

BOOKING AGREEMENT

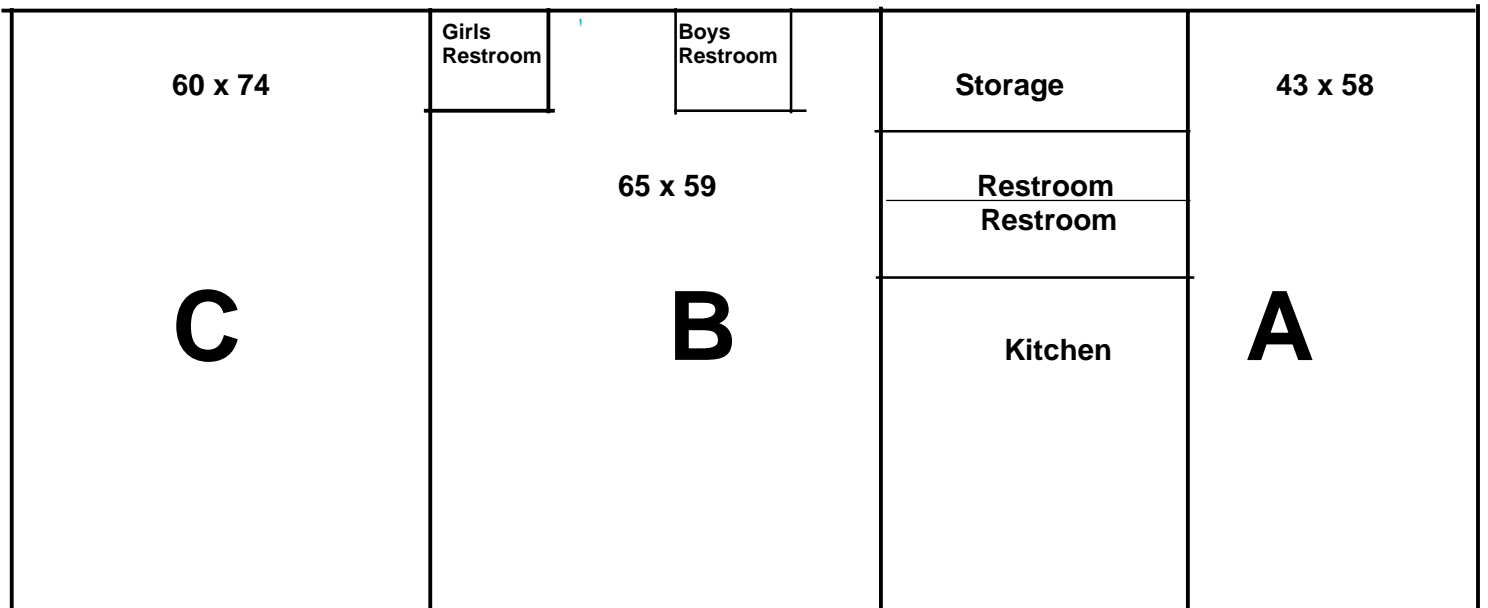
SCHLEICHER COUNTY CIVIC CENTER

427 S. US HWY 277 ELDORADO, TEXAS 76936

BOOKING FEE **\$100.00** (APPLIED TO RENT/DEPOSIT TOTAL) MUST BE PAID ON DATE RESERVATION IS MADE.

| SECTIONS TO BE RENTED | TOTAL RENT | SECURITY/DAMAGE DEPOSIT |
|--------------------------|------------|-------------------------|
| ROOM A + KITCHEN | \$75 .00 | \$300.00 |
| ROOM B + KITCHEN | \$300.00 | \$600.00 |
| ROOM C | \$300.00 | \$600.00 |
| ROOMS A & B + KITCHEN | \$400.00 | \$625.00 |
| ROOMS A, B & C + KITCHEN | \$600.00 | \$700.00 |
| ROOMS B & C + KITCHEN | \$500.00 | \$625.00 |

10,769 sq. ft.



Schleicher County Civic Center

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

PHONE: _____

Sections Rented: _____

Dates Rented: _____

\$100.00 Booking fee will be applied to total.

Total Amount Paid _____

Total Balance Due _____

Make checks payable to **SCHLEICHER COUNTY CIVIC CENTER** (Returned checks will be charged a fee of \$35.00). To avoid loss of booking fee, cancelations must be made at least 15 days prior to the rental reservation.

Alcohol will be present: _____ **YES** _____ **NO**

IF ALCOHOL WILL BE PRESENT YOU WILL NEED TO CONTACT THE SCHLEICHER COUNTY SHERIFF'S DEPARTMENT FOR SECURITY. SECURITY FEE IS \$280.00. THIS MUST BE PAID IN ADVANCE TO OBTAINING A KEY. YOU MUST BRING YOUR PAID RECEIPT WITH YOU WHEN PICKING UP KEY. REFER TO PAGE 4.

The Schleicher County Sheriff's Department or a certified law enforcement officer has the authority to enforce the rules. The Schleicher County Sheriff's Department has the authority to enforce the rules and may close the Civic Center for any violation of the rules.

SCHLEICHER COUNTY FACILITY RULES OF USE

CIVIC CENTER

Reservations can be made at the Schleicher County Courthouse located at 2 South Divide, Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Rentals may not be booked more than a year in advance. All bookings are on a first come first serve basis.

\$100.00 booking fee is required at the time of booking and will be applied to the total rental/deposit fee. The security/cleaning/damage/rental fees are required to be paid in full by the time a key is picked up. There will be a \$35.00 returned check fee. We accept cash, personal checks, money orders and cashier's checks.

Keys may be picked up one (1) day prior to event, granted the facility is not scheduled for a prior day event. **Keys must be returned within three (3) business days after the event.**

***ALL KEYS MUST BE RETURNED TO THE SAME OFFICE YOU RECEIVED THEM FROM. FAILURE TO DO SO WILL RESULT IN A \$10.00 REPLACEMENT FEE TO BE DEDUCTED FROM YOUR DEPOSIT.**

***The deposit will only be returned if there have been no rule violations and the facility is left clean and in good working order. See Rules for clean up on page 4.**

***Deposits may take 2 to 3 weeks to be processed and returned by mail.**

***Minor damages will be charged against the deposit. Major damages will result in loss of entire deposit.**

***Booking fee will not be returned in the event of a cancelation unless notice is given to the Schleicher County Judges Office at least fifteen (15) days prior to reservation date.**

RULES:

****Lessee agrees to pay Lessor all deposits/rental fees, including security and cleaning fees, prior to taking possession of the premises.**

1. Nothing is to be taken from the facility and no loan of equipment is allowed.
2. All events at the Facility must be concluded by 12:00 a.m. (midnight) Sunday through Friday and by 1:00 a.m. on Saturday nights.
3. Alcohol usage will be left to the discretion of Lessee. If alcohol is present, no less than two (2) security officers are required. A receipt from Sheriff's Department will be required as proof when key is picked up.
4. No drinks allowed on the dance floor. **No glass bottles or glass containers** shall be allowed anywhere at the Civic Center. Except in the kitchen area.
5. Decorations: No aluminum or metal confetti is allowed. No free-floating balloons are allowed, they may interfere with the heating and air conditioning systems. No nails, screws, hot glue, tape, duct tape, packing tape or staples may be used on any of the interior walls. Do not tape anything to the speakers, lighting fixtures, ceiling or TV's.
6. There is **NO SMOKING** allowed on the premises.

RULES FOR CLEAN UP:

1. Lessee is responsible for setting up their own tables and chairs.
2. Lessee is responsible for taking down all decorations from walls, tables and chairs.
3. Lessee is responsible for the removal of any food from the stove and refrigerator. Make sure there is no food left behind and that it is properly disposed of in the dumpsters outside.

****Lessee will also need to contact one of the authorized cleaning service employees and set up a cleaning service and payment arrangement. Cleaning personnel are included in this packet on page 6.**

*****If the items stated above are not completed and your Authorized Cleaner has to complete them for you, the additional cost of cleaning will be deducted from your security/damage deposit. Amount deducted unknown until service is complete.**

SECURITY:

If alcohol is allowed a security payment of \$280.00 will need to be paid to the Schleicher County Sheriff's Department. They can be reached at 4 South Divide (325) 853-2737. Lessee will need to provide a receipt of payment from Sheriff's Department prior to obtaining keys to facility.

Lessee agrees they will promptly execute and fulfill all ordinances and regulations of the State, County, City and other Governmental Agencies applicable to the leased premises. All ordinances imposed by the Board of Health, Sanitation, Sheriff's or Police Department of Correction, prevention and abatement of nuisances in connection with said leased premises during the term of the lease, at Lessee's sole expense and cost.

Lessee shall permit Lessor agents, employees and elected officials to enter the leased premises at any time to inspect premises.

Any further inquiries regarding rules can be made at the Schleicher County Judge's Office.

Stacey Ellingwood
(325) 853-2593
2 South Divide
Eldorado, Texas 76936

Schleicher County Facilities

Civic Center

By signing this agreement, I acknowledge I have received a copy of the rules, regulations and cleaning/security requirements, and that I fully understand them.

Lessee Signature: _____

Date: _____

Lessor Signature: _____

Date: _____

OFFICE USE ONLY

SECURITY: _____ INV. # _____

CLEANING SERVICE: _____ INV. # _____

***ALL KEYS MUST BE RETURNED TO THE SAME OFFICE YOU RECEIVED THEM FROM. FAILURE TO DO SO WILL RESULT IN A \$10.00 REPLACEMENT FEE TO BE DEDUCTED FROM YOUR DEPOSIT.**

**Schleicher County Civic Center
427 S. US Highway 277
PO Box 741
Eldorado, TX 76936
(325) 853-2593**

The Schleicher County Commissioners Court now requires that an Authorized Cleaning Service is to be used following your event. It is your responsibility to contact one of the Authorized Cleaning Service Employees, listed below, to make cleaning and payment arrangements prior to your event. Before a key can be issued, the County Judge's Office will need proof of payment and who you will be using.

Authorized Cleaning Service Employees:

**Yolanda Adame
PO Box 963
Eldorado, TX 76936
(325) 277-8477**

**Maria Enriquez
PO Box 963
Eldorado, TX 76936
(325) 834-0632**

In the event of a maintenance emergency there is an Authorized Maintenance Service Employee. Below is the person who can help with any and all building related issues.

Authorized Maintenance Service Employee

**Gene Rojas
PO Box 1031
Eldorado, TX 76936
(325) 650-1923 or (325) 450- 7357**

Civic Center Cleaning Check List for Lessee

- _____ All decorations have been removed from walls?
- _____ All decorations have been removed from tables?
- _____ All decorations have been removed from chairs?
- _____ All food is removed from refrigerator?
- _____ All food is removed from the top of stove and in oven?
- _____ Any and all items brought into Civic Center have been removed?

*****This check list will need to be returned with your key as proof of completion. Refer to page 4, in reference to items not being completed.**

By signing below, I am authorizing the items checked have been completed.

Signature

Authorized Cleaning Service Check list

_____ **Are all items Lessee responsible for completed?**

_____ **Main Building**

- 1. Wipe down tables and chairs; return to carts and store in reserved area.**
- 2. Dust mats outside and bring back in.**
- 3. Clean all glass windows and doors.**
- 4. Wipe down of walls, if stains are present**
- 5. Empty all trash cans. All trash needs to be taken to the outside dumpsters.**
- 6. Sweep and mop floors**

_____ **Kitchen**

- 1. Clean stove tops and ovens.**
- 2. Clean inside of refrigerator and freezer and wipe outside.**
- 3. Clean and wipe down all cabinets and counter tops.**
- 4. Clean and wipe down sinks.**
- 5. Sweep and mop floors.**

_____ **Restrooms**

- 1. Clean mirrors.**
- 2. Clean and wipe down sinks and counter tops.**
- 3. Clean all toilets.**
- 4. Clean all urinals.**
- 5. Clean and wipe down any stains on walls.**
- 6. Sweep and mop floors.**

_____ **Parking Lot**

- 1. Pick up trash around the building**
- 2. Sweep the front entrance**

_____ Are there any damages to tables?

If so _____

_____ Are there any damages to chairs?

If so _____

_____ Are there any damages to the building?

If so _____

Wash out all mop buckets.

Heating and air-conditioning must be reset to 65.

***Any valuables left in building need to be returned to the Lessee or the County Judges Office.**

Please return this form to the County Judges Office within 3 business days of cleaning

Signature