

## **Facility Rental Agreement Gatesville Civic Center, Gatesville, Texas**

The City of Gatesville operates this facility that is available to the public for community activities. This form will provide you with the information you need to determine the rental requirements that best suits your activity.

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.

### 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.
- ▶ **Rental for the building will be from 6:00 a.m. to 6:00 a.m. and both rent and deposit must be paid in full before the rental date will be confirmed.**
- ▶ Arrangements can be made to decorate/prepare the day before an event or clean up the day after if the facility is not rented to someone else. This decision cannot be made until a few days before the event. To ensure the additional decorate/clean up days the facility would need to be rented.
- ▶ Security is provided by the Gatesville Police Department. Contact the Gatesville Police Department prior to the event to make arrangements if security is required at 254-865-2226. If lessee's event does not require security and there is trouble during the event that cannot be handled or controlled within, lessee must call 911.

### 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.
- ▶ **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.**  
Lessee will not duplicate key and must turn in immediately after event and cleaning is complete.
- ▶ Do not change the air conditioning or heating settings.

### Deposits

In addition to the rental fees, all rental groups will be charged a security deposit. The deposit covers damage and cleanup of the facility if cleanup is not done by the Lessee. Deposits must be paid in full in order to secure rental date and facility. Persons or groups that secure the facility for multiple events during the year will only be required to put up one deposit to secure those

multiple dates. The deposit shall be returned after the last event held by such persons or groups unless there is damage or failure to clean up during one of these multiple events. If the deposit is forfeited before the last event occurs than a new deposit must be submitted before another event can take place. ***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 will be refunded half of the rental fee and full refund of the deposit. 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, and 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 clean up the facility by the designated time.
- ▶ Non compliance with any rules.

#### ***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.
- ▶ The off duty Gatesville police officers will provide the required security at all events in the Civic Center. Contact the Gatesville Police Department at 254-865-2226 to arrange security. The off duty police officers will be at a cost of \$30.00 per hour per officer.

- ▶ Cost of said Security Personnel will be paid directly by the Lessee. The Lessee understands that this fee is above and in excess of any other building or property lease fee.
- ▶ The Lessee fully understands and agrees that the Lessee is responsible for providing security personnel and that there will be no exceptions to this policy.
- ▶ Security Personnel shall be responsible for the security of both inside the Center and outside on any parking, or barn areas.
- ▶ The Lessee and/or Security Personnel are 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.
- ▶ Security shall be required to stay on the premises until such time as the event is over.
- ▶ If alcohol is to be consumed, *the security persons must contact the City of Gatesville's Center Representative to confirm that he/she has been hired prior to the event.*

## *Application for Rental*

Name of group: \_\_\_\_\_ 1st Contact Person: \_\_\_\_\_

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

Phone of Contact: \_\_\_\_\_ 2nd Contact Person and cell phone: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Function: \_\_\_\_\_

Will alcohol be possessed or consumed?    Yes    No    if yes, who will provide security?

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

(Officer's names can be determined at a later date if not known when rental agreement is completed)

If alcohol is to be possessed (this includes bringing your own alcoholic beverages) or consumed, ***the Gatesville off duty police officers must confirm that he/she has been hired prior to the event.***

I have read and understand the rules and regulations for the use of the facility 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Gatesville Civic Center

\_\_\_\_\_  
Date

Civic Center	Rent	Deposit
Great Room w/Small Meeting Room	\$700/day	\$500
Great Room w/o Small Meeting Room	\$500/day	\$500
Great Room 4 hours or less	\$100/hr.	\$500
Small Meeting Room	\$200/day	\$500
Small Meeting Room less than 4 hours	\$50/hr.	\$500
Barn Area w/outside restrooms	\$200/day	\$500
Barn Area w/inside & outside restrooms	\$300/day	\$500
Parking Lot	\$200/day	\$100

***"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."***