



## City of West Community Center

200 Tokio Rd  
West, TX 76691  
254-826-5351

### Rental Agreement

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RENTER/CONTACT PERSON'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ DRIVER'S LICENSE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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REQUESTED RENTAL DATE: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_ Maximum Capacity is 250 people

TIME OF EVENT: Start: \_\_\_\_\_ End: \_\_\_\_\_ ALCOHOL PRESENT:  Yes  No

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#### Rate Schedule

Up to 4 hours: .....\$250.00  
4 hours and up: ..... \$500.00  
Clean-Up Deposit: (refundable).....\$150.00  
Security Fee for Alcohol on premise: .....\$50.00/per hour

Any organization wishing to sign an agreement for regular weekly, semi-monthly or monthly use need to make arrangements with City Hall.

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## **Policies and Procedures**

### **Booking Terms:**

- Clean-Up Deposit of \$150.00 must be received in full at the time of reservation.
- All rental fees must be paid in full no later than two (2) weeks before the scheduled event.
- Deposit is refundable after the final inspection of the Center has been completed by City staff. Refund is contingent upon any damage or excessive mess and with the approval of the City Administrator or his/her designee, the deposit shall be mailed to the person and address listed on page one (1) of this agreement within three (3) weeks.

### **Clean-Up/Damages to Center:**

Any malicious damage caused by the renter and/or their guest will be repaired by the City and charged to the renter at the current market rate. Renter is responsible for clean-up of all decorations, tables, sweeping and trash removal. If the renter requests the Center to be cleaned by the City and the Clean-Up payment (\$150.00) is made, the following directives must still be complied with.

1. Clean kitchen thoroughly if used.
2. Turn off all lighting (including restrooms) except for one row of lights in the main area.
3. Turn off all air conditioning or heating.
4. Return tables, chairs, and furnishings to original places.
5. Lock and secure all doors.

### **Decorating:**

- If the Center has not been previously booked for another function, the renter may decorate the Center on the day before at a time arranged by the City. All decorations must be completely removed immediately after the function.
- No tables or chairs are to be removed from the building.
- No dragging tables and/or chairs across the floor.

### **Prohibited Decorations:**

- No foreign substances, such as dance wax, glitter, hay, sand, bird seed, rice, confetti, etc.
- All candles must be enclosed in glass.
- No nails, sticky tack, thumb tacks, or staples permitted; however, clear tape or Command Strips/Hooks can be used.
- No duct tape permitted on floors or tables.
- No smoke machines, fog machines or pyrotechnics of any kind are authorized.
- No bubbles

Hours of Operation:

The renter will be given a code (sent via text message to the phone number listed on the agreement) to the South entrance kitchen door. Your door code will only be valid during the hours agreed upon in this rental agreement for partial day rentals, and for all-day rentals the hours of operation is 9:00 a.m. until 12:00 midnight on Fridays and Saturdays, and 11:00 p.m. all other weekdays and Sundays. The front door to the Center can be unlocked and locked from the interior.

Security:

For any event where there will be alcoholic beverages on premise a security guard shall be present. 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 are locked. Contact West Police Department 254-826-5311 to make arrangements for an off-duty officer to serve as security for your event. The off-duty officer will be paid hourly by the renter. The hourly rate is fifty (50) dollars per hour. Failure to arrange for police security at least 14 days prior to the event will constitute grounds for cancellation. The renter is responsible for providing city hall with the name of the off-duty officer hired for security purposes.

Liability:

The City of West 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 the renting the Community Center.

I, the undersigned have read, understand, and will abide by the rules set forth by the City of West and the West Community Center and take full responsibility for any damages, injuries, and/or death that occur during my event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date