



Chambers County Facility Contract

User's name _____ TX Driver's License # _____
(Make a copy of the license.)

Mailing Address _____ City _____, TX Zip _____

Physical Address _____ City _____, TX Zip _____

Home # _____ Work # _____ Cell # _____

Email address _____

Building reserved _____ Type of Event _____ # of Guests _____

Event Date _____, 201__ Will Alcohol be present or consumed at the event? Yes _____ No _____

Key # _____ Key Picked up (date) _____ by: _____ Key Returned (date) _____

Rental Fee Receipt # _____ Deposit Fee Receipt # _____

Please carefully read the following information:

The contractual user of any County facility MUST be present during the scheduled time of the event and MUST have a copy of this rental contract at the event. Facilities will be randomly checked on rental dates and if the user is not present and/or the rental contract cannot be provided, the parties will be subject to being asked to vacate the premises and the user will forfeit the user fee and the deposit fee.

BUILDING HOURS: A rental day at any County facility is defined as beginning at 8:00 a.m. and ending at 12 Midnight on the day of the rental. The facilities are ONLY rented by the DAY. The user is NOT allowed to enter the facility the day before or the day after the rental period unless it's reserved and paid for. The user should consider this time frame if there's a need to set up for the event and also to allow time to clean the facility after the event. No overnight parking is allowed.

RENTAL FEE:

- A. A rental fee is required for EACH DAY of use for each County facility.
- B. The user is required to pay the rental fee at least two (2) weeks before the date of the event.

DEPOSIT FEE:

- A. All deposit fees paid to the County for the use of any County facility will be deposited with the County Treasurer.
- B. If all terms of the contract are met, the deposit fee will be returned to the user within two to three weeks, as applicable.
- C. A reservation is **NOT** binding until the receipt of the deposit fee is accepted by the County.

CANCELLATION OF RESERVATION: Any reservation not cancelled within fourteen (14) days will be charged a \$25.00 cancellation fee. This fourteen (14) day process allows time for cancellation of security officers (if required) and for other users to make reservations in a timely manner.

ALCOHOL: If alcohol of any type will be consumed or served on County premises, it is the responsibility of the user to request security for the event. Security must consist of at least of one or more TCOLE Certified Peace Officer dependent on the number of guests. The County will provide the user with the required "security form" to be completed by user. The county will forward the form to the Peace Officer (s).

Chambers County does not accept liability for security. User accepts ALL liability. NOTE: If alcohol, of any type, is found at any County facility and the appropriate deposit fee was not paid or security not obtained through the County, the user **MAY** lose the entire deposit fee and lose the right to rent any Chambers County facility in the future. (Copy to Security _____)

KEY: The key for the reserved County facility must be picked up on the _____ day of _____ 201__, during office hours of 8:00 am-noon/1:00 pm-5:00 pm Monday through Friday. The key must be returned the next business day after the scheduled event.

Chambers County Facility RULES

1. Decorations are NOT to be taped, nailed or stapled to walls, tables or ceiling tiles of ANY County facility, nor is anything to be taped or hung on the walls and windows outside the facilities.
2. Trash MUST be removed from County facility inside and out and hauled off.
3. Tables and chairs are not to be removed from the building for ANY reason. For safety reasons, please DO NOT block any exit doors or hallways with tables and chairs.
4. After the event it over, ALL tables and chairs must be returned to the designated areas. Do not stack more than 10 (ten) tables per rack. DO NOT BLOCK Return Air Vents.
5. BEFORE the user leaves, the facility MUST be cleaned which includes the main hall, kitchen and restroom areas. (Sweep & mop all floors and clean countertops, kitchen appliances, sinks, tables, chairs, toilets and any other fixtures that were used.)
6. When using the air conditioner, return the unit to 78 degrees. When using the heat, return the unit to 60 degrees.
7. All the lights MUST be turned off as the user leaves the facility.
8. Do not overload the circuits by plugging too many items in to one outlet or it will possibly trip a breaker.
9. Items for entertainment or any other purpose may not be placed on County property during the event unless specific written permission is provided by the County Commissioner prior to the event. These may include but are not limited to trailers, BBQ pits, moonwalks, or other items. Water slides or other devices which require electricity and/or water are generally prohibited.
10. Use of smoke generators, fog machines or any similar device in the County’s Community Buildings is forbidden.
11. IT IS THE RESPONSIBILITY OF THE USER TO BE PRESENT AT THE EVENT AT ALL TIMES!!
12. **If for any reason a user has a concern with a facility, the user is REQUIRED to contact the office from which the facility was rented. If the concern occurs after regular business hours, the user should call the Chamber’s County Sheriff’s department 409-267-2500.**

NOTICE: Chambers County reserves the right to cancel any reservation, at any time, should an occasion arise where Chambers County requires the use of the facility for official business or at the discretion of the Precinct Commissioner.

I, the undersigned, have read the above Chambers County Facility Contract and understand the terms of said agreement and that I am the responsible party to this agreement. I further understand that failure and/or disregard to this contract may result in the loss of all or part of my deposit fee. If the building is damaged, additional expenses may result and I may forfeit the right to future use of any Chambers County facility.

User’s signature _____

User’s printed name _____ **Date of signature** _____

Reservation acknowledged _____
 (County Representative)