

**BROOKSHIRE CONVENTION CENTER
FACILITY USE APPLICATION**

DRIVER'S LICENSE # _____ DATE OF APPLICATION _____

NAME OF APPLICANT/RESPONSIBLE PARTY:

NAME OF ORGANIZATION _____

ADDRESS _____

PHONE (WK) _____ (HM) _____

DATE REQUESTED FOR EVENT: _____

HOURS OF EVENT: _____

TYPE OF EVENT: _____

ALCOHOL REQUESTED: _____ (YES) _____ (NO) ****Please check one (1).**

It is hereby agreed that the Applicant/Organization by this Liability Agreement:

1. Will be held responsible for any damage to said Convention Center Facility or for the loss or damage to any fixture or other equipment therein.
2. Shall assume all responsibility to supervise and control the behavior of all participants and/or spectators at the indicated activity.
3. Shall agree that the CITY OF BROOKSHIRE is not responsible for loss, damage and/or injury which it might sustain or become liable for, to any person or persons whomsoever, or property, arising from any cause or for any reason whatsoever in or about and during the use of said facilities.
4. Shall agree that no alcohol is to be in or on the premises unless it has been approved by the City Secretary and the Chief of Police. A \$40.00 per hour additional charge is required at the time of application for the security.

_____ is hereby authorized to use the above mentioned facility based
(Name of Applicant/Organization)
upon the above application and in accordance with the procedures established by the City of Brookshire.

*****THE APPLICANT HAS RECEIVED A COPY OF THE RESERVATION AND USE POLICIES.
APPLICANT AGREES TO ALL TERMS.**

DATE: _____

APPLICANT SIGNATURE

PRINTED NAME

APPROVED BY:

Signature

Signature (if required)

A cancellation must be made in writing. Cancellations made three weeks prior to the scheduled event will be totally refunded. If reservations are cancelled less than three weeks before scheduled event, only the damage, key, and cleaning deposits are refunded.

BROOKSHIRE CONVENTION CENTER

RENTAL FEES AND OTHER COSTS

RENTAL FEES

BROOKSHIRE RESIDENTS	\$100.00
NON-RESIDENTS.....	\$300.00
MANDATORY CLEANING FEES	\$175.00
TOTAL RENTAL FEE:	
RESIDENTS.....	\$275.00
NON-RESIDENTS.....	\$475.00

ADDITIONAL FEES:

DAY BEFORE SET-UP FEE (PER HOUR ONLY – MINIMUM 2 HRS.....	\$25/HOUR
POLICE SECURITY (REQUIRED IF ALCOHOL SERVED AND / OR YOUTH EVENT).....	\$40/ HOUR

DEPOSIT FEES

DAMAGE DEPOSIT	\$200.00
KEY DEPOSIT	\$50.00
TOTAL DEPOSIT.....	\$250.00

BROOKSHIRE CONVENTION CENTER
RESERVATION AND USE POLICIES

1. The Brookshire Convention Center may be reserved for public use when the City of Brookshire programming is not scheduled.
2. Reservations may be made up to twelve (12) months in advance.
3. Rental of convention center by residents of Brookshire is \$100.00 rental plus a mandatory \$175.00 cleaning fee.

Rental of convention center by non-residents of Brookshire is \$300.00 rental plus a mandatory \$175.00 cleaning fee.

Set-up on the day before is \$25.00 per hour. This is allowed only if the facility is not rented on the day before. (There is a 2 hour minimum required)

4. A key deposit of \$50.00 and a damage deposit of \$200.00 are required for rental of the facility. The total deposit - \$250.00
5. If payment for rental of the convention center is made less than two weeks before the rental date, the payment-including deposit must be made in cash or with a cashier's check.
6. A mandatory-cleaning fee of \$175.00 is required for any and all functions.
7. The applicant is responsible for the following list of items not included in the cleaning fee:

- ★ All trash, decorations and garbage must be placed in plastic bags and carried out of the building and placed in the dumpster at the rear of the building. All debris around the outside of the building must be cleaned as well. Replace used plastic bags with new ones in trash containers

- ★ The tables and chairs are to be cleaned and placed in the original location.

- ★ Refrigerator, kitchen counters, stove tops, ovens and sinks must be cleaned.

- ★ All large debris on floors must be swept and removed.

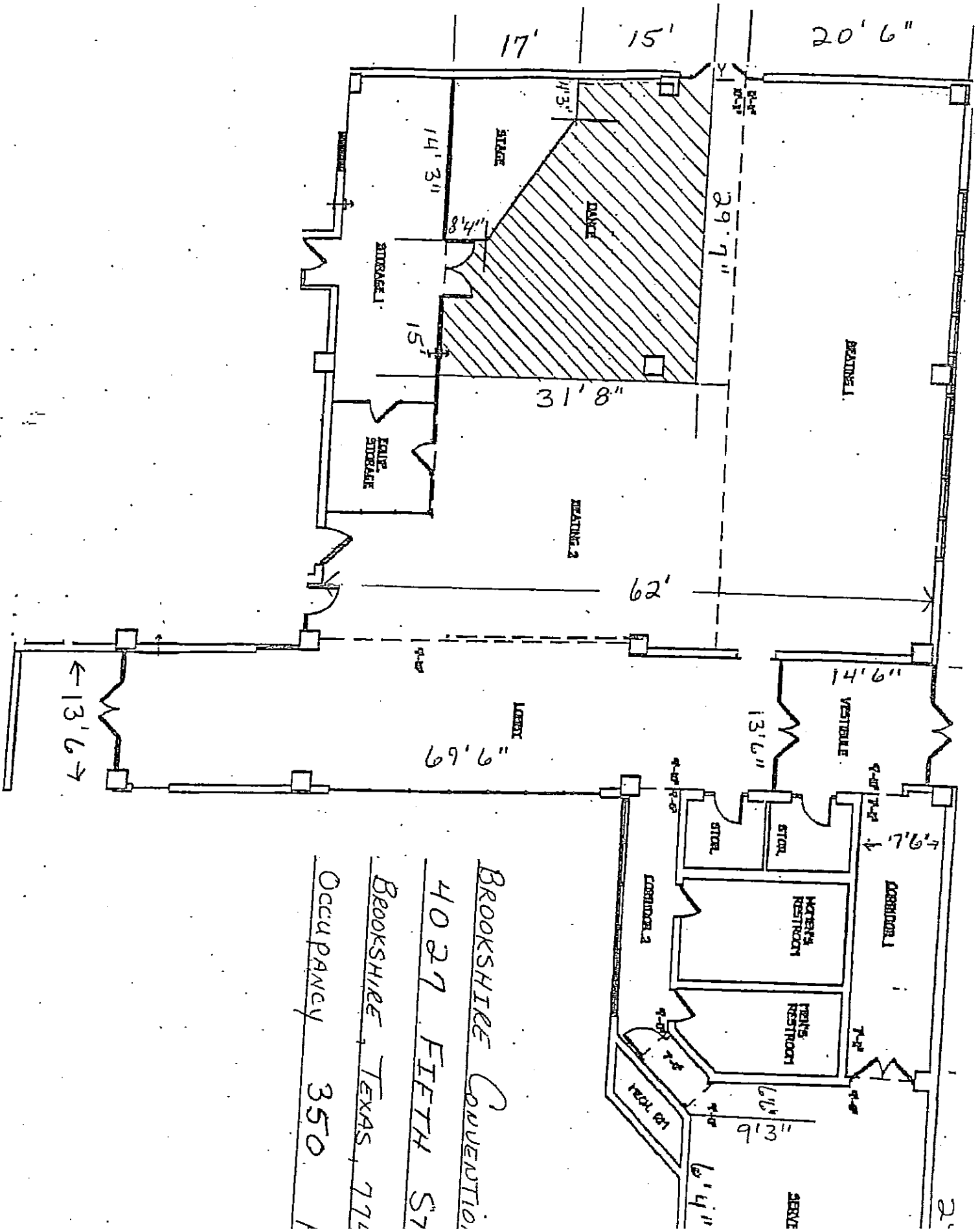
8. The key must be returned to the police department immediately after the event is over and the required cleaning is complete.
9. The key must be picked up from and returned to the Brookshire Police Department, 5100 Highway 90, Brookshire, Texas 77423.

10. Deposit will be refunded only after an inspection by the rental coordinator and it is determined that all requirements of this agreement have been met and there is no damage. If any of the cleaning requirements of the agreement are not met, a minimum \$75.00 fee will be taken from the deposit.
11. Damage to the building, furniture, floors, etc. will result in a forfeit of the deposit for necessary repairs.
12. All deposits and fees are required at the time of reservation, if reservation is made less than three (3) weeks prior to the event. Reservations made at least one month prior to the event will only require the deposit to reserve the date. Remaining balance must be paid in full no later than two (2) weeks prior to the event.
13. Cancellations must be made in writing. Cancellations made three weeks prior to the event will be totally refunded. If reservations are cancelled less than three weeks before the scheduled event, only the deposits, security and cleaning fees are refundable.
14. All teenage functions other than dances shall have one (1) adult chaperon per twenty (20) students. Police officers will be required at the discretion of the City Secretary and Chief of Police.
15. All teenage dances (open to the public) shall be governed by the following regulations.
 - ★ Two police officers shall be present at all times during the dance and until the band has left the building.
 - ★ A minimum of eight adults (21 years of age or older) are required to sign the liability agreement guaranteeing against damage to the building.
16. No profanity or fighting is allowed in the building or on the premises. Your event will be shut down, if either of these infractions occurs.
17. Any individual, group or organization may have no more than two (2) reservations on the books at any given time without the Mayor's approval.
18. Fire safety to be observed:
 - ★ Use of open flame is prohibited. Candles with globes attached may be used.
 - ★ electrical extension cords and decorations must be UL approved
 - ★ Exits, corridors and hallways must be free of obstructions. Exit doors cannot be locked or blocked.
 - ★ Smoking is not permitted inside the building.
19. The area on the far east end of the parking lot is designated for outside barbeque pits. Pits must be at least 20 feet away from the building.
20. When using the outside area of the convention center, this only includes convention center property. Use of the alleyway and roadways are strictly prohibited.

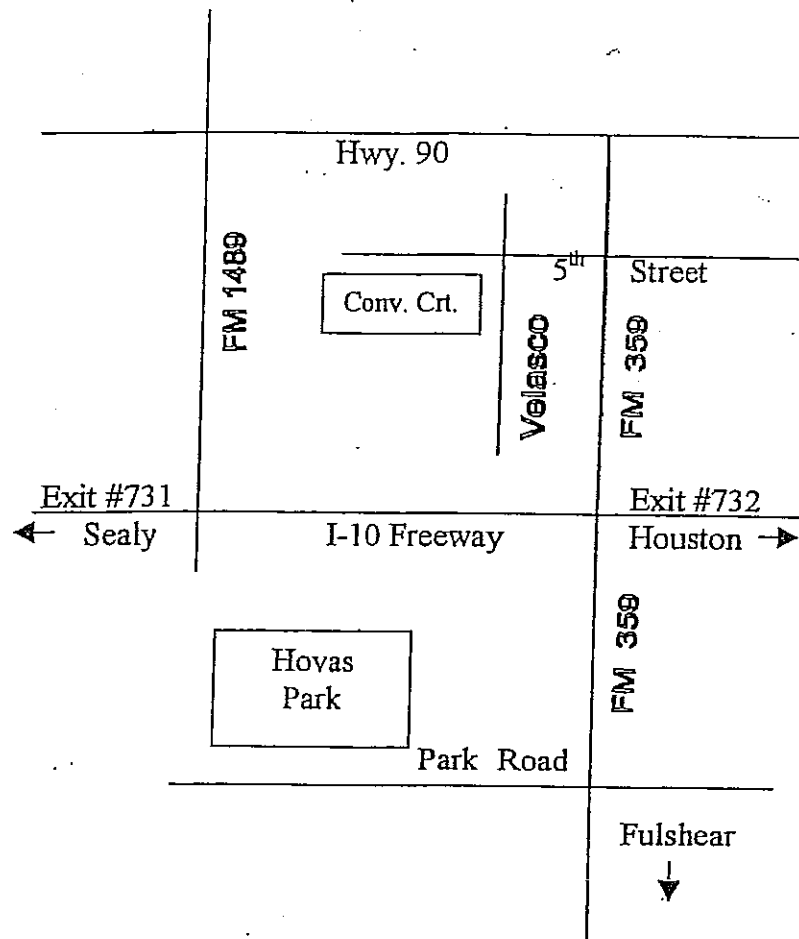
21. Throwing rice, confetti, birdseed, etc. Is prohibited on the premises with the exception of birdseed only may be thrown outdoors.
22. All persons are restricted to the rental area. Supervision of children is the responsibility of the person renting the facility.
23. The City of Brookshire assumes no responsibility, financially or otherwise for any commitments, accidents or injuries sustained by individuals or groups while using the building. Sub-leasing of the facility or any portion of the facility is not permitted.
24. The City of Brookshire shall have the authority to bring in priority functions from time to time, which may necessitate the cancellation of activities previously scheduled. This will only be done, however, on special occasions of extreme importance.
25. All designated parking areas shall be observed. It is the responsibility of the lessee to make sure all parking is in the designated parking areas only.
26. The serving of alcohol must be approved by the city secretary and the chief of police prior to the event.
27. If alcohol is to be served and or consumed, security will be provided by person(s) approved by the Police Chief. There is a \$40.00 per hour additional charge for security. This must be paid at the time of reservation. If the event lasts longer than expected the applicant will be responsible for the additional security fees. If the serving of alcohol is denied by the city secretary and the chief of police then the security fees will be refunded.
28. Alcohol is only allowed inside the convention center. Alcohol is prohibited from being served or consumed in the parking area, street, or surrounding areas. (This does not include City sponsored festivals.)
29. Rental of the convention center can begin as early as 8:00 a.m. on the day of the rental. All rentals consist of 10 hours with the latest time of ending an event being 12:00 a.m. (midnight) The ten (10) hours includes set-up time. There are to be no activities at the convention center between the hours of 12:00 a.m. and 8:00 a.m.
30. Reservations must be made at least 72 hours in advance. This does not include the serving of alcohol because there would be no time for approval. The convention center cannot be rented with less than 72 hours request.
31. A reserve or regular police officer of the Brookshire police department may be present at any event as deemed necessary.
32. Food preparation and service must be restricted to the tiled areas. No food or drinks are allowed on the dance floor. No glass bottles allowed.
33. Nothing will be placed on the walls, floor, windows, etc. That could cause damage. All tape, ticky-tack and any other items used to decorate must be removed. A minimum of \$75.00 of the damage deposit will be charged for non-compliance.

BEFORE YOU LEAVE....

1. PUT ALL TABLES AND CHAIRS BACK IN THE STORAGE ROOMS.
2. TAKE ALL TRASH TO THE DUMPSTER.
3. WIPE KITCHEN COUNTER, STOVE AND SINK.
4. BE SURE ALL LIGHTS IN THE BUILDING(INCLUDING RESTROOMS) ARE OFF.
5. BE SURE ALL DOORS ARE LOCKED.
6. PICK UP ALL TRASH ON THE OUTSIDE OF BUILDING.



BROOKSHIRE COVENANT
 4027 FIFTH ST
 BROOKSHIRE, TEXAS, 771
 OCCUPANCY 350



Directions to Convention Center:

From Houston:

1. Take I-10 West towards San Antonio
2. Exit #732 (FM 359)
3. Turn right at the light
4. Turn left on 5th street
5. Convention Center-left hand side.

From Sealy:

1. Take I-10 East towards Houston
2. Exit #732 (FM 359)
3. Turn left at the light
4. Turn left on 5th street
5. Convention Center-left hand side.

Directions to Hovas Park:

From Houston:

1. Take I-10 West towards San Antonio
2. Exit #732 (FM 359)
3. Turn left at the light
4. Turn right on Park Road
5. Hovas Park-right hand side.

From Sealy:

1. Take I-10 East towards Houston
2. Exit #732 (FM 359)
3. Turn right at the light
4. Turn right on Park Road
5. Hovas Park-right hand side.