

Town of Shady Shores

Municipal Center Rental Agreement

This Rental Agreement is entered into this the _____ day of _____, 20____, by _____, hereinafter referred to as EVENT HOLDER, and the Town of Shady Shores, 1001 South Shady Shores Road, Shady Shores, Texas 76208.

Please provide the following information and indicate the facilities to be rented:

A. EVENT INFORMATION

The date of the event will be: _____

The hours of the event will be: _____

The type of event will be: _____

The approximate number of people attending the event will be: _____

B. FACILITIES TO BE RENTED (There is no charge for rental to governmental entities, including the Library, fire or police departments. Churches and other religious groups are private organizations.) The Municipal Center facilities include the Chamber Hall, the Community Room, and the Kitchen.

Chamber Hall: \$75.00 for up to 6 hours
\$15.00 per hour thereafter
\$200.00 Deposit

Community Room: \$25.00 for up to 6 hours
\$15.00 per hour thereafter, up to 3 hours
\$50.00 Deposit

Please indicate which facilities are to be used.

Chamber Hall will _____ will not _____ be used.

Community Room will _____ will not _____ be used.

Kitchen will _____ will not _____ be used.

EVENT HOLDER AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. The Municipal Center facilities may only be rented by residents of Shady Shores, Texas.
 - a. The Town of Shady Shores reserves the right to deny the use of the Municipal Center facilities to any individual, group, or organization which misuses, abuses or damages the facilities.
 - b. The scheduling of activities and programs of the Town of Shady Shores shall have first priority in scheduling.
 - c. The Town of Shady Shores will not be held responsible or liable for any injury or loss of personal property of Event Holder or their guests.

Initial _____

2. All arrangements for the use of the facility must be made through the Town of Shady Shores during regular business hours. A completed reservation request form should be submitted at least two (2) weeks and no more than three (3) months in advance of the reservations unless prior arrangements have been made with the Town of Shady Shores. Set up and arrangement of furniture, as well as cleaning of the room following a meeting or activity is the responsibility of the resident making the reservation (the "Event Holder"). If the facility is left in an unsatisfactory condition, the Town of Shady Shores will use the deposit fee to pay for the cost of cleaning or repair. Any costs not paid by the deposit are the personal responsibility of Event Holder. A town representative will be responsible for opening and closing the facility.

Initial _____

3. Rentals and deposits will be paid in cash, check, or money order at least two (2) weeks prior to the event. No reservation is guaranteed until paid until full. The deposit, or any remaining portion of same, will be returned within two (2) weeks after the event subject to full compliance with this Agreement

Initial _____

4. The facility must be returned to the same condition as before access occurred. This includes moving the furniture back to its original location and removal of any and all personal belongings. Event Holder guarantees reimbursement to the Town for any damages to the facility, fixtures, furniture, appliances, equipment, etc caused during the event.

Initial _____

5. NO DECORATIONS, POSTERS, SIGNS OR ANYTHING ELSE MAY BE AFFIXED TO THE WALLS, CEILINGS, PICTURES, ETC IN ANY MANNER. Violation may result in the loss of deposit and/or denial of future reservation requests.

Initial _____

6. No furniture or equipment in addition to that provided by The Town of Shady Shores can be brought in without prior written approval.

Initial _____

7. ALL of the following must be followed at all times during the rental period:

- A. No tobacco or smoking allowed in facility.
- B. No alcoholic beverages are allowed inside facility, parking lot or grounds.
- C. No gambling for money or other things of value.
- D. No loud music or other sounds after 10:00 PM.
- E. No gasoline, flammable materials, open flames (except for food warmers), smoke or fog machines.
- F. All emergency exits must be kept clear at all times.
- G. All trash must be removed from inside and outside the building.
- H. No electrical equipment may be used requiring more than 110 AC voltage.
- I. If holding a wedding reception, only birdseed may be used outside of the building. Rice is not acceptable.
- J. Normal and adequate lighting shall be maintained at all times during functions for the safety of participants.

Initial _____

8. Event Holder must be present at the function until conclusion. A minimum of one (1) adult at least twenty-five (25) years of age is required for every ten (10) guests under the age of twenty-one (21)

Initial _____

9. Any cancellations should be made seventy-two (72) hours or more prior to the event to receive full amount of deposit

Initial _____

10. Failure to comply with all the rules and regulations of this Agreement may result in the forfeiture of all or a portion of the deposit.

Initial _____

11. A security officer may be required by the Town to be on duty during the event. The attendance level of the event, the subject of the event, the value of property brought to the event, or other factors will determine the Town's decision to require security. All security costs are paid in advance by the Event Holder.

Initial _____

12. Event Holder agrees it is the responsibility of Event Holder to safeguard the persons and property on site at Municipal Center during the rental period. Event Holder agrees the Town of Shady Shores is NOT responsible for any injury or loss to Event Holder or Event Holder's guests.

Initial _____

Please sign and date if you agree to these terms and conditions:

Event Holder personally guarantees payment and compliance with this Agreement.

Event Holder:

If an individual:

Print Name: _____

Sign Name: _____

Date: _____

If an organization:

Name of Organization: _____

By: _____

Print Name: _____

Title of Person in Organization: _____

Date: _____ (President, Secretary, etc)

RESPONSIBLE PARTY:

Address: _____

Home Phone: _____

Mobile Phone: _____

Office Phone: _____

Other: _____

TX Driver's License Number: _____

FOR OFFICE USE ONLY		
Rental amount	\$ _____	Received _____
Deposit amount	\$ _____	Received _____
Refunded	\$ _____	Check # _____
Payable To:	_____	
Date:	_____	
Deductions Made for:	_____	
