

The Eugenia & George Sealy Pavilion

Located on the
Mary Moody Northen Plaza
2300 Block, Sealy Avenue
Galveston, Texas

Information Regarding Use of the Pavilion

Contract

All events taking place in the Pavilion and not sponsored by the Rosenberg Library are arranged by contract signed by the Executive Director of the Library and the principal person planning the event. All events must be scheduled and the contract signed not less than 14 days prior to the event.

Security Deposit

Amount: \$100.00

Date required: When party signs contract and makes reservation for use of the Pavilion. Refund of security deposit will be received within 14 days following the event if it is not needed to restore damages. If the party does not hold the event, and does not let the Library know within 48 hours before the scheduled event, the security deposit will be forfeited. All equipment needed (including seating), security and clean up will be the responsibility of the party holding the event.

Use Fee

\$100 covers the use of the Pavilion for four hours, including set-up and clean-up. This amount is to be paid in full at least 48 hours prior to event. After the four hour limit, an additional \$10.00 per hour will be charged, with a minimum of \$40.00, until the cleanup has been completed. Events sponsored by the City of Galveston will not be charged a user fee or be required to provide a security deposit.

Rain

If event is cancelled due to inclement weather, the Use Fee and Security Deposit will be refunded except for whatever portion has been used to ready the facility and grounds for the event.

Further Information

Phone: (409) 763-8854, extension 121
Lisa Jamail, Administrative Services Manager
John Augelli, Executive Director

If the event planner wishes to use any part of Ashton Villa, as well as the facilities of the Mary Moody Northen Plaza, the event planner must make those arrangements directly with Ashton Villa. Please note that seating for the Pavilion area is **not** provided.