



CHAMBERS COUNTY FACILITY CONTRACT

Contract # _____

Vendor # _____

Renter's name _____ TDL# _____

Mailing Address _____ City _____ TX Zip _____

Telephone # _____ Email _____

Name of Community Building reserved: _____

of Guests _____ Event Date _____ Type of Event _____

Alcohol present or consumed at the event? Yes ___ No ___ (If YES, see attached security form)

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

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

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

**(optional) Cleaning Fee \$ _____ Date Paid ___ Payment Type _____ Cleaning Receipt # _____

Key# _____ Date Key Picked up _____ by: _____ Date Key Returned _____

PLEASE CAREFULLY READ THE FOLLOWING INFORMATION:

The contractual renter 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 renter 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 renter will forfeit the rental 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.**

The facilities are only rented by the day, not by the hour. The renter is **NOT** allowed to enter the facility before 8am or be present after 12 midnight on the rental day, nor can they enter the facility on the day before or the day after the rental period **unless it is reserved and paid for extra day(s)**. The building inspections are conducted by our County Inspector before and after each event. The renter must set up and clean up for their scheduled event between 8am and 12 midnight to avoid conflict with the inspector's schedule. No overnight parking is allowed.

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 renter within two to three weeks, as applicable.
- C. A building reservation is **NOT** binding until the receipt of the deposit fee is accepted by the County.

RENTAL FEE:

- A. A rental fee is required for **EACH DAY** of use for each County facility and will be deposited with the County Treasurer.
- B. **The renter is required to pay the rental fee and any other outstanding fees by _____ (two (2) weeks prior to the date of the event).**

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 renters 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 renter 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 renter with the required “security form” to be completed by renter. The county will forward the form to the Peace Officer (s). **Chambers County does not accept liability for security. Renter 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 renter **MAY** lose the entire deposit fee and lose the right to rent any Chambers County facility in the future.

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. A \$100 fine will be deducted from the Deposit Fee if a key is lost or not returned.

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.



CHAMBERS COUNTY FACILITY RULES

1. **HOURS:** Renter can **ONLY** enter the building between 8am – 12 midnight on the date **PAID** for. **NO** entry is allowed prior to or after the date paid for, unless a second day's rental is paid.
2. **RENTER** (the person's name on contract) **MUST** be present at the event at all times and **MUST** have the Contract present at the event.
3. **DECORATIONS** are **NOT** to be taped, nailed, stapled and/or hung to walls, tables, ceiling tiles, or to the outside windows of **ANY** County facility.
4. **ALL TRASH MUST BE REMOVED UPON LEAVING THE PREMISES: REMOVE ALL TRASH FROM RESTROOMS, KITCHEN AND EXTERIOR OF THE BUILDING, INCLUDING PARKING LOT OF THE COUNTY FACILITY AFTER THE EVENT AND HAUL OFF.**
5. **ALCOHOL** cannot be consumed or on the premises without a security officer present. If any alcohol is consumed or on the premises prior to the security officer's arrival, the Deposit Fee will not be refunded.
6. **TABLES & 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. After the event, **ALL** tables and chairs must be returned to the designated areas. **DO NOT** drag tables and chairs across the building floors. Pick up and carry them to the designated areas. **DO NOT** stack more than **10** (ten) tables per rack. **DO NOT** block return air vents with the racks.
7. **CLEANING:** 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** a second day's rental is paid for.
8. **AC/HEAT:** Upon leaving the facility; return the thermostat to **AUTO/78** degrees/AC or **AUTO/60** degrees/HEAT. **DO NOT** leave the unit set to **FAN**.
9. **LIGHTS:** Upon leaving the facility; turn off **ALL** lights inside and outside the building.
10. **DOORS:** Upon leaving the facility lock and securely close **ALL** doors of the building.
11. **DO NOT** overload the circuits by plugging in too many items for it could possibly trip a breaker.
12. **OTHER:** 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 items may include, but are not limited to trailers, BBQ pits, moonwalks, water slides or other devices which require electricity and/or water. Use of smoke generators, fog machines or similar devices is forbidden.

13. NO PARKING: You MUST observe “No Parking” signs. Vehicles may be subject to towing.

CONCERNS AND/OR EMERGENCY: For any concerns with the facility during business hours, contact our office Commissioner Pct #1 409-296-8250, Commissioner Pct # 4 281-383-2011, Parks Department 409-267-2718; after regular business hours, contact the Chamber’s County Sheriff’s department 409-267-2500.

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, or its contents, is damaged; additional expenses may result and I may forfeit the right to future use of any Chambers County facility.

CHAMBERS COUNTY SHALL NOT BE HELD LIABLE FOR ANY ACT ARISING FROM THE CONDUCT OR MANAGEMENT OF RENTER’S ACTIVITIES ON THE PREMISES, FOR ACCIDENTS OF ANY NATURE OCCURRING ON COUNTY PROPERTY, FOR LOSS OF OR DAMAGE TO PROPERTY BELONGING TO ANY PERSON OR ORGANIZATION, OR ANY ACT OF NEGLIGENCE, GROSS NEGLIGENCE, OR PERSONAL INJURY.

Renter’s signature _____ **Date** _____

County Representative signature _____