

**Historic Railroad Center**  
218 FM 517 West  
Dickinson, Texas 77539  
(281) 337-6251

The Historic Railroad Center, hereafter referred to as "Facilities," is owned by the City of Dickinson, Texas. It is comprised of the Dickinson Railroad Depot, the League City Railroad Depot, and the grounds surrounding those depots. It includes any artifacts, objects, displays, benches, or other physical devices or equipment associated with the grounds.

The Facilities were restored to their historic condition through the efforts of the City of Dickinson, many citizens and businesses within the Dickinson community, and members of the Dickinson Historical Society. The Facilities are to be considered historical buildings, to be treated accordingly and in no way to be abused or damaged. Any person or group desiring to rent all or a part of the Facilities must be aware that the preservation and safety of the Facilities is of paramount concern to the City of Dickinson, and no use will be tolerated of the Facilities which in any way threatens harm or damage to the Facilities.

**Any person or group desiring to rent the Facilities who cannot do so without accepting those restrictions and limitations should consider an alternate facility.**

Application ID _____
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**APPLICATION FOR RENTAL PERMIT**

Rental Request Status:

- Private Rental     Company/Business Rental     Non Profit Organization

Today's Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Name of Company /Organization: \_\_\_\_\_

Relationship to Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

E-Mail \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

Date(s) of Meeting: \_\_\_\_\_ Starting / Ending Time : \_\_\_\_\_  
(including setup & cleanup)

Type of Activity: \_\_\_\_\_

Maximum Attendees : \_\_\_\_\_ Alcohol to be Served?: \_\_\_\_\_

What portion of the Facilities do you desire to rent?

- Community Room (League City Depot)     Outside Grounds     Dickinson Depot Museum

What furniture and equipment are needed?

- Tables (8' x 2.5')     Tables (60" round)     Chairs

Notes: \_\_\_\_\_

Please indicate any optional equipment you would like to request:

- Sound System (\$35.00)     Screen & Projector (\$35.00)

Other: \_\_\_\_\_

Will food be served?    YES or NO    Name of Caterer \_\_\_\_\_

Band or Sound System? \_\_\_\_\_

Please describe decorations \_\_\_\_\_

Rental Policy Acknowledgement \_\_\_\_\_ (Initial)

I hereby affirm that all information on this form is true, correct, and complete. I will be present during this event, and will be fully accountable for compliance with all reservation and rental policies. I have read the Reservation and Rental Policies, understand them fully, and agree to comply with them.

Cleaning Requirements Acknowledgement \_\_\_\_\_ (Initial)

I have read and understand the cleaning requirements of the City of Dickinson Rental Policy. I further understand that even if I delegate these responsibilities to other members of service agencies for which I have contracted, I still have the ultimate responsibility to return the facility to its original rental conditions. All set up and clean-up must be included within the hours contracted with the City of Dickinson.

I will be financially responsible for any alteration, defacing, damage, or unreasonable clean-up resulting from this event. I agree to present all required permits at least ten days in advance of the event, or am subject to forfeiture of this reservation. I further agree that I am subject to and responsible for complying with all ordinances and regulations of the City of Dickinson relating to the use of the Facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**PLEASE MAKE ALL CHECKS PAYABLE TO CITY OF DICKINSON**  
(indicate Application ID on check)

**FOR OFFICE USE ONLY:**

Security Required: \_\_\_\_\_

Approval of the above detailed application is granted to the Organization and Responsible Person identified above, and for no other purposes.

Date: \_\_\_\_\_ City of Dickinson, Tourism & Museum Director