

TARRANT EVENTS CENTER

RENTAL AGREEMENT

This contract defines the terms and conditions under which the Tarrant Events Center (hereinafter referred to as TEC), and _____ (hereafter referred to as the Client) agree to the Client's use on _____ (event date).

This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by a TEC representative and the Client.

Client Information

Client Name(s): _____

Address: _____

Telephone #: (W) _____ (C) _____

Email Address: _____

Contact Person Name: _____

Phone: _____

Approximate Number of Guests: _____

Type of Event: _____

Date of Event: _____

Time of Event: _____

The venue/s described above has been reserved for you for the date and time stipulated. Please note that the hours assigned to your event include all set-up and all clean-up, including the set-up and clean-up of all subcontractors that you may utilize. It is understood you will adhere to and follow the terms of this Agreement, and you will be responsible for any damage to the premises and site, including the behavior of your guests, invitees, agents or subcontractors resulting from your use of venue/s.

Facilities and Services Provided by TEC

- 1) TEC will provide use of the venue, prep kitchen, restrooms and parking lot on the designated Event Date.
- 2) One (1) hour use of the venue for a ceremony rehearsal (scheduled by appointment only) is also included.
- 3) Use of the venue for engagement and/or bridal session (scheduled by appointment) is/are also included.
- 4) Up to 250 guests per Event (including children).
- 5) Use of in-house sound system and TV monitors.
- 6) Stage and/or specified area for Band/DJ and dance area.
- 7) Table and chairs.
- 8) On Site Facilities Manager during the Event to oversee the Venue Facilities for the Event, but will NOT perform the services of a wedding planner, coordinator or laborer.

Services NOT Provided by TEC

- 1) Chair covers.
- 2) Table linens or Specialty linens.
- 3) Centerpieces/Décor.
- 4) DJ and or Band.
- 5) Catering/Vendor Services.
- 6) Photography/Videography Services.
- 7) Florists.
- 8) Bakery.
- 9) Wedding Coordinator/Planner.
- 10) Valet Parking.

PAYMENT

Reservation Payment

The total cost for use of TEC and its facilities described in this contract is _____.

A 50% reservation deposit is required upon execution of the contract. Payment of the remaining balance is due no later than thirty (14) days prior to the Event Date and/or may be made in payments if approved by TEC representative.

Payments may be made payable to TEC and either paid via a credit card or check.

Cleaning/Damage Deposit

A Four Hundred Dollar (\$400.00) security deposit shall be due from CLIENTS upon signing this Agreement. CLIENTS security deposit shall be refunded by check mailed to the address provided by CLIENT within fourteen (14) days following the Event Date after inspection by TEC and a determination of the following:

- 1) The building and surrounding property, including landscaping, must have no damage and be left in the exact condition as prior to CLIENTS' Event.
- 2) No paint, stain or glue may be used on any part of the Buildings or landscaping. No puncturing of walls, furniture or any other décor.
- 3) The Property must be entirely cleaned of personal belongings/decorations by the end of the Rental Period on the evening of the Event including:
- 4) Removal of all trash, including but not limited to cans, bottles, food items, cigarette butts, decorations and placed in the designated trash receptacles.
- 5) Cleaning of all trash, décor and other items from the bridal and groom suites, restrooms, grassy areas, ceremony area, garden areas, parking lot, driveway and public road to the highway.
- 6) Costs for repair and or replacement for any damages occurring to the Venue and or any facilities located on the grounds during CLIENTS Event (including but not limited to the items listed directly above), shall be deducted from the Security Deposit.
- 7) Should additional cleaning be required in addition to standard cleaning of the facility, additional cleaning fees at the rate of One Hundred Dollars (\$100.00) per hour shall be deducted from CLIENTS Security Deposit.
- 8) In the event that the Facility or any furnishings or landscaping are damaged in an amount in excess of the Security Deposit, TEC shall prepare an itemized list of damages and repair costs and payment shall be due immediately from CLIENT.

Payment Schedule

	<u>Amount</u>	<u>Date Due</u>
50% Reservation Deposit		
\$400 Cleaning Deposit		
Initial Reservation Balance Payment		
Final Payment		

All checks should be made payable to the Tarrant Events Center.

Please return signed rental agreement, all attachments and initial deposit to:

TARRANT EVENTS CENTER
Denton Highway
Haltom City, Texas

Reservations are taken on a first-come, first-served basis. We will book your date upon receipt of your Deposit.

Cancellation Policy

In the unlikely event the CLIENT should cancel, all deposits are nonrefundable. TEC shall have the right to terminate this contract if the CLIENT fails to meet or violates any terms of this contract in which case the provisions of this cancellation policy also apply. The CLIENT shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the written consent of TEC.

Rules and Regulations

Alcoholic Beverages. As the host of a private party, the CLIENT acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at TEC during the duration of the Event described in this contract. All alcoholic beverages must be served by Bartenders or Alcohol Providers with current certification by the Texas Alcoholic Beverage Commission (TABC). The TABC servers will exercise due care in serving alcoholic beverages and will refuse service to any person appearing to be under the age of 21 or any person who appears to be intoxicated. The TABC server will provide all alcoholic beverages consumed in accordance with the laws and regulations of the State of Texas. The CLIENT agrees to fully cooperate and assist TEC and the TABC server(s) in enforcing the laws of the State of Texas and the policies of TEC regarding the consumption of alcoholic beverages. No alcohol may be sold on the Property by any person or entity and no BYOB is allowed by any of the CLIENTS guests. The CLIENTS must have a uniformed Security/Police/Peace Officer present at their sole costs if Alcohol is to be served during CLIENTS Event.

If User will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If User is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage.

Responsibility and Security

TEC does not accept any responsibility for damage or loss of any articles or property left at TEC prior to, during or after the Event. The CLIENT agrees to be responsible for any damage done to TEC by the CLIENT, his guests, invitees, employees, vendors or other agents under the CLIENTS control. Further, TEC shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the CLIENT, or any of his guests, invitees, employees, vendors or other agents from any accident or casualty occasioned by the failure of the CLIENT to maintain the premises in a safe condition or arising from any other cause. The CLIENT, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against TEC for any such loss, damage, or injury of the CLIENT, and hereby agrees to indemnify and hold TEC and its representatives free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising therefrom, included but not limited to attorney fees.

CONDITIONS of USE

Renter's activities during the Rental Period must be compatible with use of the building/grounds and activities in areas adjacent to the Rental Space and building. This includes but is not limited to playing loud music or making any noise at a level that is not reasonable under the circumstances. Smoking is not permitted anywhere in the buildings. The Rental Space must be cleaned and returned in a condition at the end of an event to a reasonable appearance as it was prior to the rental. Client is responsible for the removal of all decorations and trash from the property, or placed in a dumpster provided on site.

Absolutely NO SMOKING OR VAPOR PRODUCTS inside the Facilities. Smoking or vapor products are allowed in the designated smoking areas only and all tobacco products are to be extinguished and disposed of in the outside receptacles only.

Glass Bottles and other containers are allowed only on a case by case basis. Unless otherwise noted, no glass bottles or containers are allowed – Only wine bottles and canned drinks or plastic bottles will be allowed inside the facility without the permission of TEC. This does not include the serving glassware provided by Caterers.

There shall be NO FIREARMS on the Grounds at any time.

The following items are prohibited: confetti, rice, Japanese lanterns, decals and stickers, silly string, glue, nails, screws or any similar item that may cause harm to animals and people, landscaping, vehicles or the Facility.

Use of Performance and Copyright Policy. TEC may take or use any pictures, photographs, and/or moving images taken during the setup, take-down or the actual Event. These images will remain the property of TEC and may be used for advertising purposes by TEC.

Event Insurance. CLIENTS are responsible for purchasing a Day of Event Insurance Policy naming TEC as an additional insured, with a minimum policy limit of One Million Dollars (\$1,000,000.00). CLIENTS shall provide TEC with a certificate of insurance no later than thirty (30) days prior to the Event Date.

Client acknowledges that some of its events may require the use of live or recorded music protected by U.S. copyright laws. Client shall be responsible for obtaining the proper licenses from any or all of ASCAP, BMI or SESAC.

Agreement, Addendums & Waivers

In addition to this agreement, the following documents have been read and understood by the client.

1. ALCOHOL RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS, AND INDEMNITY AGREEMENT

(Client) _____ / _____ (Signature) (Date)

2. RULES AND CONDITIONS FOR USAGE

(Client) _____ / _____ (Signature) (Date)

They are signed and attached to this document and are a binding part of this agreement.

EXECUTED on this _____ day of _____ between the following parties:

CLIENT:

TEC:

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____