

Rental Agreement

Gatesville Civic Center, Gatesville, Texas

This rental agreement is entered into between the City of Gatesville and _____ (Lessee).

Reservations

- Reservations are taken on a first paid, first served basis.
- You must be at least 18 years of age to rent facility.
- Rent will be payable by check, money order, cashier's check, cash or credit/debit card.
- Security Deposit must be paid at time of reservation. Rent must be paid 30 days before event.

Rental Times and Keys

- Rental for the building will be from 6:00 a.m. to 1:00 a.m. Music must stop no later than 11:00 p.m. and guests must leave no later than midnight. Midnight to 1:00 a.m. is for cleanup only. If more than an hour is needed for cleanup, lessee should plan the event schedule accordingly **or** arrange for additional rental for the following day.
- Lessee will not duplicate key and must turn in immediately after event and cleaning is complete.
- At events where Security is required, the key must be turned over to Security by 1:00 a.m. If the facility is rented for more than one day, Lessee will be provided instructions for access to the building each day.

General Facility Rules

- The Gatesville Civic Center is a Non-Smoking Facility.
- No tables and chairs are allowed to leave the building.
- Cleaning supplies are provided including trash can liners and toilet paper.
- Do not change the air conditioning or heating settings.
- Lessee should observe occupancy limit. Security and or Fire Inspectors will monitor the number of people in the building and will limit access if the occupancy exceeds a safe number.

Room Arrangement

- City Staff will place the Stage and Dancefloor prior to the event. **These must not be moved by Lessee.**
- Lessee is responsible for the setup and takedown of tables and chairs.
- Lessee must not block fire exits with furniture, equipment, or decorations.

Decorating Rules and Guidelines

- NO GLITTER ALLOWED in the Center to decorate for any function.
- Carts with SOFT RUBBER TIRES only will be allowed. Damages to floors will be assessed.
- NO DECORATIONS ARE TO BE ATTACHED TO THE WALLS.

Deposits

- A deposit will be required to be submitted with the contract to secure a date. The deposit will be retained until after the event to cover any damages and cleaning if adequate cleanup is not done by the Lessee. Lessee will be provided a cleaning checklist that will be signed and returned after the event in order to receive a refund of the deposit. Refunds are processed through the City of Gatesville Finance Department and may take up to two weeks to be processed and mailed.
- *Any amount of damage or clean up expense that exceeds the deposit will be the responsibility of the Lessee, and the Lessee hereby agrees to make payment for any excess cleanup or repair expense within 30 days of demand for said payment.*

Deposit and Rental Refunds

- **Long Term Cancellation** - Cancellations prior to 30 days from date of event shall be refunded at 100%. Cancellations must be received in writing.
- **Short Term Cancellation** - Cancellations within 30 days of the event shall be charged one half of the rental rate as a cancellation fee. This includes rentals made less than 30 days prior to the event.

Automatic forfeiture of deposits will occur under the following conditions:

- Building is left unsecured (unlocked).
- Smoking in the building.
- Disturbance of the peace (playing music too loud, honking horns, public intoxication, fighting etc.)
- Damage to the facility itself, equipment furnishings, or decorations including damage from the attachment of banners, posters, streamers, signs, etc.
- Trash left in the building or property & around building/parking lot
- The required summoning of the law enforcement due to activities of the participants, at the discretion of the Center's management.
- Failure to adequately clean the facility by the designated time.
- Non compliance with any rules.
- Consumption of alcohol on the premises outside of the time of that security is present.

Alcohol Usage

In compliance with Texas Alcoholic Beverage Commission regulations, all sales and/or purchases of alcoholic beverages must be contracted through a licensed holder. Lessee or their guests may provide own alcohol at event if sale of alcohol is not contracted with a licensed permit holder. Upon use of alcohol, either by contractor or guests, security is required.

Gatesville Civic Center Policy concerning events or activities that allow the possession (this includes bringing your own alcoholic beverages) and consumption of ALCOHOLIC BEVERAGES on the Civic Center Property during the term of the Lease:

- Require a minimum of **two** security guards during the time period of said lease.
- Civic Center Management will arrange for security (when required) with off duty Gatesville police officers. The off duty police officers will be at a cost of \$45.00 per hour per officer, payable directly to the officers at the time of their arrival at the event.
- Cost of said Security Personnel will be paid directly by the Lessee at the beginning of the event. The Lessee understands that this fee is above and in excess of any other building or property lease fee.
- Security Personnel shall be responsible for the security of both inside the Center and outside on any parking, or barn areas.
- The Lessee is fully responsible to monitor the consumption of alcoholic beverages by all persons on the premises. **NO MINORS under any circumstances are to be allowed to consume or possess any type of alcoholic beverages on any property under the terms of this Lease Agreement.** If security personnel observe minors being served or consuming alcohol, such personnel will enforce all laws regarding service of alcohol to or consumption of alcohol by minors.
- Security shall be scheduled from the beginning of the event (the time that guests are expected to arrive) and will remain until the building is secured.

*The City of Gatesville does not discriminate on the basis of race, religion, sex, or national origin.
City of Gatesville facilities may not be used for discriminatory, immoral, or illegal purposes.*

Application for Rental

Event: _____

Date(s) of Rental: _____ Time of Event: _____ am/pm to _____ am/pm

1st Contact Person: _____ Phone _____

Email: _____

Mailing Address: _____

Alternate Contact Person: _____ Phone _____

Space included in rental: Great Room Classroom Barn

Will alcohol be possessed or consumed? Yes No

If alcohol is to be possessed (this includes guests bringing their own alcoholic beverages) or consumed, two Gatesville off duty police officers will be present and must be paid directly by the organizer at the event.

Will the portable stage be needed? Yes No

Will the portable dancefloor be needed? Yes No

Will the audio/visual system be used? Yes No

_____ I have read and understand the rules and regulations for the use of the facility (attached) and agree with the conditions for the return of the deposit. I assume all responsibility for the condition of the facility and agree with the conditions for the return of my deposit.

Based on the published schedule of rates, Lessee will pay a Security Deposit in the amount of \$_____ at the time that the rental agreement is submitted. The Rental Fee in the amount of \$_____ is due no later than _____. Payment will be made directly to the security officers upon their arrival at the event in the amount of \$_____.

Signature of Lessee

Date

Representative of Gatesville Civic Center

Date

“This contract is performable in Coryell County, Texas, and time is of the essence in interpreting all provisions herein. This agreement and its rights may not be assigned by any Lessee without express written consent of Lessor. This agreement is binding on the heirs, successors, executors and assigns, if any, parties. **No oral amendments to this contract are binding on either party unless reduced to writing and attached or incorporated hereto.**”

Please help us track the impact that our Civic Center has on tourism in Gatesville by answering the following questions:

Will any participants at your event travel from outside of Coryell County to attend the event? Yes No

Will any participants at your event be staying at a hotel in Gatesville while here for your event? Yes No

For Civic Center Use Only

_____ Security Deposit Paid on ___/___/___ by: Check Credit Card Cash

_____ Rental Fee Paid on ___/___/___ by: Check Credit Card Cash

_____ Refund of \$_____ requested from Finance on ___/___/___

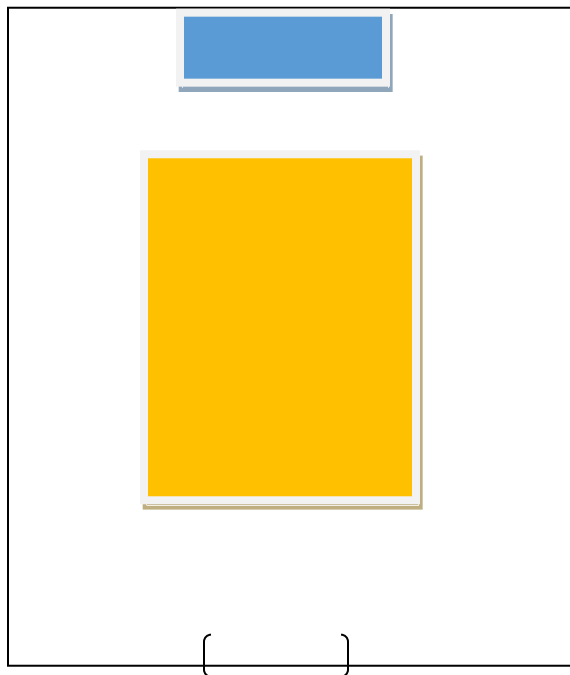
RATES*:

Lg Room M-Th (6am-1am)	\$500
Lg Room Fri or Sun (6am-1am)	\$750
Lg Room Sat (6am-1am)	\$1000
Lg Room Full Weekend (Friday 5pm-Sunday 5pm)	\$2000
Sm Room M-F (6am-1am)	100.00
Sm Room M-F (partial day)	\$10hr/\$50minimum
Sm Room Sat -Sun (6am-1am)	\$100.00
ADDITIONAL FEES	
Security (if required)	\$45/hour per officer
Charge per hour after 1AM	\$200 hour + security
Use/set up of stage	\$50
Use/set up of dancefloor	\$50
Use of AV system	\$50

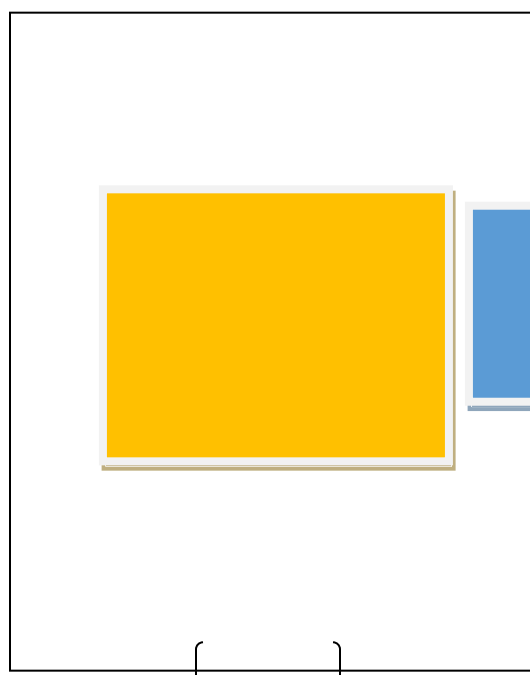
*Non-profit organizations are eligible for discount rates and should ask for that rate schedule

Please select stage and dancefloor layout options:

Centered on North Wall



Centered on East Wall



Notes: