

Lake Jackson Civic Center Reservation Agreement

333 Hwy. 332 E Lake Jackson, Texas 77566 (979) 415-2600 / (979) 415-2610 Fax (Effective 2/1/11)

___ Standard ___ Resident ___ Non-Profit

FACILITY RENTAL HOURS: 8:00 a.m. – 12:00 a.m.

Facility	Date	Arrival Time	Departure Time	Total Hours	Rate	Total

Refundable Damage/Cleanup Deposit (When all rules are followed) \$ _____

Lessee's Name: _____ Home Phone: _____

Work Phone: _____ Fax: _____ Cell: _____

Mailing Address: _____

E-Mail Address: _____

*Renter is responsible for cleanup at the end of the event. Cleanup duties include the following:
 Trash removal, vacuum, sweep and mop all floors of rental area, kitchen and counter cleanup, personal effects and food removal.
 Cleanup supplies provided by Civic Center. Lake Jackson Civic Center can recommend cleaning service.*

Type of Activity: _____ Estimated # of Guests: _____ Alcohol: No Yes \$25 per hour per officer

Is food being served: Yes No Event catered: Yes No Catering Company: _____

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.

**Setup/Teardown Charges:
Applicable when staff performs table & chair setup service**

- | | |
|--|---|
| ___ SETUP ONLY: Round tables@\$1.00 each | ___ TEARDOWN ONLY: Round tables@\$1.00 each |
| ___ SETUP ONLY: Rectangle tables@\$1.00 each | ___ TEARDOWN ONLY: Rectangle tables@\$1.00 each |
| ___ SETUP ONLY: Chairs@.25 each | ___ TEARDOWN ONLY: Chairs@.25 each |

Miscellaneous Rental & Audio Visual

***Internet Service Available**

- | | |
|---|---|
| ___ Podium w/ mic @ \$20.00 each | ___ LCD Projector @ \$125.00/4 Hr Rental or \$250.00/All day rental |
| ___ Lapel microphone @ \$20.00 each | ___ Television /DVD Combo Unit@ \$50.00 |
| ___ Cordless Microphone @ \$20.00 each | ___ Speaker Phone @ \$25.00 each |
| ___ Flip Chart @ \$30.00 each | ___ Coffee Service (55 Cup) @ \$30.00 each |
| ___ 9' Projector Screen @ \$30.00 each | ___ 1 dozen glazed donuts @ \$7.00 each |
| ___ 9' x 12' Rear Projection Screen/Dress Kit @ \$130 | ___ Assorted soda @ \$1.00 each |
| ___ Staging - 6' x 8' sections (24' / 30" / 36" H) @ \$25.00 each
(18' x 24' max.) - 9 Sections available. | ___ Assorted cookies @ \$6.00 per dozen |
| ___ 84" Round Disposable Tablecloth (Black or White @ \$3.75 each) | ___ Bottled water @ \$1.25 each |
| ___ 54" x 108" Rectangular Tablecloth (Black or White @ \$3.75 each) | ___ Juice @ .75 each |

*****Portable Dance Floor*****

<u>Ballroom</u>	<u>Terrace Room</u>
16' x 16' - \$75	16' x 16' - \$75
20' x 20' - \$100	20' x 20' - \$100
24' x 24' - \$150	24' x 24' - \$150
28' x 28' - \$200	
32' x 32' - \$250	

Signature of Lessee

Date

LJCC

Marquee Information

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 the Lake Jackson Civic Center 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.

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 the Lake Jackson Civic Center. **Noise levels shall be maintained in such a manner so as not to disturb other lessee's sharing the facility.**

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

• **CHILDREN MUST BE KEPT IN THE AREA RESERVED. THIS ALLOWS OTHERS THE COURTESY TO USE THE FACILITY WITHOUT INTERRUPTION.**

• **All events will end at the time the facility was leased for, with no extensions of time allowed. THE FACILITY CLOSSES AT 12:00 A.M. All events will end early enough to provide cleanup and patrons, caterers, bands, decorators, etc. time to be out of the facility no later than midnight. NO FREE TIME - SETUP AND CLEANUP ARE PART OF RENTAL TIME.**

• **SECURITY: Any event with 200 or more people is subject to having security present. This will be done at the Manager's discretion. Any event where alcohol is served will require security. The Lake Jackson Civic Center will obtain the necessary number of Lake Jackson Police Department officers. Lessee will make payment 72 hours in advance of event in cash at Lake Jackson Civic Center.**

In the event that more persons attend the event than anticipated or become disorderly, the officers will have the option to call in additional certified peace officers at the Lessee's expense.

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

• **Regularly scheduled weekly events may be reserved one month in advance. Balance is due at time of reservation. Thirty (30) day cancellation policy is in effect.**

• **Should renter or organizers request rental items at the time of the event, renter assumes responsibility for payment of such items/changes. All rentals and changes will be made through Lake Jackson Civic Center office, Monday-Friday, 8am - 5pm.**

• **No red or purple beverages or real red rose petals allowed in the carpeted rooms.**

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

• **All food and personal items must be removed from refrigerator and cabinets and trash placed in outside dumpster at the end of the event.**

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

• **Alcohol must be kept in area reserved at all times. No glass containers are permitted on the Plaza.**

• **Renter is responsible for tables and chairs setup/teardown unless this service is requested of City staff and paid for in advance of event.**

• **THE RENTER SHALL SEE THAT THE FACILITIES ARE CLEANED AND RETURNED TO ITS ORIGINAL CONDITION NO LATER THAN TIME SPECIFIED ON AGREEMENT. RENTERS RESPONSIBILITIES INCLUDE ROOM CLEANUP AFTER EVENT.**

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.

Signature of Lessee

Date

LJCC