

ORCHARD COMMUNITY CENTER RULES

THE ORCHARD COMMUNITY CENTER IS A TOBACCO FREE FACILITY, there will be no smoking, chewing or dipping in the center at any time.

ALL FUNCTIONS will end at 12 Midnight.

TIME LIMIT FOR RENTAL is up to 6 hours; anything over is \$25.00 per hour.

WEDDING/MARRIAGE CEREMONY IS DISCOURAGED.

NOTHING ILLEGAL OR IMMORAL will take place in the center.

ANY PROPERTY DAMAGE to the facility or its contents will be the responsibility of the leasing party. Contents include 18 tables, 142 chairs and the like. For this reason;

- *There will be no sitting on tables (_____)*
- *Nothing will be taped, tacked, nailed, glued or stapled to the wall(_____)*
- *Glitter, rice, birdseed, silly string, confetti and the like are not permitted (_____)*

This includes the packaged confetti of "bells, 50, Golden anniversary" etc.)

ALL TRASH will be removed from the center and taken to the dumpster outside immediately after each function. Do not leave or drag garbage bags on the floor of the center because of leakage. The Center will provide trash bags for your use.

GLASS CONTAINERS are not allowed inside or on City Property.

MINORS ARE FORBIDDEN to consume alcoholic beverages on City property. The TEXAS ALCOHOLIC BEVERAGE COMMISSION enforce the state laws at all functions at any time, private or non-private party. (It would be very embarrassing for you to have the TABC close down your reception.)

ALL FUNCTIONS will end immediately if a fight or altercation should erupt and law enforcement is called out.

SECURITY IS REQUIRED at all functions when alcoholic beverages are served.

A **\$200.00 DEPOSIT** is required to book the facility for an event. The deposit will be returned within two (2) weeks after the rental date less any extra costs for clean up, and any damage to the facility during its use. If the deposit is withheld for any reason, a subsequent rental will require a deposit of double the amount. If that deposit is withheld for any reason, the facility will no longer be available for rental. Cancellation must be made two weeks prior to use date or deposit will be forfeited. *Only the Facility Manager will be giving out the keys!*

RENTAL FEES must be paid in full 1 month prior to event.

\$25.00 PER HOUR will be charged for the use of the hall for decorating or rehearsal dinners the day/night prior to date.

THE STORAGE ROOMS will remain locked at all times and is not part of the Community Center rental.

SUMMARY OF COSTS

EVENT DATE _____

OCC RENTAL (\$250.00) _____

DECORATING/REHEARSAL FEE (\$25.00 PER HOUR) _____

SECURITY (\$35.00/HOUR/OFFICER) _____

DEPOSIT (\$200.00) _____

CITY SECRETARY _____

SIGNATURE OF RESPONSIBLE PARTY _____

ADDRESS: _____

PHONE: _____

KEYS DISTRIBUTED: _____ KEYS RETURNED: _____

OCC Security

Lieutenant Radar- (281) 341-8702

Fees- \$35.00/hour/officer-minimum of 4 hours

2 officers up to 99 people, whenever alcohol is served
1 additional officer per 100 additional people

Call at least ten (10) days prior to event.

I HAVE READ & ACKNOWLEDGE THE OCC RULES STATED ON BOTH PAGES & UNDERSTAND THE CONSEQUENCES FOR VIOLATIONS.

SIGNATURE OF RESPONSIBLE PARTY _____

PRINT NAME _____

CONTACT TELEPHONE NUMBER _____

CITY SECRETARY _____

MAYOR _____