

# Doris Williams Civic Center Reservation Agreement

333 Hwy. 332 E Lake Jackson, Texas 77566 (979) 415-2600 / (979) 415-2610 Fax (Effective 10/1/23)

\_\_\_ Standard \_\_\_ Resident \_\_\_ Non-Profit/Active Military \*Only available Sun-Fri FACILITY RENTAL HOURS: 8:00 a.m. – 12:00 a.m.

Facility	Date	Arrival Time	Departure Time	Total Hours	Rate	Total

★★REFUNDABLE DEPOSIT REQUIRED TO SECURE RESERVATION .....\$\_\_\_\_\_

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

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

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

E-Mail Address: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_ Alcohol:  No  Yes \$55 per hour per officer  
4 Hour Minimum

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:**

**Applicable when staff performs table & chair setup service**

- \_\_\_ SETUP ONLY: Round tables@\$2.00 each
- \_\_\_ SETUP ONLY: Rectangle tables@\$2.00 each
- \_\_\_ SETUP ONLY: Chairs@.50 each

**Miscellaneous Rental & Audio Visual**

**\*Free Wifi Available**

- |   |                                       |
|---|---------------------------------------|
| ___ Podium w/ mic @ \$20.00 each  | ___ LCD Projector @ \$100.00 each     |
| ___ Lapel microphone @ \$20.00 each   | ___ Projector Screen @ \$40.00 each   |
| ___ Cordless Microphone @ \$20.00 each  | ___ Flip Chart @ \$30.00 each         |
| ___ Staging - 6' x 8' sections (24' / 30" / 36" H) @ \$30.00 each<br>(18' x 24' max.) - 9 Sections available. | ___ Coffee Service - 50 Cup @ \$40.00 |
| ___ 84" Round Disposable Tablecloth (Black or White @ \$3.75 each)  | ___ Assorted soda @ \$1.00 each       |
| ___ 54" x 108" Rectangular Tablecloth (Black or White @ \$3.75 each)  | ___ Bottled water @ \$1.25 each       |

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

**16' x 16' - \$100 • 20' x 20' - \$150 • 24' x 24' - \$200**

Signature of Lessee

Date

LJCC

Marquee Information

X \_\_\_\_\_

# *Civic Center 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 the Doris Williams 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.

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 the Doris Williams Civic Center. **Noise levels shall be maintained in such a manner so as not to disturb other lessee's sharing the facility. FAILURE TO ABIDE BY RULES WILL RESULT IN FORFEITURE OF DEPOSIT AND TERMINATION OF EVENT.**

• **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 teardown and patrons, caterers, bands, decorators, etc. time to be out of the facility no later than midnight. NO FREE TIME - SETUP AND TEARDOWN 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 Doris Williams Civic Center will obtain the necessary number of Lake Jackson Police Department officers.**

**In the event that more persons attend the event than anticipated or become disorderly, the officers will have the option to to shut the event down or 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 Doris Williams Civic Center office, Monday-Friday, 8am - 5pm.**

• **No open flames or wax candles.**

• **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, windows or ceilings.**

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

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

• **Renter is responsible for tables and chairs setup unless service is requested of City Staff and paid for in advance of event. *Teardown and cleanup service is included with all rentals, except hourly Conference Room rentals, at no additional charge. Hourly Conference Room rentals may request a cleaning service for an additional charge and must be paid in advance of the event.***

• **HOURLY CONFERENCE ROOM RENTALS ARE RESPONSIBLE FOR CLEANUP/TEARDOWN AT THE END OF THE EVENT. CLEANUP/TEARDOWN DUTIES INCLUDE:**

**Trash removal, vacuum, personal effects and food removal, restacking chairs, and wiping down tables. Cleanup supplies provided by Civic Center. Doris Williams Civic Center can require cleaning service.**

**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

X \_\_\_\_\_