

**HOUSTON CLINTON HALL
RENTAL GUIDELINES/PROCEDURES
FACILITY RENTAL AGREEMENT**

Houston Clinton Hall:

\$500 Rental fee

\$325 Current member

\$500 Deposit must be in cash or money order refunded no later than 10 days

\$100 Director (one time per calendar year for nonprofit)

- You may set up early the evening before the rental date for a \$250 charge, depending on the booking schedule.
- You may only use the area(s) you have rented. Please stay in the rented area or risk the loss of your deposit.

Meeting Hall Occupancy:

Dance Floor 542

Chair Only 387

Tables/Chairs 180

- Meeting room rental is not secured until a signed agreement and the rental fee are paid.
- Cancellations must be given 30 days before the event for a full refund of the deposit amount.
- Special events for the entire facility must come before the board.

Included in rental:

16 Round Tables 72" and seating provided for 120

Restrooms

Electricity

Heat and/or Air Conditioning

Water

Lights

Kitchen

Outside Patio/Dance Slab

Extra Options:

RV Hook-ups - \$40

Vendor Hook-ups - \$75

Barn Rental - \$200

Arena Rental (no lights) - \$200

Arena Rental (with lights) - \$250

Arena Drag during event - \$100

Early set up fee: \$250

Rules of the Burnet County Rodeo Facility:

- No glass containers.
- No smoking in the meeting room, restroom, or kitchen.
- No helium or propane tanks inside the buildings.
- No fireworks on the premises.
- No firearms or lethal weapons.
- No outside toiletries.
- No change in electrical unless approved by the board.
- You must be 21 or older to rent the facility.
- Lights must all be turned off before leaving.
- No underage drinking or illegal drugs.
- No subleasing of premises is allowed.
- The renter must be present at all times.
- Nothing attached to the ceiling without permission.

- No loose balloons or candles.
- All doors and windows must remain closed while AC and/or heating units are operating.
- No lewd or offensive behavior will be tolerated. This will result in eviction of property and/or loss of deposit.
- Access to grounds at 7:00 AM – must clean up and evacuated by 1:00 AM unless other arrangements have been made by the board.
- Rental is for designated areas only – infringement on any other area may result in loss of deposit.
- The facility must be left clean, trash dumped in dumpsters, the kitchen and bathrooms cleaned, and the floors mopped and swept.
- The renter is responsible for all individuals who utilize the facility during the rental and is responsible for the behavior of the individuals. You must report all damages to the groundskeeper or board member immediately. Failure to do so can result in loss of deposit.
- A final walk-through of the event will be required before the deposit is returned.
- *Multi-Purpose facility – only the areas that have been reserved are to be used. **Damages will be assessed at the cost of repair at the going rate. Damages will be paid from the deposit of up to \$500. The renter will pay additional damages no less than 15 days after repairs are completed.
- All personal items must be removed by 1:00 AM on the rental date. Failure to do so may result in the loss of the deposit unless the board has made other arrangements.

The Renter is responsible for providing the money for security, whether alcohol is present or not, at the fairgrounds, and the board will have final say on whether to waive the security requirement at any time. For every fifty (50) people after ninety-nine (99) people, another security officer is required to be paid for. If this requirement is not done, you will forfeit your deposit.

- Two security officers for 1-99 people
- Three security officers for 100 – 149 people
- Four security officers for 150 – 199 people
- Five security officers for 200 – 249 people
- Six security officers for 250 – 299 people.
- 4-hour minimum per officer at \$55.00 per hour must be paid by cash at the beginning.
- Special events may require extra security.

➤ **NO CONSUMPTION OF ALCOHOL IF SECURITY IS NOT PRESENT – YOUR DEPOSIT WILL BE FORFEITED IF THIS IS NOT MET.**

The renter will be provided security via Brent Nichols or other Burnet County Rodeo Association Board of Directors at the facility's rental time.

**HOUSTON CLINTON HALL
FACILITY CHECKLIST**

FIRST WALK THROUGH:

| | |
|---------------------|---|
| Meeting Room | <input type="checkbox"/> Fans |
| | <input type="checkbox"/> Walls |
| | <input type="checkbox"/> Windows |
| | <input type="checkbox"/> Floors |
| | <input type="checkbox"/> Porch |
| | <input type="checkbox"/> Trash |
| Kitchen | <input type="checkbox"/> Windows |
| | <input type="checkbox"/> Refrigerator / Freezer |
| | <input type="checkbox"/> Counters |
| | <input type="checkbox"/> Floors |
| | <input type="checkbox"/> Trash |
| Bathrooms | <input type="checkbox"/> Toilets |
| | <input type="checkbox"/> Mirrors |
| | <input type="checkbox"/> Sinks |
| | <input type="checkbox"/> Floors |
| General | <input type="checkbox"/> Doors |
| | <input type="checkbox"/> Tables |
| | <input type="checkbox"/> Chairs |
| | <input type="checkbox"/> Air Conditioner / Heat |

FINAL WALK THROUGH:

| | |
|---------------------|---|
| Meeting Room | <input type="checkbox"/> Fans |
| | <input type="checkbox"/> Walls |
| | <input type="checkbox"/> Windows |
| | <input type="checkbox"/> Floors |
| | <input type="checkbox"/> Porch |
| | <input type="checkbox"/> Trash |
| Kitchen | <input type="checkbox"/> Windows |
| | <input type="checkbox"/> Refrigerator / Freezer |
| | <input type="checkbox"/> Counters |
| | <input type="checkbox"/> Floors |
| | <input type="checkbox"/> Trash |
| Bathrooms | <input type="checkbox"/> Toilets |
| | <input type="checkbox"/> Mirrors |
| | <input type="checkbox"/> Sinks |
| | <input type="checkbox"/> Floors |
| General | <input type="checkbox"/> Doors |
| | <input type="checkbox"/> Tables |
| | <input type="checkbox"/> Chairs |
| | <input type="checkbox"/> Air Conditioner / Heat |

During the original walk-through, look for any damage before taking possession of the key. Any damage you want to bring to our attention must be in writing and signed before the rental begins. A final walk-through will be conducted to make sure everything is returned and in its original condition.

Comments:

Renters Signature

Renters Signature

Signature Board of Director/Representative

Signature Board of Director/Representative

HOUSTON CLINTON HALL / PO BOX 153 / BURNET, TEXAS 78611

Facility Rental Agreement

Name of group or person renting facilities ("Renter"): _____

Responsible Person (for payment & compliance): _____

Billing Address: _____ City: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Resident of Burnet County? _____ Type of Group _____

Contact Person (if different from above): _____

Date(s) of Rental: _____

Beginning Time: _____ Ending Time: _____

(For this agreement, a day shall be from 7:00 a.m. until 1:00 a.m. the following morning)

Function (describe the number of guests and the activities proposed):

Will alcohol be served or present? _____

If yes, who will provide security? _____

By signing below, I hereby agree that I have received a copy of the rules and regulations incorporated herein as though fully transcribed herein. I agree that I shall indemnify and hold the Burnet County Rodeo Association and Board of Directors harmless as provided in the rules and regulations. I have read and understand the rules and regulations for the use of the Facility and agree with the conditions for the use found in this agreement and the rules and regulations, as amended, including the return of the deposit policy. I assume all responsibility for the condition of the Facility and agree with the conditions for use and the return of my deposit.

Signature (Responsible Party) Date: _____ / _____ / 20____

Burnet County Rodeo Association Board of Director / Representative Date: _____ / _____ / 20____

\$ _____ \$ _____ Date: _____ / _____ / 20____
Deposit Received: CA/ CH / MO Deposit Received

Signature of Director / Representative Burnet County Rodeo Association

Deposit Reimbursed back to Renter: _____ Date: _____ / _____ / 20____