

# JASMINE HALL RESERVATION AGREEMENT

100 Narcissus • Lake Jackson, Texas  
(979) 415-2600 Office • (979) 415-2610 Fax

*Effective 10/1/23*

Date	Arrival Time	Departure Time	Rate
Additional Security Deposit, if applicable			

***Refundable Deposit Required To Secure Reservation.....\$ 200.00***

Lessee's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Type of activity: \_\_\_\_\_ Estimated # of guests: \_\_\_\_\_

Alcohol: \_\_\_ NO \_\_\_ YES ***(If Yes, \$200 Additional Security Deposit Required)***

Is food being served: \_\_\_ YES \_\_\_ NO

Catered: \_\_\_ YES \_\_\_ NO

Name of Catering Company: \_\_\_\_\_

A key to Jasmine Hall must be picked up and returned to the Doris Williams Civic Center between 8am - 5pm.

Key Pickup Date: \_\_\_\_\_ Key Return Date: \_\_\_\_\_

*The key must be returned to the Doris Williams Civic Center before the deposits will be refunded.*

***Balance Due Policy:*** 30 days prior to event

***Cancellation Policy:*** All cancellations must be made in writing 30 days prior to event in order to receive deposit refund.

X \_\_\_\_\_  
Signature of Lessee Date LJCC

# JASMINE HALL RESERVATIONS GENERAL GUIDELINES / RULES & REGULATIONS

Lessee agrees that in its use of said facility it will indemnify and hold harmless the City of Lake Jackson from any neglect or misconduct on the part of anyone representing and/or in the employ of the Lessee.

The Lessee agrees that in its use of said facility it will indemnify and hold harmless the City from all personal injury and/or property damage arising from its use of said facility.

Any other conditions not listed here which are part of the established Rules and Regulations governing the use of Jasmine Hall do apply to the Lessee and usage of said facility as set forth in this rental arrangement. It is the responsibility and burden of the Lessee to become knowledgeable of these other conditions and be in total compliance.

The City reserves the right to preempt any scheduled program, activity or otherwise if need be, provided advance notice is given.

The City may cancel or preempt reserved areas in the case of an emergency.

One must be 18 years of age to reserve the facility. A written agreement and deposit must be executed when reserving the facility.

Lessees will not use or permit the premises to be used for sleeping or lodging purposes.

Lessee will be held responsible for their guests regarding damage to facility, property, behavior and following the rules of Jasmine Hall. ***Failure to abide by the rules will result in forfeiture of all deposits and termination of event.***

NO SMOKING IN CITY FACILITIES OR WITHIN 15 FT. OF ENTRY DOORS.

All events will end at the time the facility was leased for, with no extensions of time allowed. All events will end early enough to provide teardown and patrons, caterers, bands, decorators, etc. time to be out of the facility no later than the time it was leased for. NO FREE TIME – SETUP AND TEARDOWN ARE PART OF RENTAL TIME.

Jasmine Hall is available for rent between 8am - 12am. Renters are not allowed entrance to the facility prior to 8am and the facility must be vacated, with all personal effects removed, no later than midnight.

SECURITY: Any event is subject to having security present. This will be done at the Manager's discretion. Any event where alcohol is served will require an additional refundable security deposit. All events are subject to inspection by Civic Center staff.

In the event that the Lake Jackson Police Department is required to respond to the event due to a complaint, damage, or rule/law violation, all deposits will be forfeited and the event terminated.

If damage exceeds deposit, you will be invoiced and responsible for damage reimbursement.

No materials may be nailed, pinned, taped or fastened to the walls, windows or ceilings.

Renters are responsible for setting up their tables and chairs for their event.

No rice, confetti, glitter, hay or sawdust is permitted on the premises. NO SPARKLERS OR FIREWORKS.

Inflatables must have a certificate of liability listing the City of Lake Jackson and State Inspection certification required. Must provide own generator.

NO WATER SLIDES ALLOWED.

***All personal items must be removed and all persons must be out of the rental facility no later than the time it was leased for and the key must be returned to the Doris Williams Civic Center the following business day before deposits will be refunded.***

I have read the above rules and regulations and agree to follow or will be subject to forfeiture of deposit fees and possible loss of privileges from using city owned facilities.

X \_\_\_\_\_  
Signature of Lessee Date LJCC