

Stonewall Chamber of Commerce (SCC) Rental Agreement

RENTER INFORMATION: (please print)

Event Name: _____

Mailing Address: _____

Street/PO Box City State Zip

Primary Phone: _____ Alternate Phone: _____

FAX Number: _____ Email Address: _____

Contact Person: _____ Contact Number: _____

EVENT INFORMATION (please print)

Date & Time of Event: _____ Number of People: _____

Rental

Chamber Hall w/ Kitchen and Pavilion-\$350.00 per day _____
Walk-in Cooler & Bar Area \$100.00 per day _____
Stage w/dance floor & Outside restrooms-\$100.00 per day _____
Arena & Outside restrooms-\$300.00 per day _____
Full grounds- based on event _____

Additional Cost

PortaCooler- \$100.00 per day _____
Outside restrooms- \$75.00 per day _____
Total Due: _____
Deposit Paid: _____
Balance Due: _____

(Contract covers only designated facilities or areas. Any use of other facilities or areas must be approved prior to Event and will be billed at current rates.)

TERMS AND CONDITIONS (Please read and initial each item)

- 1. To reserve Event date, a 50% deposit of \$_____ must be submitted with signed contract. Date is not reserved until signed contract and deposit have been received by SCC. The rental deposit is non-refundable if Renter cancels the Event less than four weeks prior to the Event. _____ (initials)
2. A damage/cleaning deposit of \$175.00 is also required. This deposit will be refunded after the Event if there are no damages to the property and no additional cleanup is required (see Item 11). Renter is responsible for any damages by guests or associates. _____ (initials)
3. Remaining rental fees, damage deposit, are due five (5) days prior to the Event. Renter will be invoiced for all other additional costs at close of Event. Invoice is due upon receipt. _____ (initials)

4. Rental fees cover the use of the designated facilities or areas, available SCC owned 8' x 39" regular tables, folding chairs, and wooden picnic tables. All other decorations or furnishings are the responsibility of the Renter at Renter's expense. _____ (initials)
5. Rental fees include the use of one (1) dumpster located on the west side of the Chamber building. _____ (initials)
6. Rented facilities or areas will be available to Renter and their associates one day prior to the event date. A \$20.00 per day fee will be charged for early set-up. Use of lights is included during the day prior to the Event Any access to the facilities other than the day before the event, must be scheduled in advance and may require additional charges, including but not limited to, Security fees. _____ (initials)
7. Rented facilities will be cleaned **once** before the Event. After the initial clean, it is the Renter's responsibility for cleaning after decorating and during Event, unless additional cleaning has been arranged as part of the contract. _____ (initials)
8. No stapling, nailing, use of adhesives (including but not limited to glues or tapes), or any other items will be allowed to any portion of walls, floors or equipment in any area, including restrooms. _____ (initials)
9. Hall kitchen may be used for warming, set-up, and storage during Event, and for **light** cooking and food preparation. Kitchen must be cleaned and returned to its original condition. Please do not put food down the kitchen sink. Renter is responsible for all clean up in the kitchen during and after the Event. _____ (initials)
10. Renter will remove all personal property at the end of the Event. SCC is not responsible for damage or loss of items left after the end of the Event. _____ (initials)
11. **SCC will be responsible for take down of tables and chairs after the Event.** Basic cleanup covers wiping down of tables and chairs, sweeping, mopping of major spills, emptying trash barrels and cleaning restrooms. Renter is responsible for picking up all Event related trash in and around rented areas. This includes the parking lots. No liquids, oils, or other food wastes are to be discarded on SCC grounds. Use appropriate disposal methods. Additional cleaning done by SCC will result in loss of cleaning deposit. _____ (initials)
12. **Renter agrees that this Event will end at midnight.** Security will remain until clean-up is complete. Renter is responsible for providing enough assistance to complete clean up after event. _____ (initials)
13. Alcohol may not be sold. **No glass containers are permitted.** _____ (initials)
14. No fireworks, including sparklers, may be discharged or used on SCC property. _____ (initials)
15. No pets allowed inside SCC grounds; service animals only. _____ (initials)
16. **Renter is responsible for conveying terms and conditions of Rental Agreement to all parties associated with the planning and execution of the Event.** _____ (initials)

SECURITY & INSURANCE

1. All Events must have security guards present throughout the Event, and until the Renter leaves the SCC grounds. 1 Security guard for every 100 people is required. Security must be contacted immediately upon execution of agreement at the Renters expense, and the SCC must then be notified of the security service being used by the Renter at 830-644-2735 or stonewallchamber@gmail.com. Failure to arrange security will result in the cancellation of the Event. ____ (initials)

2. Renter agrees to indemnify and forever hold harmless the SCC any of its officers, directors, employees or any other agents associated with the SCC from and against any and all claims, liability, and expense for personal injury and/or property damage and/or loss arising from the use of the facilities listed in this agreement, surrounding grounds, parking area, or any other facility owned or control by the SCC. ____ (initials)

3. Renter must provide the SCC with a certificate of insurance with General Liability Insurance of no less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy shall name the Stonewall Chamber of Commerce and their agents and/or employees' as Additional Insured. The policy must also name the Stonewall Chamber of Commerce as the Certificate Holder. ____ (initials)

See Vendor and Rental insurance packet on Join us page.

Kim Baethge, Administrative Assistant
Stonewall Chamber of Commerce
PO Box 1
Stonewall, TX 78671

Renter Signature

Renter Name (please print)

DATE SIGNED: _____

DATE SIGNED: _____