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.

Please Initial \_\_\_\_\_

**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/or automatic betting machines are available throughout the facility to accept your guests' wagers.

**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.

**DAMAGES**

The client will be held responsible for any and all damages to the suite incurred during the event. Any unruly behavior on behalf of the client or their guests may result in removal from the premises.

**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 \_\_\_\_\_

Credit Card Authorization Form

Name:

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_ -                      Fax # (\_\_\_\_) \_\_\_\_ -

E-mail Address \_\_\_\_\_

Type of Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ CID # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Amount to Charge \$ \_\_\_\_\_

Questions regarding payment should be directed to  
Cindy Johnson at (281)807-8788 or Mark Smith at (281) 807-8711. Thank You!

Please Initial \_\_\_\_\_