



Crockett Civic Center Complex
Crockett Area Chamber of Commerce
 1100 Edmiston Drive/ P.O. Box 307
 Crockett, TX 75835

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Crockett Civic Center
Rental and Use Agreement

Client: _____ Day phone: _____ Email: _____

Contact Person: _____ No. of people expected: _____

Address: _____ City & State _____ Zip: _____

Type of Event: _____ Bleachers: ___ IN ___ OUT

Date Reserved: _____ Time of event: _____ am/pm to _____ am/pm

TIME YOU WILL NEED TO BE IN BUILDING:

Date: _____ time _____ am/pm to _____ am/pm
 Date: _____ time _____ am/pm to _____ am/pm **TOTAL HOURS:** _____
 (under building coordinator expense)

Rates: Civic Center (includes auditorium and lobby)

| | |
|--|-----------------|
| Commercial, Private, and Ticket Sales: | <u>\$750.00</u> |
| Non Profit (with sales or admissions): | <u>\$375.00</u> |
| Non-profit Groups (501c3; no sales or admissions): | <u>\$300.00</u> |
| Non Profit Groups (church or youth group; no sales or admissions): | <u>\$200.00</u> |

Civic Center LOBBY: (all groups) \$200.00

| | | |
|--|--------------------|-------------------|
| Civic Center Meeting Room: (per room) - 2 Hour Rate | 4 Hour Rate | Daily Rate |
| <u>\$100.00</u> | <u>\$200.00</u> | <u>\$300.00</u> |
| Civic Center Meeting Rooms/Entire Wing | <u>\$150.00</u> | <u>\$300.00</u> |
| | <u>\$500.00</u> | |

*CIVIC CENTER MEETING ROOMS AVAILABLE MONDAY – FRIDAY, 8 AM – 5 PM

* AFTER HOUR EVENTS MUST BE APPROVED BY CIVIC CENTER PERSONEL

| | |
|---------------------------------|-----------------|
| Deposit for Non-Alcohol Events: | <u>\$300.00</u> |
| Deposit Including Alcohol: | <u>\$500.00</u> |

- **Rental Deposit must be paid when the date is reserved in order to set aside the date for you.
- **No Refund of Rental Deposit will be issued if event is not cancelled in writing 30 calendar days prior to scheduled event.
- **Rental and Usage fees must be paid 30 days prior to event.
- **No refund of Rental and Usage fees will be issued if event or services are not cancelled in writing 15 calendar days prior to event.

Rental Deposit: (refundable) Amount: _____ Date paid: _____

(PAYABLE TO CROCKETT CIVIC CENTER COMPLEX)

THE FACILITY MUST BE CHECKED FOR INVENTORY, ORDER AND CLEAN UP BY STAFF BEFORE DEPOSIT WILL BE REFUNDED.

Deposit: _____
Daily Rental (actual event days): _____ per day _____

Additional Cost/Expenses:

| | | |
|---|--------------------------|-------|
| Rehearsal or Set up: | \$100.00 per day/minimum | _____ |
| Kitchen Cost: | \$25.00 per day | _____ |
| Janitorial Service: Auditorium | \$150.00 per day/minimum | _____ |
| Janitorial Service: Lobby/Meeting Rooms | \$75.00 per day/minimum | _____ |
| Portable PA System: | \$50.00 per day/minimum | _____ |
| Bleachers/ Concert Set-Up: | \$100.00 | _____ |
| Building Coordinator (REQUIRED) | \$20.00/hr. | _____ |
| Security (See Attached) | \$40.00/hr. | _____ |
| Sound and Light System Operator: | See APPROVED List | _____ |
| TABC Permit Vendor: | See APPROVED List | _____ |
| | TOTAL: | _____ |

| | | |
|--------------------------------|-----------|----------|
| Received Table/Chair Layout: | Yes _____ | No _____ |
| Received Insurance: | Yes _____ | No _____ |
| Received Police Security Form: | Yes _____ | No _____ |
| Received Alcohol/Vendor Form: | Yes _____ | No _____ |
| Alcohol will be served | Yes _____ | No _____ |
| Meeting for Alcohol Polices: | Yes _____ | No _____ |

Date: _____

Alcohol will be forfeited if vendor contract and meeting requirements are not met in accordance with Crockett Civic Center and Porth-Ag Arena Alcohol Policies TABC Regulations.

Security and number of officers will be required at the management's discretion and/or

Security officers required: _____

TOTAL DUE: \$ _____ **DATE PAID:** _____
(ALL CHECKS PAYABLE TO CROCKETT CIVIC CENTER COMPLEX)

In the rental period set forth _____ to _____, I _____
Month/Date/Year Month/Date/Year name of responsible individual (lessee/client)

Rental Deposit refunded: Yes _____ No _____ Reason: _____

Hereafter called Lessee/Client, is solely responsible for making sure all parties involved are aware of the agreement requirements, and for the care of the facility and equipment furnished to you by the City of Crockett and the Crockett Area Chamber of Commerce at the Crockett Civic Center Complex.

The Lessee/Client understands that these **GENERAL RULES** will apply:

1. ALL FEES must be paid by required dates before Lessee/Client can use the building.
2. NO smoking will be allowed in the Civic Center
3. **The facility will be left in a clean and orderly manner (same condition in which it was found) or Client will forfeit their rental deposit.** This would include cleaning, folding and stacking of tables in their proper place, stacking and putting away chairs used, sweeping and mopping floors, vacuuming floors, and if used sweeping elevated seating. All are required as needed unless other arrangements have been made with facility staff.

4. Alcoholic Beverages are **ONLY** permitted through the agreement of the Crockett Civic Center/Porth Ag Arena Alcoholic Beverage Policy and TABC enforcement. This policy must be signed and accompanied with this contract.
 5. Any event having a concession must be approved by the Civic Center Director.
 6. **Trash** should be bagged and placed in kitchen by the back door.
 7. **Nothing may be attached** in anyway to the walls, stage curtains, etc...anywhere in the Crockett Civic Center Complex.
 8. **NO** nails, staples, or screws are allowed in the stage floor. All scenery/displays on stage should be free standing, or hung from over head pipe batons.
 9. **NO** rental keys are to be given. The building coordinator will have access to what each specific event is to have.
 10. Events extending past the contracted time must have Center approval and will be subject to an additional fee of \$100.00 per hour and any fees associated with the continuation of services related to the event. And additional \$100.00 per hour will be deducted from the Reservation Deposit for rooms occupied by guests and vendors outside hours of operation.
 11. In the event of a natural or man-made disaster, the Center may be used as an evacuation shelter or emergency center. Lessee/Client will be notified immediately if Center is required for such need. Lessee/Client will receive a full refund or may reschedule for another available date.
 12. Center Staff, law enforcement officers or other designated representative, shall have the right at any time to enter any portion of the reserved space for any purpose whatsoever.
 13. Center reserves all rights and privileges for all outgoing television, radio, and other media broadcasts from the Center.
 14. No live animals, birds, reptiles, insects or amphibians, domestic or otherwise, may enter the Center without prior written consent of the Center. Exceptions will be made in accordance with the Americans with Disability Act.
 15. Parking areas are free and available on a first come first served basis unless otherwise approved by Center. Overnight parking of vehicles is prohibited without prior approval from the Center.
 16. Exits, fire hose cabinets and fire extinguishers, including signs, must be unobstructed and visible at all times. Client shall not permit any chairs, equipment, displays or other items to remain in such areas without City Fire Marshall approval.
 17. Wireless internet access is available at no charge. While every effort will be made to ensure continuous internet access, a connection may not be available. The Center is also not responsible for incompatible equipment or software that might be used.
 18. All items without prior approval must be removed by the ending hour expressed in the Rental Agreement including DJ and/or band equipment, centerpieces, decorations, cakes, gifts, signs, rigging, etc. Failure to vacate the Center by this time may result in additional fees and/or forfeiture of Reservation Deposit.
 19. Any property not removed and that has not been claimed is considered abandoned by Client, its vendors or exhibitors. Items are subject to collection disposal, donation or used for any purpose by Center without liability.
 20. Expenses related to the removal of property, debris, excess refuse, tape or residue left on any surface will be deducted from the Rental Deposit.
 21. Client must return the facility to the condition in which it was received.
 22. All decorations should be immediately removed after the event. Unless other arrangements have been made with facility staff, anything left will be considered trash and be thrown away the following day after the event. Special arrangements are as follows: _____
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The Crockett Area Chamber of Commerce staff representative(s), as the manager and booking agent for the Crockett Civic Center Complex, City Administrator, City Mayor, and/or Civic Center Director has the right to refuse rental as deemed by the staff representative(s), if the proposed event conflicts with scheduled events of the Porth Agricultural Arena, Chamber of Commerce, City of Crockett or other areas of Houston County OR any individual, organization, or business that because of a previous rental problem, as deemed by the staff representative(s)

