



CITY OF MISSION, TEXAS

100% Fee Waiver Application Form

Please Note: All applications must be submitted at least six (6) months in advance of the event or requested service date to allow for proper review. Submission of this form does not guarantee approval. Only one (1) request per organization can be submitted annually to request the 100% Fee Waiver.

SECTION 1: ORGANIZATION INFORMATION

Legal Name of Organization: South Texas Music and Cultural Arts Foundation_____

Is your organization a non-profit? (Please check one)

☒ Yes

☐ No

If yes, please provide your 501(c)(3) tax ID number and attach proof of your non-profit status. **(REQUIRED) ATTACHED**

Primary Contact Person: __Dr. Dahlia Guerra_____

Title: __Founder & CEO_____

Mailing Address: __1111 W. Nolana Ave., Suite D, _____

City, State, ZIP Code: __McAllen, Texas 78504_____

Phone Number: _____(956) 578-3838_____

Email Address: _____dahlia.guerra777@gmail.com_____

Website (if applicable): __southtexasmusic.org_____

SECTION 2: EVENT/PROJECT INFORMATION

Name of Event/Project: __Texas Conjunto Showdown_____

Date(s) of Event/Project: __March 12 & 13, 2026_____

Time(s) of Event/Project (Start & End): March 12 - 1-9pm; March 13 8AM -11PM_____

Purpose/Description of Event: (Please provide a clear and concise summary)

This event is to create an atmosphere where students will be able to learn and perform.
This will be a showcase of local talent from various school districts.

Expected Number of Attendees/Participants: _March 12th: 300 Daytime / 500 evening
March 13; 2,000_____

Will this event be open to the public?

☒ Yes ☐ No

Will there be an admission fee or charge for participation?

☒ Yes ☐ No

SECTION 3: CITY SERVICES REQUESTED

Please check all that apply and provide specific details:

Facilities:

Which facility is being requested: ☒ Event Center ☐ Historical Museum ☐ Golf Course

☐ Library ☐ Boys & Girls Club Gymnasium(s) ☐ Other _____

Specific request is for use of room/area, tournament/permit fee? _Full Complex is needed
for the workshops and performances _____

☐ Parks & Trails:

Which park/trail is being requested?

Specific area within the park? _____

Equipment:

List all requested equipment being requested (e.g., tables, chairs, sound system, etc.):

_Venue, tables, chairs, stage, house sound, LED lighting, _____

Staffing:

Please describe the type of staffing needed (e.g., event security, special services):

_Security- Police officers

Estimated Total Cost of Services (if known): \$ _\$12,950

SECTION 4: JUSTIFICATION FOR WAIVER/DISCOUNT

Please provide detailed justification for your request. Explain the community benefit of your event and why your organization requires a fee waiver or discount. (You may attach a separate sheet if needed.) **ATTACHMENT – LETTER & EVENT PROPOSAL**

SECTION 5: INSURANCE & INDEMNIFICATION

The City of Mission will require that organization/applicant purchase general liability coverage for the event, naming the City of Mission as an additional insured. The organization/applicant assumes liability including cost of defense and attorney's fees for all bodily injury, personal injury, property damage or theft that may occur on the premises/equipment as a result of organization's/applicant's activities.

Organization/applicant agrees to hold the City of Mission harmless and further agrees to indemnify for any and all injuries or damages to the premises/equipment arising from organization's/applicant's use or occupation of the premises or from any act or negligence of organization/applicant, its agents, contractors, employees, licenses, or invitees in or about the premises.

Organization/applicant will indemnify and hold the City of Mission harmless from all costs arising out of any and all claims, suits, causes of action, and liability resulting from any damage and/or injury resulting from the presentation of any copyrighted work or material or violation of any other proprietary rights, any of which arise in conjunction with or are occasioned by organization's/applicant's use of the premises/equipment.

If the organization/applicant serves, sells, arranges or provides for the serving or sale of food or alcohol, then organization/applicant, representing all the event guests and participants, accepts full liability and holds the City of Mission harmless from and all liabilities, including but not limited to litigation brought due to the sale or donation, as well as damages arising from consumption, of such food or alcohol.

Insurance requirements are as follows, with limits of at least:

1. \$1,000,000 coverage against the claims of any and all persons for personal or bodily injury (including wrongful death) arising out of the work and services to be performed hereunder by organization's/applicant's third-party vendors, its officers,

agents, employees, subcontractors, licensees or invitees, whether or not caused in whole or in part by the alleged negligence of the officers, servants, employees of the City.

TEXAS LAW TO APPLY

This agreement shall be construed under and in accordance with the laws of the State of Texas. All obligations and disputes related to this Agreement are subject to the jurisdiction of Hidalgo County, Texas, and any litigation shall be exclusively heard in Hidalgo County, Texas.

SECTION 6: AGREEMENT & AUTHORIZED AGENT SIGNATURE

The signer of this 100% Fee Waiver Application for the Organization/applicant hereby represents and warrants that he/she has full authority to execute this 100% Fee Waiver Application on behalf of the organization/applicant.

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that any false information may result in the denial of this application and may impact future requests. I also agree to comply with all City of Mission rules, regulations, and policies related to the use of City services.

AUTHORIZED AGENT

The signer of this 100% Fee Waiver Application for the Organization/applicant hereby represents and warrants that he/she has full authority to execute this 100% Fee Waiver Application on behalf of organization/applicant.

Organization/Applicant: __South Texas Music and Cultural Arts Foundation__

__Dahlia Guerra__

Printed Name of Authorized Agent

__Dguerra__

Signature of Authorized Agent

__10-1-2025__

Date

Please submit the completed form and all supporting documentation to:

City Manager's Office
1201 E. 8th St., Mission, Texas 78572

For more information, please call (956) 580-8662.

FOR CITY OF MISSION USE ONLY

Date Received: Resubmitted 10/1/25 via email

Received By: Aide Lume

Decision:

Presented before Mission City Council on _____

☐ Approved ☐ Denied

☐ Other details or special considerations/NOTES (Please explain):



**SOUTH TEXAS
MUSIC & CULTURAL ARTS
FOUNDATION**

To Whom It May Concern,

My name is Dr. Dahlia Guerra and I am the founder and CEO of the South Texas Music & Cultural Arts Foundation. We are a non-profit 501(c)(3) organization specific to promoting and celebrating music and culture. Our mission is to preserve, promote, and celebrate the cultural heritage of South Texas and the Rio Grande Valley and to create opportunities to empower local artists, musicians, authors, and performers through research, study, exhibition, and performance.

We are happy to collaborate with the Texas Conjunto Showdown to continue to provide opportunities that will showcase the beauty of our culture and our music within our community. Through our collaboration with the Texas Conjunto Showdown, we will not only promote our culture and music but will also provide performance and learning opportunities for the students at our schools. At the South Texas Music & Cultural Arts Foundation, our goal is to enhance the lives of individuals in South Texas through initiatives that celebrate cultural richness. Supporting the Texas Conjunto Showdown will help us meet those goals.

The goal at the South Texas Music and Cultural Arts Foundation is to raise the funds to pay for all required production and educational costs. Any additional funds will be used for scholarships, student instruments, resources and for future educational/non-profit events.

To learn more about our foundation you can visit our website at: southtexasmusic.org

We are excited and looking forward to the Texas Conjunto Showdown and the wonderful opportunities it will bring our RGV conjunto students and the entire community.

Respectfully,

Dguerra

Dr. Dahlia Guerra
Founder & CEO
South Texas Music & Cultural Arts Foundation



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

SOUTH TEXAS MUSIC AND CULTURAL ARTS
FOUNDATION
1111 W NOLANA AVE STE D
MCALLEN, TX 78504-3747

Date:
07/25/2024
Employer ID number:
99-3111567
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
April 08, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053604003384

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

South Texas Music and Cultural Arts Foundation

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

- ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate
☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
☒ Other (see instructions) **Nonprofit Corporation**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

913 S 5th Ave

6 City, state, and ZIP code

Edinburg, Texas 78539

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

9 9 - 3 1 1 1 5 6 7

or

Employer identification number

9 9 - 3 1 1 1 5 6 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person

Date **6/17/2025**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



To Whom It May Concern,

My name is Mirelle Castañeda, and I founded the Texas Conjunto Showdown. I have been music educator for 20 years and during that time I have worked tirelessly to ensure that students are afforded every opportunity to learn and grow, not only as musicians, but as individuals and members of society. I strive to teach students the value of hard work, team work, commitment, time management, respect and many other qualities that will ensure that they are successful in anything they set their minds to.

My passion for music education extends past the classroom so I created the Texas Conjunto Showdown to provide more opportunities for conjunto students in our schools and community to showcase their talents. Unfortunately, there are very limited opportunity for our conjunto students throughout Texas.

Conjunto programs are growing all over our RGV schools. The "TCS" is the first of it's kind that will provide instruction in addition to the performance component. The goal is to provide workshops for students that will help increase their knowledge and love for this beautiful music. We also want to include vendors to provide resources for school programs, a competition with evaluations from judges, and a community event to promote music education with live music, vendors, and food trucks that includes a concert to bring the beauty and brilliance of this music to the community. Any positive revenue will be invested back for educational resources, scholarships and for future music education events.

What makes this event different from others? The easiest answer is the educational component. There are only a couple of other conjunto competitions as it is and those competitions focus on trophies. This event, although it will have a competition aspect, TCS will focus on the educational component first. The main goal to promote musical growth for both students and their directors. In other competitions, evaluations and scoring are not clear or are not even provided. I have created specific evaluation forms that aim to assist in really providing constructive feedback. Feedback from directors has been extremely positive and we are already having schools reaching out wanting to register for this event.

In my team is also Adrian Zambrano who is serving as my assistant producer. Adrian brings over 20 years of experience as a conjunto/norteño performer and educator. He performs professionally with his band "Alianza" and is also one of the directors for the award-winning Palmview HS Conjunto La Tradicion. His connections in the conjunto world span artists like Ramon Ayala, Intocable, Signo, Grupo Frontera along so many other artists, recording studios and entertainment industry members. His knowledge and connections will help bring awareness and support for this event making it a hugely successful event for our community.

We are wanting to hold the two day event at the Mission Event Center on March 12-13, 2026. We are trying to not charge schools anything or keep costs as minimal as possible to encourage participation which is where we need help. *We are requesting that the use of the facilities be donated for the use of the event.* Our first annual event was held June 2025 at the McAllen Convention Center and was hugely successful. This coming event will be the first of this kind as we are now incorporating the workshop component and we would love to host it in Mission, TX because Adrian and I are both residents of this beautiful city. I will emphasize that this type of event for conjunto does not exist anywhere else.

We would also use this event to bring more traffic to the area for our businesses. We want to include local businesses in our event and the event competition and concert would be open for the public. We will incorporate the City of Mission and the Mission Event Center in all of our publicity as well.

Beside being a music educator, I have also been an event planner for many years in the education and entertainment sector. I have planned state-wide events for music education as well as smaller local events. Just this past summer I planned a four-day mariachi conference and the McAllen Convention Center where we used all of their facilities including Oval Park and the PAC. This event brought schools and participants from all over the country with over 600 students involved. The events that were open to the community saw estimated total attendance of over 3000 people (not including conference participants). This was a hugely successful event for the City of Mcallen. However, for the Texas Conjunto Showdown, I would love to bring this to Mission, TX!

This event is brand new and I am in the process of getting things ready to file for non-profit status. In the meantime, we are working as a not-for-profit organization. Our funding comes from financial and in-kind sponsors. However, most of our sponsors donate things like instruments and meals for the students. Any current funding we have is going to be used for things like production costs of staging/lighting, music binders, instructional fees for workshops instructors etc.

Our budget for a venue is only \$2500. I'm not sure if you can do anything with this. I'm hoping that you are able to see the value in what we are trying to do for our students.

Please review some of the attached preliminary planning documents so that you can get a better idea of what the event is. I would also love to meet in person to discuss this further.

Feel free to contact me with any questions. Please note that time is of the essence with this. For schools, the directors need months in advance to plan for travel. We need to get everything underway in the next few weeks. Thank you so much for your consideration and I thank you in advance for your support!

Sincerely,

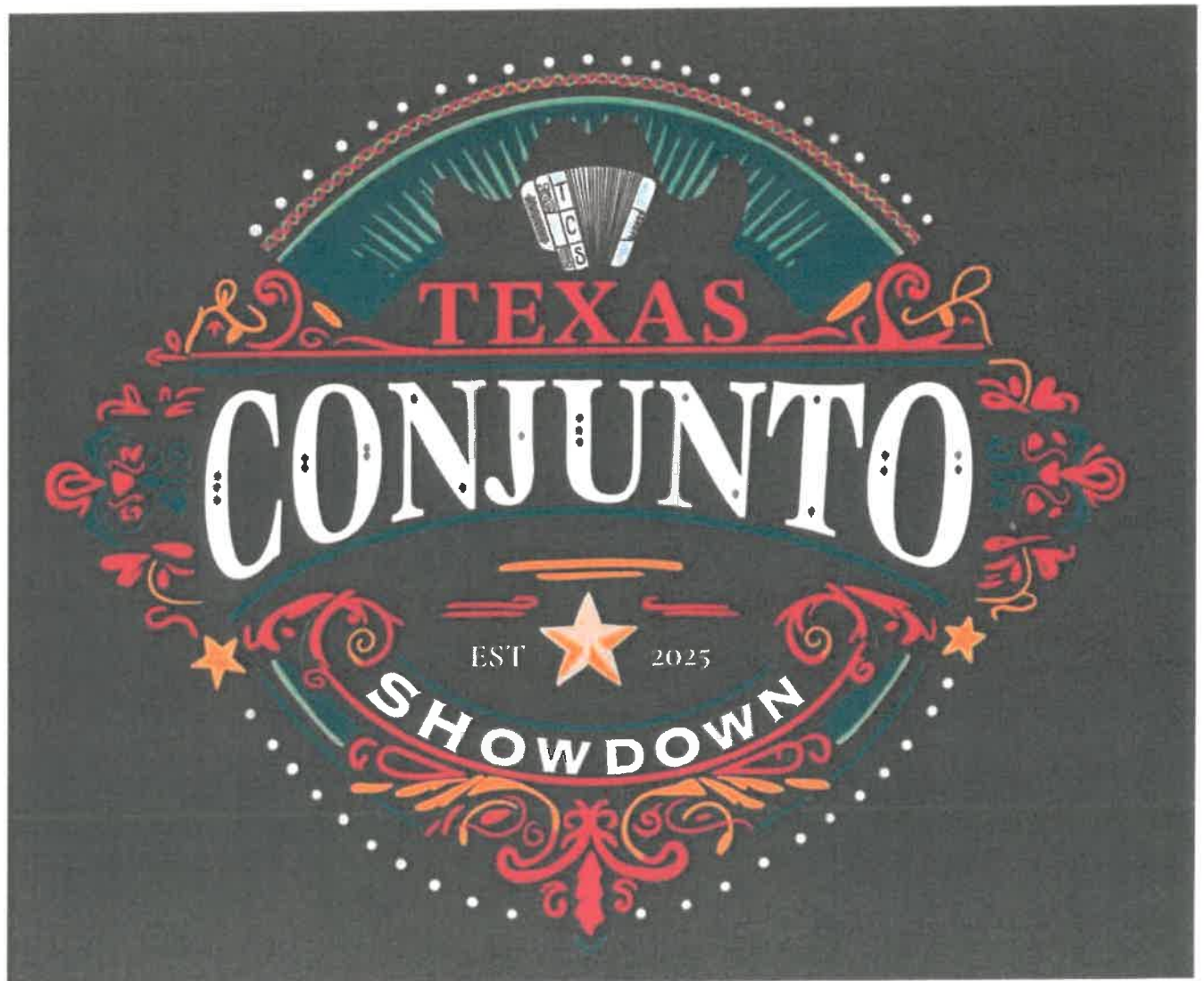


Mirelle Y. Castañeda
Founder/Producer

EVENT PROPOSAL

Texas Conjunto Showdown

MARCH 2026





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About Us

Mirelle Castañeda is the founder of "Texas Conjunto Showdown". In 2025, the first event was held during her mariachi event, RGV International Mariachi Conference. It was during this trial event that the Texas Conjunto Showdown was established. Mirelle brings extensive event production experience, but wanted to bring on an expert in the field of conjunto programs and music of the genre. It was during this time that she met with Adrian Zambrano and brought him on as assistant producer for the event. Through Adrian's extensive experience with conjunto programs and regional music, he was able to provide meaningful assistance in the production of this event. It was through the combination of Mirelle and Adrian's strengths experience in production, music and conjunto programs that the event was a success in its very first year.

Texas Conjunto Showdown will serve as a first of its kind event. There are no other conjunto events that offer workshops and classes to students. The vision of TCS is to create workshops and competitions with meaningful instruction and adjudicator feedback that will help ensure that conjunto programs continue to flourish and grow. The 5 year goal is to expand beyond the RGV and become the first ever state-wide competition in Texas.

Organization and Management



Mirelle Castañeda
Founder & Producer

- Certified Music Educator 2008-Present
- Bachelors in Music Education
- Masters in Educational Leadership
- Professional violinist and vocalist
- Event Producer (Owner of MireYa Productions)

Email: mirevari2025@gmail.com



Adrian Zambrano
Assistant Producer

- Founder & Musical Director of Grupo Alianza
- Director-Palmview HS Conjunto Program
- Professional Accordionist & Vocalist
- Recording Artist

Email: azambr15@gmail.com



PROJECT OVERVIEW

Texas Conjunto Showdown will bring high quality regional music education to the RGV and to Texas! Students will have the opportunity to participate in the following:

- Master workshops by instrument
- Vocal workshops
- Group Performances

.....and much more!

This conference will help educators continue to provide music education while students nourish their craft. The project's goal is to pour in to current teachers and students so that they may continue to provide music education for future generations.

THIS WILL BE THE FIRST CONJUNTO EVENT TO PROVIDE STUDENT WORKSHOPS!

Student Benefits

School music teachers are not masters in all instruments. However, by bringing in master teachers for each instrument, students will get detailed and high level instruction on every instrument propelling them to reach a high musical level of learning and performance.

Students will attend workshops by instrument and will receive vocal instruction by expert vocal instructors.

Educator Benefits

Teachers will have a chance to observe instruction in the student workshops and will also be able to network and connect with other instructors and with vendors.



ROI Predictions

Brand & Visibility

- Logo placement on banners, websites, newsletters, T-shirts, event materials, and social media.
- Mention in press releases and media coverage.
- Speaking opportunities at events.
- Customized co-branded content or videos.

Social Impact Align

Value to Sponsor: Enhanced reputation for social responsibility (CSR)

- Provide musical instruction for low income (Title I) schools and their students
- Community awareness of musical education and its impact on students and local school programs

Marketing & Lead Generation

Value to Sponsor: Access to a targeted and engaged audience.

- Email lists or lead capture (if compliant).
- Booth/exhibit opportunities at events.
- Cross-promotions or giveaways.
- Campaigns with call-to-action tied to the sponsor

Music binders & resources for workshops

Judges for Competition

Sound and lighting (equipment/engineers)

Production Team Salary

Event Schedule

DAY 1: FRIDAY - WORKSHOPS & COMPETITION DAY 1

Group Check In Starts: 12:00 PM



1:00-4:00 PM

All Groups



Classes For:

- Accordion
- Bajo Sexto
- Bass
- Drums

Elementary and Middle School Competition



Start Time 6:00 PM

DAY 2: SATURDAY - COMPETITION DAY 2 & CONCERT

Group Check In Starts: 8:30 AM



10:00 AM Start Time

High School & Open Competition

End Time & Awards

TBD by schedule after registration is closed

*****Working with sponsors to give instruments to winning groups*



7:00 PM - Concert - Ticketed Event Open to the Community

Featured:

- Competition Winners
- Headliner Band

Will Include possible sponsorship dinner during show

Possible silent auction to raise funds for schools



Notes:

Lobby will have local vendors set-up selling items
Outdoor areas will have local food trucks

Attendance Projections

LOCATION or EVENT	PROJECTED ATTENDEES	NOTES
Elementary Schools	20 Students	Plus directors and chaperones
Middle School	60 Students	Plus directors and chaperones
High School	100 Students	Plus directors and chaperones
Open	50 Students	Plus directors and chaperones
Community Attendance	1500+	General Public





EVENT ORDER
Texas Conjunto Showdown
 Mission Event Center
 200 N. Shary Rd
 Mission, TX 78572
 alerma@missiontexas.us
 P: (956) 580-8786

Primary Contact	Address	Email Address	Telephone
Mirelle Castaneda Texas Conjunto Showdown	7220 W. Interstate 2 - Apt. 20 Mission, Texas 78572	texasconjuntoshowdown@gmail.com	M: (956) 578-3838

Texas Conjunto Showdown					
Date	Time	Location	Setup Style	Function	#
Thu, 03/12/2026	7:00pm-10:00pm	Full Complex-Ballroom, Foyer, Patio	Multiple Set up (see diagram)	Shows	500
Fri, 03/13/2026	7:00pm-10:00pm	Full Complex-Ballroom, Foyer, Patio	Multiple Set up (see diagram)	Shows	500

Service Fees				
Service Details	Menu	Qty	Price	Total
	03/12/2026 / 7:00pm / Full Complex-Ballroom, Foyer, Patio / Shows Setup and Service Menu			
Fees	Outside Caterer's and/or Kitchen Usage Fee Lessee shall pay a separate \$375 kitchen usage fee per day, which grants access to the kitchen for preparation, warming, and chilling food and beverages, as well as the option to bring in outside food, snacks, and refreshments or use a caterer of their choice. This fee is separate from the overall rental fee.	1	\$375.00	\$375.00

	03/13/2026 / 7:00pm / Full Complex-Ballroom, Foyer, Patio / Shows Setup and Service Menu			
Fees	Outside Caterer's and/or Kitchen Usage Fee Lessee shall pay a separate \$375 kitchen usage fee per day, which grants access to the kitchen for preparation, warming, and chilling food and beverages, as well as the option to bring in outside food, snacks, and refreshments or use a caterer of their choice. This fee is separate from the overall rental fee.	1	\$375.00	\$375.00

Room Rental				
Service Details	Menu	Qty	Price	Total
	03/12/2026 / 7:00pm / Full Complex-Ballroom, Foyer, Patio / Shows Room Rental			
Corporate	Full Complex-Ballroom, Foyer, Patio	1	\$8,000.00	\$8,000.00
	03/13/2026 / 7:00pm / Full Complex-Ballroom, Foyer, Patio / Shows Multiple Day Rental Fee			
Corporate	The Grand Orchard	1	\$3,000.00	\$3,000.00

Labor				
Service Details	Menu	Qty	Price	Total
	03/12/2026 / 7:00pm / Full Complex-Ballroom, Foyer, Patio / Shows Setup and Service Menu			
Staffing	Cash Bar NO OUTSIDE ALCOHOL PERMITTED. A cash bar may be provided with a minimum consumption of \$500 and bar service must be a minimum of 3 hours. Mission Police (4 officers) Security service fees are NOT INCLUDED in this proposal and MUST BE PROVIDED BY OFF-DUTY MISSION POLICE OFFICERS. Mission Event Center staff will coordinate security needed for your event. The rate of each officer is \$50 per hour and must be paid directly to them at the start of the event. Clients will be provided with an invoice at least two weeks in advance. Security is hired from the start of your event until the last guest exits the building and/or parking lot. COMPLETE DETAILS ARE STILL PENDING TO DETERMINE FULL SECURITY NEEDS/LOGISTICS		\$50.00	

Equipment				
Service Details	Menu	Qty	Price	Total
	03/12/2026 / 7:00pm / Full Complex-Ballroom, Foyer, Patio / Shows Setup and Service Menu			
Set-up Needs	Banquet Tables Registration Table Chairs Other Furnishings 6ft rectangular tables available if needed Full Stage Section Scresen available if needed Projectors available if needed Wireless Internet Podium House Sound available if needed Video Monitors available if needed	50 500 30 1 7 7 1 1 1 3	\$700.00	\$700.00

Internal (No Taxes or Fees)				
Service Details	Menu	Qty	Price	Total
	03/12/2026 / 7:00pm / Full Complex-Ballroom, Foyer, Patio / Shows Setup and Service Menu			
Fees	Refundable Damage Deposit	1	\$500.00	\$500.00

CHARGES		
	Charges	Total
Service Fees	\$750.00	\$750.00
Room Rental	\$11,000.00	\$11,000.00
Equipment	\$700.00	\$700.00
Internal (No Taxes or Fees)	\$500.00	\$500.00
Totals	\$12,950.00	\$12,950.00
	Payments Received	\$0.00
	Balance Due	\$12,950.00

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the services and prices listed in this agreement:

Client Signature: _____ **Date:** _____

Please note 50% of the rental fee is due upon confirming your event and account balance must be paid 02/10/2026.

Please make check payable to: City of Mission

Mail to: City of Mission

Attn: Mission Event Center

1201 E. 8th St.

Mission, Texas 78572