

Texas Station Event Center
Physical address (USE FOR INVITATIONS):
305 Old Fort Gates Rd - Gatesville, TX 76528

RENTAL AGREEMENT

NAME of TENANT:

EMAIL ADDRESS:

PHONE: _

DATES and HOURS:

EVENT DESCRIPTION (including approx. number of people):

RESPONSIBLE PERSON:

RULES:

* TENANT will determine whether alcohol will be allowed during the Event. **A security/service fee are required either way.** Tenant agrees that all alcohol shall be handled in compliance with the laws of the State of Texas and regulations of the Texas Alcohol Beverage Commission. No alcohol may be sold at TSEC and it is not responsible for intoxicated guests. TSEC is not the host of any event. Tenant will be solely liable and responsible for providing and arranging for the safety and welfare of its guests including any intoxicated guests. Tenant knows that serving alcohol presents certain risks and Tenant is solely responsible for those risks.

* **Music needs to be off 11:30PM UNLESS otherwise noted in contract and everyone out by midnight except cleaning crew.**

* Tenant is solely responsible for the conduct of all individuals present during the Event. Guest conduct that causes any harm to TSEC can and will lead to the loss of any deposit. **NO FLYING OBJECTS, BOUNCY BALLS, ETC ALLOWED INSIDE FACILITY.** Tenant shall insure that no animals are brought to TSEC and that all children are always supervised.

* Tenant understands that that the rental agreement covers the event center and parking areas only. Guests are not allowed at the personal residence. Tenant is solely responsible for the parking area. All vehicles including catering and delivery vehicles must remain in this designated area. TSEC is not liable to anyone for damage to any vehicle. Tenant understands and accepts responsibility for all damage to any vehicles in the parking lot.

*Tenant is responsible for leaving the event center cleaned and vacated by the stated ending time of the event. This includes but is not limited to setting up and putting away all tables and chairs, cleaning all litter including cigarette butts from the parking lot, bagging all trash and putting it in designated area, (contact management at the time of your event,) and cleaning TSEC per signed cleaning list signed by tenant. TSEC will provide a cleaning crew fee if requested at the time of signing this Agreement. After the Event, TSEC will inspect the property using the form attached hereto. Any damages noted will be deducted as shown and the balance of the deposit refunded.

* Tenant can decorate TSEC but Tenant is solely responsible for its personal property and for the damage to TSEC. Absolutely **DO NOT TAPE ANYTHING TO ANTIQUE SIGNS OR PROPS OWNED BY TSEC.** NO GLITTER OR GLUE will be used on any TSEC property. **IF CONFETTI IS USED, THAT HAS TO ALL BE CLEANED AND PICKED UP.** Decorations may be placed on the walls with tacks and staples, but they must be completely removed. If any

property belonging to TSEC is damaged or missing, Tenant will be solely responsible. Tenant takes sole responsibility for any damages caused to anyone while decorating or cleaning the TSEC facility. **BRIDAL SUITE WILL BE THOROUGHLY INSPECTED. NO COLORED BEVERAGES ALLOWED IN THE SUITE. ALSO, BE CAUTIOUS OF SPRAY TANS AND SITTING ON THE PROVIDED COUCH, STOOLS, AND CHAIRS.**

* Payment is as follows:

SILO:

Refundable deposit: \$

Rental Agreement: \$

Clean Up Crew Fee: \$

THIS DOES NOT INCLUDE CLEANING UP CONFETTI OR OUTSIDE TRASH THAT NEEDS TO BE PICKED UP. ALL WHITE TABLES AND CHAIRS BROUGHT OUTSIDE, NEED TO BE PUT BACK INSIDE.

Service/Security Fee(non- refundable):

Balance Paid Today: \$

Remaining Balance of : \$ Due on:

***If the event is cancelled within six months of the contract date, all payments made will be forfeited. If the event is cancelled prior to six months of the date of event on contract, we will honor your payments towards an event at TSEC within the year of contract signed. If the Remaining Balance is not paid when due (six months before the event date,) the event will be cancelled, and the prior payment and deposit forfeited.**

* By signing below and being designated above as the responsible person, I acknowledge that I will attend TSEC at all times associated with the Event including set up and clean up. I am personally responsible for any damages and for the rental payments still due, if any. If I cannot be always present for the event, then I will designate in writing a substitute acceptable to TSEC.

* I have read this entire agreement. I understand that TSEC has said throughout that it is not liable for any losses that may occur to anybody as a result of Tenant's use of the facility. I understand what that means. Even if TSEC could or should have done something to prevent a loss, Tenant is assuming all the risk and responsibility. Tenant has inspected the property and is satisfied that it is suitable for its use.

AGREED: _____

Individually and for _____

Dated: _____

MAILING ADDRESS 4604 S. Hwy 36 – Gatesville, TX 76528

PHYSICAL ADDRESS TO EVENT CENTER

305 OLD FORT GATES RD

GATESVILLE, TX 76528

FOR QUESTIONS/CONCERNS CONTACT:

KAYLIE MENDEZ, MANAGER

254-223-4445 OR KAYLIE4287@YAHOO.COM