

# City of Carrizo Springs

## Civic Center Rental Agreement

**Renter:** \_\_\_\_\_  
(Photo Identification Required. **Must be at least 21 years of age.**)

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **M T W T F SA Sun (Circle One)**

**Event Time: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Will alcohol beverages be served? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Security Provided/Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### **PRICE**

The price for renting the Civic Center includes a \$250.00 damage deposit fee which is due at the time of reservation. The rental fee of \$350.00 must be paid in full two (2) weeks prior to the event.

**Reservations are on a first come first serve basis.**

Civic Center Hours 10:00 a.m. to 12:00 a.m. (midnight) Monday-Sunday.

Rental and deposit fees may be paid in person at City Hall or mailed to:

City of Carrizo Springs  
P.O. Box 329  
Carrizo Springs, TX 78834

Make check/money order payable to the City of Carrizo Springs. Please reference on check "Civic Center" and the date of the event.

**Civic Center Maximum Occupancy 230.**

**KEYS**

All fees must be paid prior to receiving the key. Picture ID will be required to pick up the key. Renter may come to the City Hall to pick up the key the day before their event. If the event is during the weekend, renters must pick up the key the Friday before the event.

**PLEASE RETURN THE KEY AS SOON AS THE NEXT BUSINESS DAY AFTER SCHEDULED EVENT****DEPOSIT/RENTER LIABILITY**

Deposit will be refunded (after clean-up) within 10 business days after the event. Deposit refund will be issued to the person signing this agreement, less any fees deducted for damages or clean-up.

**CONTRACT HOLDER IS RESPONSIBLE AND WILL BE HELD ACCOUNTABLE FOR ANY DAMAGES.**

After the event, **any damage and/or clean-up cost will be deducted from the deposit**; deductions being based on whether or not the clean-up after the event is satisfactory. Renter must notify the City's staff of any damages accrued during rental of the Civic Center.

**In the event that fees exceed the cost of the deposit, the contract holder will be liable and billed accordingly.** The City will notify the contract holder if all or part of the deposit is being held, or if the contract holder is to be billed for any additional fees. After the Civic Center has been inspected and the key has been promptly returned, the contract holder may pick up the full or remaining amount of the deposit at City Hall.

Damages include, but not limited to, damage done to the facility, equipment, or any City property. Furthermore, leaving on lights, electricity or appliances will result in total forfeiture of the deposit. In the event that fees exceed the cost of the deposit, the contract holder will be liable and billed accordingly. The City will notify the contract holder if all or part of the deposit is being held, or if the contract holder is to be billed for any additional fees.

After the Civic Center has been inspected and the key has been promptly returned, the contract holder may pick up the full or remaining amount of the deposit at City Hall.

**TABLES & CHAIRS**

The Civic Center provides 16 round tables, 20 square tables and 200 chairs. The renter is responsible for arranging tables and chairs for their event. The renter is responsible for taking down the tables and chairs.

The City is **NOT** responsible for any items left on the premises after the event.

**DECORATING**

Decorations may be applied **ONLY** with **masking tape, 3M command or scotch wall saver removable tape**; the decorations must be removed prior to leaving. Do not use regular scotch tape, staples for decorations or use confetti on tables.

Decorations shall not be suspended from the ceiling, ceiling tiles or ceiling fixtures (including sprinkler heads or smoke detectors), as they constitute a fire hazard.

Damages caused by decorating will be deducted from your deposit.

Contract Holder will be able to go in and decorate on the day of the event. Depending on availability, you may rent the center for decorating purposes the evening before your event for a charge of \$30.00.

### **KITCHEN**

There is a stove and refrigerator. Renter is responsible for emptying and cleaning these items if used. Any food left on the premises will be discarded. The renter is also responsible for turning off all appliances. (See DEPOSIT/RENTER LIABILITY above for more information).

### **SMOKING IS PROHIBITED IN THE CIVIC CENTER**

### **SECURITY OFFICERS**

There must be a Licensed Peace Officer securing the event or party if alcoholic beverages will be served. **NO EXCEPTIONS.** The renter will be responsible for obtaining security. The Licensed Police Officer shall not be related to the renter. Law Enforcement will be patrolling the event. If the renter (party) fails to have a License Peace Officer when serving alcoholic beverages, the event will be **SHUT DOWN.** There shall be 1 (one) licensed peace officer per 100 guests.

### **DANCING & MUSIC**

Dancing is permitted at the Civic Center. Dances can be held as late as 12:00 a.m. (midnight). The Civic Center is not equipped to provide electrical needs for a large band.

### **AIR CONDITIONING**

Due to the size of the Civic Center the maximum capacity **MUST NOT** exceed 230 occupants. Exceeding this capacity will cause overexposure of the central air unit which will cause the temperatures to seem hotter or colder depending on the climate. **NO REFUNDS WILL BE ISSUED DUE TO IMPROPER CENTRAL AIR UNIT MALFUNCTIONING. NO EXCEPTIONS.**

### **LOCKING THE CIVIC CENTER**

Contract holder is responsible for locking up the Civic Center after their event. You will be responsible for any damage or vandalism done as a direct result of your negligence to lock up the facility. The Civic Center is to be cleaned, closed and locked by 1:00 a.m. on the night of your event.

### **CANCELLATIONS**

The City of Carrizo Springs shall retain the right to cancel any scheduled reservation in the event of emergency or unforeseen circumstances. The City Manager will have the final authority on any rental dispute.

### **SALE OF MERCHANDISE GENERALLY**

The use of any portion of the civic center by any individual, firm or corporation for the purpose of selling merchandise at tradeshows to include, but not limited to, home, garden shows, bridal shows, and gun show and the selling of merchandise of the arts clubs and association, charitable organizations other activities of a similar nature is permitted.

**REIMBURSEMENT OF DEPOSIT**

- A. The deposit is non-refundable unless a 30-day written cancellation notice is given.
- B. No refund will be given if less than a 30-day written cancellation notice is given.
- C. One-half of the deposit shall be refunded with notice of at least 30 days' notice prior to the event.
- D. One-half of the deposit shall be refunded with notice of at least 30 days' notice prior to the event.

**By signing below, I acknowledge that I have received a copy of the Civic Center rates and policies and agree to all the conditions within. I also agree that all the information provided is true to the best of my knowledge.**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Renter's Signature

*The City of Carrizo Springs will not refuse rental of the Civic Center on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*

**FEES (OFFICE USE ONLY):**

<b>Deposit:</b> \$ _____ <b>Deposit Fee: \$250.00</b> <b>Due at time of reservation.</b>	<b>Cash:</b> _____ <b>Check/Money Order:</b> # _____	<b>Received By:</b> _____ <b>Date:</b> _____
<b>Rental Fee:</b> \$ _____ (Paid before picking up key) <b>Rental Fee: \$350.00</b> <b>To be paid in full 2 weeks</b> <b>prior to event.</b>	<b>Cash:</b> _____ <b>Check/Money Order:</b> # _____	<b>Received By:</b> _____ <b>Date:</b> _____
<b>Date Key Issued:</b> _____		<b>Issued By:</b> _____
<b>Date Key Returned:</b> _____		<b>Received By:</b> _____
<b>Date Deposit Returned:</b> _____		<b>Amount Returned:</b> _____
<b>Returned By:</b> _____		<b>Received By:</b> _____

# City of Carrizo Springs

## How to get your deposit back checklist:

- Follow all terms of contract \_\_\_\_\_
- Empty & clean refrigerator \_\_\_\_\_
- Clean & TURN OFF stove \_\_\_\_\_
- Wipe tables & chairs \_\_\_\_\_
- Take down tables & chairs \_\_\_\_\_
- Sweep all floors \_\_\_\_\_
- Clean kitchen counter/sinks \_\_\_\_\_
- Clean bathroom \_\_\_\_\_
- TURN OFF all lights \_\_\_\_\_
- Remove all tape and decorations  
without damaging floors, walls and ceiling \_\_\_\_\_
- Garbage (including trash in restrooms)  
must be bagged in trash bags and placed  
in front of the kitchen door. \_\_\_\_\_
- Lock the Civic Center (all windows & doors) \_\_\_\_\_
- Return key FIRST business day after event \_\_\_\_\_