



## 2023 Suites Order Form & Event Agreement

### Customer Information

**Customer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Customer Phone:** \_\_\_\_\_ **Customer Address:** \_\_\_\_\_  
**Customer Email:** \_\_\_\_\_  
**Group Name:** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

### Event Information

**Suite Requested:** \_\_\_\_\_ **Number of Guest:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_  
**Event Time:** \_\_\_\_\_ **Appetizer Service Time:** \_\_\_\_\_  
**Arrival Time:** \_\_\_\_\_ **Dinner Service Time:** \_\_\_\_\_  
**Appetizer Choices:** \_\_\_\_\_  
**Menu Choice:** \_\_\_\_\_ **Entrée Choice 1:** \_\_\_\_\_  
**Entrée Choice 2:** \_\_\_\_\_  
**Dessert:** \_\_\_\_\_  
**Bar Choice:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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").

**Rental Amt:** \_\_\_\_\_

### 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 (1/28/23), Camel and Ostrich races (3/12&13/2023), Cinco de Mayo/Pre-Derby Party (5/5/2023) and Kentucky Derby Day (5/6/2023) 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%. 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.

\_\_\_\_\_

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

**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.

**GROUP TICKETS**

Group tickets are required for entry into Sam Houston Race Park during live racing. The applicable tickets will be printed for your group. Group tickets will be held at the South Gate Will-Call Booth (by the ride share/drop off area) under the group name for pick up by individuals in the group unless the Group Sales Manager and Host make other arrangements. Tickets will be held at will call if ordered less than 10 days before the event.

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



2023 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 event.

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