

CIVIC CENTER RATES

1107 Hillje

****HOLDS 400 PEOPLE**

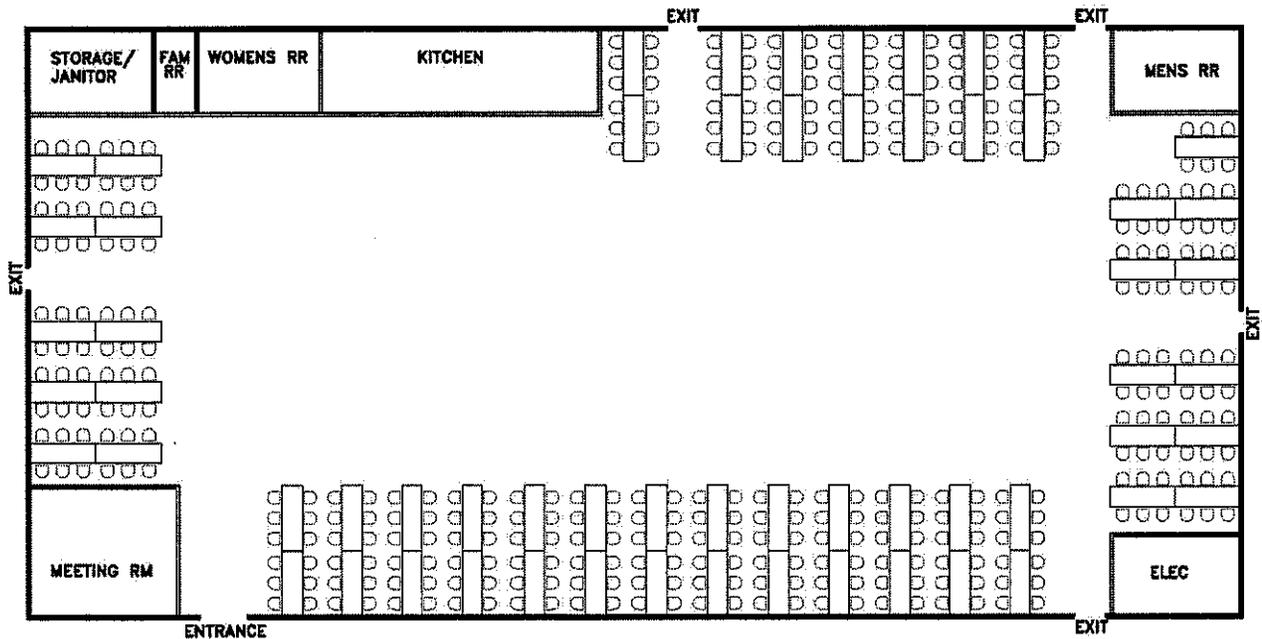
HALL – ALL DAY	\$2500.00
HALF DAY (UP TO 4 HOURS)	\$1200.00
EACH ADDITIONAL HOUR	\$300.00/HR
SET UP FEE	\$250.00

\$1,000 (All Day)/\$500 (Half Day) - - KEY / CLEAN UP DEPOSIT – REQUIRED.

THE DEPOSIT REQUIRED WILL BE REFUNDED - PROVIDED THE HALL IS LEFT IN ORDER AS PER ATTACHED RULES AND KEY IS RETURNED.

ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT - CITY HALL: 979-743-4126

****** TABLES AND CHAIRS IN ROOM SHALL BE PLACED ACCORDING TO DIAGRAM SHOWN BELOW.**



CIVIC CENTER RULES

1. NOTHING IS TO BE NAILED, TACKED, STAPLED, TAPED TO WALLS OR HUNG FROM THE CEILING.
2. ABSOLUTELY NO CANDLES, SPARKLERS, CONFETTI OR GLITTER.
3. PER CITY ORDINANCE NO SMOKING INSIDE THE FACILITY AND PROHIBITED WITHIN 30 FEET OF THE ENTRANCE.
4. RENTAL PAYMENT AND ANY APPLICABLE DEPOSITS ARE DUE WHEN THE KEY IS PICKED UP.
5. THE DEPOSIT WILL BE REFUNDED IF THE STIPULATED AREAS MEET THE CARETAKERS STANDARDS.
6. THE DEPOSIT WILL BE FORFEITED IF THE KEYS ARE NOT RETURNED.
7. NO BOUNCY HOUSES, TENTS OR ANY OTHER CANOPIES THAT REQUIRE STAKING DOWN ON CIVIC CENTER LAWN.
8. ANY BBQ PITS, FRYERS OR ANY OTHER FLAMMABLE COOKING EQUIPMENT NEEDS TO BE IN DESIGNATED OUTSIDE AREA WHILE IN OPERATION.
9. A POLICE OFFICER SECURITY AGREEMENT (FOR EVENTS WITH ANY ALCOHOL ON THE PREMISES OR 100+ PEOPLE) **MUST** BE FILLED OUT AND PAID FOR BEFORE PICKING UP THE KEYS.

CLEAN-UP DUTIES:

1. TABLES AND CHAIRS MUST BE STORED IN PROPER ORDER IN STORAGE ROOM.
2. ROOM MUST BE SET UP ACCORDING TO DIAGRAM.
3. ALL FLOORS MUST BE SWEEPED AND AT LEAST SPOT MOPPED.
4. ALL 10 TRASH CANS MUST BE EMPTIED AND LINERS REPLACED – IF ONE IS MISSING AFTER AN EVENT, THE RENTER WILL BE CHARGED \$125.00.
5. PLACE TRASH BAGS IN DUMPSTER (OUT KITCHEN DOOR)
6. KITCHEN MUST BE CLEANED THOROUGHLY WHEN USED, INCLUDING SINK AND COUNTERS. FLOORS MUST BE SWEEPED AND SPOT MOPPED.
7. BEFORE LEAVING, MAKE SURE HEAT IS AT 60° OR 80° FOR A/C AND CEILING FANS ARE TURNED OFF.
8. BROOMS, MOPS, DUSTPANS, MOP BUCKET AND EXTRA TRASH LINERS ARE INSIDE THE STORAGE ROOM.
10. GROUNDS AND PARKING LOT MUST BE CLEANED.
11. **CLEANING MUST BE DONE AT CONCLUSION OF EVENT!**

***THE HALL WILL BE INSPECTED THE MORNING AFTER YOUR FUNCTION, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE FOR CLEAN UP.

****PER CITY ORDINANCE****

**NO GLASS BOTTLES: (EXAMPLE – BEER OR WINE COOLERS)
EVENT SHOULD END AT 11 P.M. AND BE VACATED BY 12 A.M. SUN - FRI
EVENT SHOULD END AT 12 A.M. AND BE VACATED BY 1 A.M. SATURDAYS
NO LOITERING IN PARKING LOT AFTER 1 A.M.**



City of SchuLenburg

Civic Center Rental Contract

This contract is entered into by and between the City of SchuLenburg hereinafter referred to as the Lessor and _____ hereinafter referred to as the Lessee.

Date of Usage: _____

Time of Usage: From _____ To _____

Type of Event: _____

Upon signing this contract, the refundable deposit is due in full and therefore reserves the Civic Center in my name for the date listed above. If the event is different than listed above, the deposit becomes nonrefundable.

Security: The SchuLenburg Police Department is the security authority and payment of officers and completion of the security form can be done at 607 Upton Avenue. Security is required at all events where alcohol is on the premises OR attendance is over 100. Officers will remain on duty during the event and/or when alcohol is being consumed and until the building and grounds are vacated and the doors can be closed. If the reservation is cancelled, Lessee is responsible for contacting the SchuLenburg Police Department for cancellation security. Failure to arrange for Police Security at least 14 days prior to event will constitute grounds for cancellation of an event.

Damages: Lessee agrees to pay for any damages to the center, to its equipment, or furnishings that may occur due to abuse, misuse or neglect during the assigned rental period as determined by the management.

Liability: The City of SchuLenburg will not be held liable or accountable for loss of property or personal injury by Lessee and therefore held harmless from lawsuits, damages, expenses and claims that may occur as the result of renting the Civic Center.

Rules and Regulations: By signing this contract, the Lessee acknowledges that he/she/they have read the contract and all attachments including rental rates and rules regarding rental policies and fully understand the terms and conditions. The Lessee agrees to abide by such rules and regulations and realizes that any violation may affect their ability to rent the Civic Center in the future.

In witness whereof, said City of SchuLenburg and Lessee hereby sign this document willing in good faith the _____ day of _____, 20_____

City of SchuLenburg by: _____

Lessee by: _____

Mailing Address: _____

Phone: _____