

## TARRANT EVENTS TEC

### RULES AND CONDITIONS FOR USAGE

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*The following policies and procedures for events held at the Tarrant Events Center have been established to promote a safe, secure, and enjoyable environment for all our CLIENTs, patrons, and employees. Any violations of the following policies and procedures may result in termination of your event and removal from the premises of the Tarrant Events Center.*

#### **Audio Visual Equipment:**

Outside audio visual equipment is allowed but will not be supported by TEC. An audio-visual technician may be required for operation of TEC audio visual equipment.

#### **Changes/Requests:**

Changes to the floor plan received within thirty-six (36) hours of this event shall result in additional charges. The TEC reserves the right to charge the CLIENT for excessive, unplanned changes or numerous changes per day. CLIENT is allowed one complimentary set-up per day.

#### **Clean-up:**

All items that are brought onto the TEC's premises by the CLIENT and their vendors shall be removed from TEC at the end of contract date. TEC is not responsible for any items left behind. Any event that may produce excessive amounts of trash i.e. Tradeshow, Expo, etc., shall be required to pay an additional trash and/or recycle fee at the discretion of TEC's Operation Supervisor. Prior to leaving the facility, the CLIENT must check with TEC's Manager On Duty (MOD) that the building has been left in acceptable condition. Any damage beyond normal wear and tear will be subject to an excessive clean-up fee at the prevailing rate.

#### **Fire/Open Flame:**

No open flame is permitted in any part of the facility per Fire Marshal.

#### **Security:**

Uniformed off-duty Police Officers will be required at CLIENT's expense at functions where deemed necessary by the TEC. Arrangements for the hiring, scheduling and payment of the officers are the sole responsibility of the CLIENT. The number of officers in attendance will be determined by the city and TEC. The officer(s) must be contracted to work starting 30 minutes prior to the beginning of the event until the end of the event when the building is secure.

#### **Smoke-Free:**

The TEC has a smoke-free (including e-cigarette) environment policy that is enforced in all areas of the TEC.

**State Sales Tax:**

The State requires sales tax on equipment rental, food and beverage, and labor. Those items are also subject to the prevailing service fee rate. CLIENT must provide a Sales Tax Exemption letter 14 days prior to event.

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**CHILDREN:**

There have been times we have had guests at the complex whose children were not properly supervised. Children under the age of 18 are your complete responsibility. Please know where your children are at all times and make certain that they clearly understand The Rules.

**PLEASE RESPECT NATURE!**

We would greatly appreciate it if persons do not disturb plants, rocks, trees or other natural gifts. Please do not nail anything to trees or hang any ropes, swings or hammocks from tree limbs. Please do not walk or step in flower beds.

**CONTACT PERSON:**

You must designate one individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our on-site coordinator should problems/concerns/questions. (When questions arise, do not designate any member of your bridal party, photographer, caterer, florist or musician as your liaison).

**COURTESY PROTOCOL:**

TEC reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

**DELIVERIES / DELIVERY TRUCKS:**

There is a size limit to the height and length of vehicles entering the complex due to the damage inflicted to our trees. Please coordinate limits with us. We will need to know the delivery dates and times of any rentals, so we can meet them and show them where to drop their rentals.

**ELECTRICAL OUTLETS:**

All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

**DECORATIONS:**

Decorations are limited to table decorations and freestanding items. Other decorations, including banners and streamers, may not be attached to any surface without prior approval of the TEC. Glitter and/or confetti, rice, balloons and potpourri are not allowed in any part of the TEC. Should this policy not be followed an additional charge will be added to the final billing for the clean-up of this material as determined by the TEC's management.

Note – The only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples are not permitted at any location.

Note – The use of birdseed is permitted only outside for wedding and reception farewells. Rice, confetti, flower petals, balloons, glitter fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the facilities.

ALL DECORATIONS MUST BE APPROVED BY TEC.

**GUESTS:**

Please keep in mind when inviting Guests to your event, that you are inviting them to our home. We will expect visitors to conduct themselves in a mature, responsible and respectful manner.

**MUSIC AND ENTERTAINMENT:**

Due to the proximity of TEC to the local neighborhood, sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. Any complaints from neighbors or other parties may require the levels to be reduced. TEC reserves the right to require CLIENT(s) to cease the music it deems inappropriate, in its sole discretion. TEC also reserves the right to require the CLIENT(s) to lower the sound level or cease playing music, in its sole discretion.

**PARKING:**

Parking is available at the designated areas. Handicap accessible parking spaces are provided at the posted areas.

**PETS:**

Pet owners assume full responsibility for their pets. TEC cannot be held liable for any incidents or injury. Attendees accept full responsibility for any risks to themselves and their pets.

- Pets must be on a leash.
- You must clean up after your pet. Please bring poop bags.
- Pet friendly events can be inside or outside
- Pet must be current on rabies vaccinations.
- Event organizers reserve the right to eject any aggressive or obviously ill animal.

**PHOTOGRAPHY:**

We reserve the right for each CLIENT the opportunity to use any area of the complex for wedding/reception photograph sessions. All times for utilization of different areas at TEC will be coordinated with the schedule for each venue’s CLIENT. We also reserve the right to use any photographs or other media reproductions of an event in our publicity and advertising materials.

**RENTAL SPACE CHANGES:**

Any contents or furniture movement must be pre-approved by TEC. It is the CLIENT’s responsibility to restore all areas to their original appearance. Placements of tables, tents, live music, catering equipment, etc., must also be approved by TEC planning staff.

**SIGNAGE:**

You may post your group’s sign or hang balloons at the front entrance, but please do NOT attach anything to or cover up our entrance sign, or nail or screw anything to the trees.

**TABLES AND CHAIRS:** TEC is providing tables and chairs as part of our rental package, unless noted otherwise. We have over 250 chairs with comparable numbers of tables to accommodate our venue occupancies. The 60-inch diameter round tables seats 8 to 10.

I have read and understand the policies concerning events held at TEC. I agree to uphold them and ensure that contractors and members of the event party, will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_