Community Center Rental Agreement

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The City Council of the City of Brownsville requires that individuals renting the Brownsville Community Center facilities comply with the following rules and requirements:

A. Agreement & Security deposit: Groups renting these facilities will present a security deposit as per the Rental Rate chart and a signed contract with the City Clerk or the Office Manager at the time they secure the date/s and time/s desired. The rental fee will be due 7 days prior to the date of the event.

B. Arrangements: It is the renter's responsibility to make arrangements with City Personnel to access the building for set up, the event itself, and for cleaning up. Arrangements for access to the center must be made forty-eight (48) hours in advance of the event. Individuals renting the facilities will be allowed to access the center for decorating purposes @12:00 p.m. the day prior to the event date and until 11:00 a.m. the day after the event for clean-up!

C. Homeowners Insurance: If serving alcoholic beverages this insurance policy is REQUIRED. Renters planning to serve alcoholic beverages must furnish a copy of their Homeowner's Liability Insurance coverage to the City Clerk or the Office Manager 7 days before the date of use.

D. Alcohol: No open containers of alcoholic beverages shall be taken off the premises. The renter is responsible for prohibiting the consumption of alcoholic beverages to individuals under 21.

E. Smoking: This is a NO-smoking facility. No smoking is allowed within the building.

F. Decorating & Clean-up: When renting these facilities, it is the renter's responsibility to remove all possessions, decorations, and garbage from the rented space before leaving the premises. *Helium balloons are not permitted in the building*. All tables and chairs must be returned to where they were initially located. Please do not slide/drag any furniture or heavy equipment across the gym floor. Addition cleaning needed by City employees will be at the rate of $35.00 per hour.

G. Damage of City Property: Individuals renting any of this facility will be responsible for damage to City property due to negligence on the part of the renting party and their guests. The Security Deposit will be returned to the renter within 10 days if it is determined that the renting party met the requirements of this agreement and that no damage has occurred. Damage in excess of the deposit will be billed to the renter!

H. Permits & Security: The renter is responsible for securing any permits that may be required for the event. The renter agrees to allow the premises to be accessible during rental to the Houston County Sheriff Department, Medical Personal, and Community Center Representatives.

I. Cancellation: The Security Deposit will be returned if the event is cancelled ninety (90) days prior to the event date. This deposit will be forfeited if the event is not cancelled (90) ninety days prior to the event!

J. Personal Property & Items Left on Premises: The City of Brownsville is not responsible or liable for any personal property, food, beverages, gifts, decorations, equipment, supplies, or other items brought onto or left at the Community Center before, during, or after the rental period. The renter is solely responsible for the care, security, and removal of all personal property belonging to the renter and their guests. Any items left in the building or on the premises are left at the renter's own risk. The city assumes no responsibility for lost, stolen, damaged, or discarded items.

Individuals renting the facilities @ the event fee rate will be allowed to access the center for decorating purposes @12:00 p.m. the day prior to the event date and until 11:00 a.m. the day after the event for clean-up!

***Any extra hours/days will require an additional payment of $100.00 per day. ***

I have read & agree to the above stated conditions regarding the rental of Brownsville Community Center:

I have included a security deposit of $_____, for the rental of the following space/s:

___ Gym & Kitchen ___ Front Room ___ Front Room w/ Kitchen ___ Council Room

I will pay the Rental Fee of $ _____ on or before _____

____ We will not be serving alcoholic beverages.

____ We will be serving alcoholic beverages. A copy of my Homeowner's Liability Insurance coverage is attached to this contract.

Printed Name of Person Responsible: _____

Address of Person Responsible: _____

Purpose for Rental:_____

Date/s of Rental: From:_____Thru:_____

Cell Phone: _____Land Line: _____

Email Address:_____

Signature:_____Date:_____

Additional Notes:_____

_____

_____

_____

_____

Brownsville Community Center Rental Rates

Resident Rental Event Fees:	Resident DAILY Rental Fees:
Gym & Kitchen: $350.00 Rental Fee $150.00 Security Deposit	**Gym & Kitchen:** $150.00 Rental Fee $150.00 Security Deposit
	Front Room: $40.00 Rental Fee $50.00 Security Deposit
	Front Room w/ Kitchen: $60.00 Rental Fee $50.00 Security Deposit
	Council Room: $40.00 Rental Fee $40.00 Security Deposit

Non-Resident Event Fee	Non-Resident DAILY Rental Fee
Gym & Kitchen: $650.00 Rental Fee $200.00 Security Deposit	**Gym & Kitchen:** $375.00 Rental Fee $200.00 Security Deposit
	Front Room: $100.00 Rental Fee $50.00 Security Deposit
	Front Room w/ Kitchen: $140.00 Rental Fee $50.00 Security Deposit
	Council Room: $100.00 Rental Fee $40.00 Security Deposit

Rental Info. & Room Fire Capacity

Gym-500 people; Gym Dimensions 67x100 Ft.

44 White tables (8Ft.) & 380 Chairs located in Gym

Front Room-50 people; Council Room-50 people

- **Tables and chairs may NOT be moved from room to room.**
- **If additional tables and/or chairs are needed for an event, the renter is responsible for accessing them via another vendor.**
- **Seating may NOT exceed the Room Capacity via order of the State Fire Marshal.**
- **The entrance lobby area is for access purposes and is not used for any other purpose.**