



GROESBECK CONVENTION CENTER

Facility Rental Agreement

Reservation Confirmations

Conference rooms must be reserved at least seven (7) business days in advance with a rental deposit payable by cash, check or credit card (Visa, MasterCard only) at time of booking, unless prior arrangements are made. No personal checks accepted. Make checks payable to The City of Groesbeck.

- The Groesbeck Convention Center requires a _____ rental deposit.
- If the booking is made within 30 days of the event, the entire balance is due at time of booking.
- Reservations less than seven (7) days in advance require cash or credit card payment.
- Sufficient, competent adult and/or special supervision must be provided by client at the client's expense.
- All prices are subject to change.

To confirm the reservation, the Convention Center Rental Agreement must be completed and signed by the Client and returned to the Groesbeck Convention Center within fifteen (15) business days of booking.

Facility Access and Regulations

Charges begin at the time the first person associated with the event enters the reserved facility and end at the time the last participant leaves the facility.

- Prior to the start of event Groesbeck Convention Center staff will set up all furniture and AV equipment as previously arranged with the Client. *(The Convention Center staff will take down all furniture.)*
- The reserved event times must include time needed by the Client and/or Client's designee to set up the event space. This includes Client's own AV setup, distribution of materials, event registration, decorating, deliveries, catering, and any other related functions that require Client time to administer.
- Final event charges will be calculated to the closest half-hour from entry to exit
- Each client must designate one person as the contact who will have final responsibility for decisions.
- All set-up and audio visual details must be confirmed in writing by Client to the Groesbeck Convention Center Office a minimum of ten (10) business days prior to the event.
- Outside food/beverages are permitted at Groesbeck Convention Center with prior approval.

Set-Up and Decorations

- Open flame is strictly prohibited by fire code.
- Enclosed votive, tea lights, floating candles, and chafing dishes are acceptable.
- Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.
- The use of sparklers, fireworks, or pyrotechnics inside or outside of the building is strictly prohibited.
- Pins, tacks, nails or other puncturing devices are prohibited.
- Scotch, masking, duct tape and glue are not permitted on any surface. All other adhesives must be approved.
- Glitter, confetti, sand, or any substance that causes litter or debris inside or outside are prohibited.
- Hazardous chemicals and materials are prohibited.
- All transport carts are restricted to soft rubber wheeled vehicles. The use of barbecues or other outdoor cooking equipment must be pre-approved and may only be operated in designated areas. Fuel of any kind may not be stored inside the building at any time.
- Violation of these rules may result in a minimum assessment of \$250 and/or an additional damage/cleaning fee.

Damage/Security Deposit

Room rentals and deposits must be paid thirty (30) days prior to the date of event.

- There is a room-specific, damage deposit and security fee.
- Client is responsible for any damage to the facility caused by the Client, the Client's guests, the Client's service providers or any individual connected with the Client's event.
- If damage occurs, appropriate charges will be assessed and deducted from the Damage/Security Deposit.
- If damage exceeds the deposit, the Client will be billed for the additional amount.
- Client may be required to procure and maintain in force at the time of the event(s), without expense to the Groesbeck Convention Center, a public liability insurance policy, covering bodily injury and property damage, with limits of not less than \$1,000,000 per occurrence. Client must provide the Groesbeck Convention Center with a certificate of such insurance 30 days prior to the event.

Substance and Firearm Policy

- Clients serving alcohol (liquor provided but not sold) at their event(s) are required to hire two Groesbeck police officers for security.
- The original alcohol permit/license must be posted in a prominent location during the entire event(s).
- Clients serving alcoholic beverages, alcoholic beverages must be provided only but not sold). All customers are responsible for complying with the liquor laws of the State of Texas.
- The Groesbeck Convention Center is owned by the City of Groesbeck. Smoking, use of controlled substances, and weapons are prohibited by Texas State Law in the building or on The Veranda. Smoking is allowed on the parking lot only.
- Client is solely responsible for compliance with all laws and regulations pertaining to controlled substances and weapons at their event.

Cleanup Rules and Regulations

- Cleaning fee is up to \$200.00. Noted Repair or replacement will be charged to any client violating the listed restrictions or event whose activities or decorations cause extra clean up or damage to the center.
- All personal materials, equipment, and furnishings must be removed at the conclusion of the event.
- The Groesbeck Convention Center is not responsible for damaged, lost or stolen items. Found items may be held for up to fifteen (15) calendar days after the event.

Cancellation Policy

The Client must notify the Groesbeck Convention Center in writing, if it becomes necessary to cancel the reservation. If the event must be postponed due to an emergency situation, the event may be rescheduled without penalty on a space available basis, at the discretion of the Groesbeck Convention Center.

- The Damage/Security Deposit will be transferred to the new booking.
- The Groesbeck Convention Center is not liable for any costs incurred by the Client, as a result of such cancellation.
- Cancellations of postponed or rescheduled events will be subject to cancellation policy. The deposit will be fully returned upon a 30 written cancellation notice before the event; ½ the deposit will be returned if the cancellation notice is received between 15 and 29 days before the event. The full deposit is forfeited on cancellations less than 15 days prior to the event.
- The Groesbeck Convention Center reserves the right to deny or cancel any event in an emergency situation or if it is deemed by the Groesbeck Convention Center that persons or property might be endangered and/or the event might in any way be prejudicial to others or not in the best interest of the Groesbeck Convention Center.
- The Groesbeck Police Department has the authority to close down an event at any time if determined it is in the best interest of public safety and necessity or for any violation of this Rental Agreement.

Indemnification and Liability

User/renter agrees to indemnify and hold harmless the City of Groesbeck from all claims, liability, damage, injury penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property or damage which in any way results from the use of said or to premises by User; and if any suit or proceeding shall be brought against the City of Groesbeck on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by servants, invitees, licensees, or guests of user, or any other person, the user, at its sole expense, will defend same and will pay any judgments which may be recovered against the City of Groesbeck.

For more information please see our web site at www.cityofgroesbeck.com

I have read, understand, and agree to all the terms as stated in this contract.

Client Signature: _____ **Today's Date:** _____

Groesbeck Convention Center: _____ **Today's Date:** _____

Contact Information: City of Groesbeck
402 W. Navasota St.
P.O. Box 227 (Mailing Address)
Groesbeck, TX. 76642
254-729-3293, ext 223