



**City Hall Courtyard Plaza
Reservation/Rental Policy**

The City Hall (Courtyard Plaza) may be rented out with prior approval by the City Manager. The Plaza area may be rented for a fee of \$250. Rental includes access to the event restrooms. Additional equipment and services will be subject to additional fees.

Deposit:

A Fifty Percent (50%) refundable deposit for lease of space is required at the time of booking. Refund is contingent on no damages and thorough clean up of area.

Final Payment is due thirty (30) days prior to the event for lease and additional equipment and services requested. All leases booked within thirty (30) days will require payment in full.

Method of Payment:

- Certified Cashier's Check
- Money Orders
- Cash
- Personal Checks
- Debit/Credit Card

Company/Business/Individual: _____

Contact Name: _____

Address: _____

City: _____

Telephone: _____

E-Mail: _____

Date Requested: _____

Time Requested: From: _____ a.m./p.m. To: _____ a.m. /p.m.

- The City of Edinburg is not liable for any lost or stolen items.
 - The City of Edinburg is not liable for any accidents or damages to personal property.
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