



## Rental Agreement

This Civic Center Rental, Reservation, and Release are made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the undersigned, herein referred to as "the renter"

Renter's Name(s): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Event: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternative Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Purpose for ballroom: \_\_\_\_\_ # of Guests attending: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End: \_\_\_\_\_

Meal: \_\_\_\_\_ Bar \_\_\_\_\_ Entertainment \_\_\_\_\_

ROOM	<i>Room Capacity Guests seated</i>	<i>Room Capacity Guests reception</i>	<i>Rental Fee</i>	<i>Setup Fee</i>	<i>Cleaning Fee</i>
<b><i>Civic Center Ballroom</i></b>					
Main Hall (full) *	275	400	\$750	\$200	\$100
Main hall (half) *	125	200	\$375	\$100	\$50
Lobby Area			\$150	\$50	\$25
<b><i>Meeting Rooms</i></b>					
Centennial	10	10	\$50	-0-	\$10
Edward Jones	10	10	\$50	-0-	\$10
Mayer	15	15	\$50	\$15	\$10

\*See Page 4 for additional occupancy limits

## Rental & General Policy

The Plainview Country Club shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes, strikes or accidents. Or government (Federal, State, and Municipal) regulations of, restrictions upon travel, transportation, non-availability of food, beverages, supplies, riots, national emergencies or acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the ballroom, preventing or interfering with the ballroom's performance.

1. **Plainview Civic Center and operations manager reserve the right to cancel agreements for non-payment, or for non-compliance with any of the rules, terms and conditions. If the agreement is canceled for any of the aforementioned reasons, the renter waives the right to a refund of any monies paid.**
2. **Full Payment of room rental and any other items rented through Plainview Country Club are due (10) ten business days prior to the event.**
3. All rooms and kitchen must be entirely vacated by the contracted ending time. This includes all guests, caterers and disc jockeys.
4. All events require security from the time that guests are allowed in until the conclusion of the event.
5. **No date or space will be considered CONFIRMED without a 50% room rental down payment (deposit) and a signed contract.**
6. **All Cancellations must be in writing to receive a refund of deposit. You must cancel sixty (60) days prior to your event date. It shall be the responsibility of the renter to submit to the Operations manager of the Civic Center in writing. Any event booked less than 60 days before the date of the event waive the right to any refund of the deposit.**
7. Renters must be at least 18 years of age.
8. Flammable liquids such as, but not limited to, gasoline, kerosene, bottled gas and oil are prohibited.
9. The renter shall not use the premises for any illegal purpose. The Civic Center management has the right to terminate the event prior to completion if any illegal activity is present. This includes renters or guests of the renter. The following are strictly prohibited:
  - a. use of illegal drugs or controlled substances,
  - b. lewd conduct,
  - c. rowdiness, brawling or fighting,
  - d. Gambling,
  - e. distribution of alcohol or consumption of alcohol by minors,
  - f. unauthorized alcohol brought into the facility.

\_\_\_\_\_ *initials*

### General Information

1. Renters and their agents may enter the building for preparing and decorating for the event only after 10 a.m. the day of the event.
2. All articles brought into the building by the renter or their guests or contractors must be removed by the events end by the renter or agent designated by renter.
3. Plainview Civic Center and their operations management are not responsible for any equipment or property which is lost or damaged before, during, or after an event. Any equipment or property left after the specific rental time is subject to disposal.
4. The sidewalks, walkways, corridors, passages, exits, entrances of the Civic Center shall not be obstructed or used for any purpose other than for ingress and egress to and from the Civic Center ballroom.
5. Room rental fees are based upon time, room size and total food and beverage revenue. A labor charge of \$100.00 will be assessed on banquets fewer than 25 attendees.
6. **A 15% service charge is applicable plus 8.25% state tax on all food, beverage and miscellaneous items.**

### Cash/Host Bar

1. **Rental of a Cash Bar \$175.00 (amount due 10 business days before the event) which includes setup fee.**
2. **The Cash/Host Bar will not open before 7:00 p.m. and will do last call no later than 11:30 p.m.**

### Cleaning Agreement Ballroom

1. Remove all decorations from the Ballroom.
2. Remove personal belongings; **no next-day pick up is allowed.**
3. There is a **\$100.00 cleaning fee due (10) ten business days before the date of the event.** In ballroom, all materials belonging to the renter are removed after the event. Any damage accessed by the renter or any guest of the renter shall be charge to the customer. (Please visit with event agent for more details)
4. We will provide each event with (4) waste containers. All trash will need to be placed in the waste container, (these liners are to be used for trash only) No trash liners will be given for any other use.

### Security Requirements

The Civic Center reserves the right to require security guards for any function, at the expense of the renter.

1. Events will require security from the time guests arrive until the conclusion of the event.
2. Events that **do not** include alcohol consumption require (1) one security guard per every 200 guests.
3. Events that **do** include alcohol consumption require (1) one security guard per every 100 guests.
4. The managing office for the Civic Center will contract security for the event and the renter will be charged for the security at a rate of **\$30 per hour per each security officer. (rate effective as of January 1, 2013)**
5. Fees for security are calculated by bar start time until midnight.

### Decorating

1. Renter's can begin decorating and preparing for the event beginning at 10 a.m. the day of the event unless other arrangements are made.
2. Any third-party rental items must be removed from the facility immediately following the event.
3. Throwing rice, birdseed, confetti, or sparklers (fireworks) inside or outside the facility is NOT permitted. Any other "celebration materials" need to be approved by the Civic Center operations management.
4. No nails, staples, glue, or anything that penetrates the wall or floors should be used in the facility.
5. Candles permitted only in votives or hurricane style enclosures. \* please see operations manager for approval\*
6. Evening rentals can expect the ballroom available no earlier than 10 a.m. on the day of the event. If renter requires the ballroom earlier than that, renter will need to arrange to reserve the room the day before for an additional fee of **50% of the full rental fee.**

### Catering of Food & Beverage

The attendance must be specified ten (10) business days prior to your function. This number will be considered a guarantee, not subject to reduction. You will be charged for the guarantee number attending.

Any function catered by Plainview Country Club that involves a buffet type setting will be limited to a *two (2) hour* service time unless prior arrangements are made. **No food or drinks will be allowed to be taken off premise. Any special alcohol ordered for an event CANNOT be refunded or taken off premises. Please take this into consideration when purchasing alcohol for your event.**

The Plainview Civic Center offers an Open Catering policy. This policy allows the contracting party to solicit from any of the caterers that have all the following requirements:

- Have a current valid health department permit,
- Have proof of insurance (liability),
- Prepare all foods in facilities and transport in containers that meet Texas Department of Health standards,
- Are in good standing with the Plainview Civic Center.

Caterers can only provide food and non-alcoholic beverages to any function booked at the Civic Center or Meeting rooms. The caterers will be subject to a **15% service charge** for the pre-tax total of the food and beverage catered. This service fee provides access to catering kitchen facilities, ice, ovens, warmers, refrigeration, and prep areas.

Any prospective caterer may apply to become an approved caterer by the Plainview Civic Center by presenting proof of the required items.

**Cake for the event will be the ONLY item allowed that is not through an approved caterer.**

**If cake is brought in by the Renter, all plates/silverware/napkins/or other needed items for service of cake, must also be brought by the Renter unless prior arrangements are made by the Renter to rent such items from the Civic Center.**

Any special requirements for dietary or religious preferences will need to be discussed with the catering department.

1. The Plainview Civic Center allocates (2) two 8ft tables and (1) 6ft table for any outside caterer. Any other tables needed can be arranging to be brought in by your caterer or discussed with the Civic Center managing office.
2. It is the client's responsibility to inform the managing office of whom the event caterer will be and how many people for which your caterer is providing.
3. The client will need to also make sure that the hired caterers contact the managing office at least (10) ten business days prior to the event to fill out the caterer's function form.
4. Please make sure that the caterer understands any changes to the floor plan & set up need to be done through the client and the managing office. This helps to ensure that our client receives the proper setup for the event.
5. Client will need to provide a copy of the invoice from any outside caterer that includes the total before taxes.

## Capacity

Full Ballroom with dance floor and bar
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Seated meal table served	275 people
Seated meal buffet	250 people

Full Ballroom no dance floor or bar
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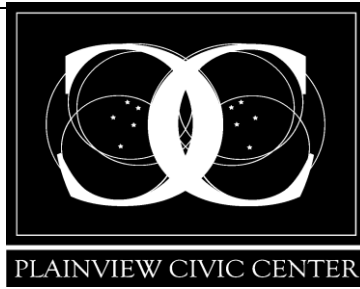
Reception no seating with food tables	400 people
Seated meal with table service	300 people
Seated meal with buffet	280 people

Half Ballroom with dance floor and bar
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Seated meal with table service	100 people
Seated meal with buffet	80people

Half Ballroom no dance floor or bar
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Reception no seating with food tables	200 people
Seated meal with table service	125 people
Seated meal with buffet	100 people



## **Terms & Conditions for Civic Center Event**

A \$375.00 full ballroom deposit is required to secure your date. This deposit will be applied to your event balance. Other rental and setup charges will be due no later than **10 days prior** to your event date.

In cases of cancellation, please see cancellation section of contract.

In arranging for your function, the expected attendance must be specified at the time of reservation. The guaranteed number of guests is required **10 business days prior** to your event, at which time we will prepare an estimate of the balance that is due.

Your menu selection must also be confirmed no later than **10 business days prior** to your event. The balance for all food costs must be paid no later than this time as well.

Please contact our Catering Manager before making your entrée selection(s).  
All prices are subject to 15% Service Charge & Texas State Sales Tax.

Arrangements must be made concerning the delivery of flowers, bakery items, etc. and the time of the arrival of any entertainment. The name and phone number of the entertainment must be provided to our catering manager.

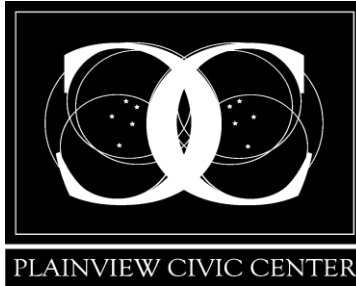
If an outside caterer is used for an event (please see rental contract for details), there will be a 15% catering surcharge, **paid to PCC by the caterer**, and the caterer must fill out a catering contract no later than **3 weeks prior** to your event date.

The information and detailed specifications as outlined per this contract are approved and accepted.

Guests Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Signing of this agreement indicated that all aspects of the rental have been discussed and understood, also indicated that the customer will abide by all regulations of the rental. Renter assumes all liability for the conduct of the renter guests and for damages incurred while Civic Center is reserved in renter's name.



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Print Renter Name

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Civic Center Agent

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Signature of Renter                      Date

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Civic Center Agent Signature    Date