



**CHAMBERS COUNTY FACILITY CONTRACT**  
**COMMISSIONER Precinct 4 BILLY R. COMBS**  
**7711 Highway 146, Baytown, Tx 77523-7579 \*\* 281-383-2011**

Contract # \_\_\_\_\_

Vendor # \_\_\_\_\_

User's name \_\_\_\_\_ TX Driver's License \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_, TX Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Building reserved \_\_\_\_\_ Type of Event \_\_\_\_\_ # of Guests \_\_\_\_\_

Event Date \_\_\_\_\_ Will Alcohol be present or consumed at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

Deposit Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Deposit Receipt # \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Rental Receipt # \_\_\_\_\_

Cleaning Fee \$ (only McLeod Building) \_\_\_\_\_ Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Cleaning Receipt # \_\_\_\_\_

Inspection Fee (if rental fee is waived) \$50 Date Paid \_\_\_\_\_ Payment Type \_\_\_\_\_ Inspection Receipt # \_\_\_\_\_

Key# \_\_\_\_\_ Date Key Picked up \_\_\_\_\_ by: \_\_\_\_\_ Date Key Returned \_\_\_\_\_

**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 is reserved and paid for. The user should consider this time frame for the need of event set up 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.** 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 \_\_\_\_\_ (see attached security form)**

**KEY:** The key for the reserved County facility must be picked up on \_\_\_\_\_, 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**  
**COMMISSIONER Precinct 4 BILLY R. COMBS**

1. Renter can **ONLY** enter the building for the date **PAID** for on the facility contract.
2. Renter (the person's name on contract) **MUST** be present at the function at all times and **MUST** have the contract at the function.
3. 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.
4. Trash **MUST** be removed from County facility inside and out and removed from the facility after the event.
5. 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.
6. After the event, **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.
7. The entire building **MUST** be cleaned **BEFORE** the renter leaves (main hall, kitchen & restroom areas). Sweep and mop all floors and clean countertops, kitchen appliances, sinks, tables, chairs, toilets and any other fixtures that were used. Renter **MAY NOT** return the next day to clean the building **UNLESS** you pay for a second day's rental.
8. Upon leaving the facility, return the unit to **78** degrees (for **AC**) or return the unit to **60** degrees (for **HEAT**) and turn off **ALL** lights.
9. Do not overload the circuits by plugging too many items in to one outlet or it will possibly trip a breaker.
10. 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.
11. Use of smoke generators, fog machines or any similar device in the County's Community Buildings is forbidden.
12. You **MUST** observe "No Parking" signs. Vehicles may be subject to towing. For the buildings located next to the Fire Stations, **DO NOT** block any entrances to the station that may prevent the fire trucks from getting in/out.
13. For any concerns with the facility during business hours, contact our office at 281-383-2011. 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 printed name \_\_\_\_\_

User's signature \_\_\_\_\_

Date \_\_\_\_\_

**Reservation acknowledged** \_\_\_\_\_  
(County Representative)