



www.hilcocivic.com
888-321-8708 office
1000 S Files/PO Box 247
Itasca, TX 76055

RENT AGREEMENT/ RULES/ REGULATIONS

This agreement made and entered into on this ____ day of _____, 20____, between HILCO Civic & Event Center (HCEC), and _____ (Renter).

Upon the terms, conditions and policies of HCEC as provided to Renter, HCEC rents the rooms listed below located in the HILCO Civic & Event Center to Renter the times stated below:

Renting dates: Beginning the ____ day of _____, 20____, from ____:____.m. and ending the ____ day of _____, 20____, at _____.m.

Rooms rented: _____

DEPOSIT	\$ _____	LINEN	\$ _____
RENTAL FEE	\$ _____	STAGE	\$ _____
BRIDE/GROOM ROOM	\$ _____	LECTERN	\$ _____
KITCHEN	\$ _____	SECURITY	\$ _____
PROJECTOR/VISUAL	\$ _____	BAR STATION	\$ _____
SOUND SYSTEM	\$ _____	UP LIGHTING	\$ _____
MARQUEE ADVERTISEMENT	\$ _____	TAXES	\$ _____

TOTAL FEES \$ _____

Received deposit on ____/____/20____

RULES AND REGULATIONS

Renter will pay all amounts by **CASH, CASHIER'S CHECK, MONEY ORDER, OR CREDIT/DEBIT CARD** payable to HILCO Electric Cooperative, Inc. All rental fees are due and must be paid in full no later than 30 days before the event. Reservations for any event scheduled within 60 days of event date requires a (1) non-refundable payment equal to the total room rental fee stated above and (2) this signed rental agreement.

Renter's initials _____

Renter's initials _____

Deposit and Confirmation

The deposit and a signed rental agreement is due at the time of scheduling. The deposit **cannot** be shared by more than one party. The deposit shall be refunded to the renter within 30 days after the event less any charges incurred. Renter is responsible for any damages and charges or additional time spent in the facility by guest(s), including time required for cleaning, and will be deducted from the deposit or billed accordingly.

Cancellations

1. For a confirmed reservation, Renter must deliver to staff a signed agreement and a deposit equal to the amount of the room rental. Staff must receive final payments of rental fees, security fees and damage deposit at least 30 days before to first day of event. Failure to make payments on time may result in event cancellation.
2. If Renter cancels a reservation, rental fees will be refunded as follows:
 - 100% for more than 45 days;
 - 50% for day 45 to day 31;
 - No refund for day 30 or less.
3. Ticket Surcharge is \$1.00 per every ticket sold. This includes all events that charge for entry.

All security fees or damage deposits are due on or before at 30 days before the event and will be refunded to Renter ONLY IF THE EVENT CANCELLATION REQUEST IS RECEIVED MORE THAN 30 DAYS FROM EVENT.

TO BE EFFECTIVE, THE NOTIFICATION OF CANCELLATION MUST BE IN WRITING AND RECEIVED BY STAFF. All cancellations will be subject to a \$50.00 administrative cancellation fee.

4. A representative of HILCO Civic & Event Center may cancel any event at any time for any reason.

Room Rental and Services

1. **ALL EVENTS WILL BE SUBJECT TO AFTER HOURS FEES WHEN VENDORS OR CLIENT EXCEED CONTRACTED HOURS.** Any event extending longer than the contracted time will be subject to forfeiture of deposit. All events must end at the contracted time, but no later than 1 a.m. on Friday night/Saturday morning or by 1 a.m. on Saturday night/Sunday morning. Events held Sunday – Thursday must end no later than 12 a.m. Events cannot extend after the hours on the contract without permission of HCEC Representative.
2. Renters and guests should not roam or loiter in the hallways or disrupt other events in progress. Guests are the Renter's responsibility. Anyone under the age of 18 years must be supervised at all times. Absolutely **NO CHILDREN** under the age of 12 are allowed in the kitchen or the dock area.
3. Renter is responsible for cleaning the rooms and parking lot, including the removal of trash, decorations, and all food and beverage brought into the facility, before the end of the rental period. The time used by Renter to clean the leased area is part of the event time. If Renter requires more time after the scheduled end of the event, a fee will be charged for any part of any additional hour. All trash must be placed in the dumpster. Trash bags can be furnished by HCEC upon request. All trash receptacles must have trash bags inside at all times. Liquids should be discarded in a sink. Renter or Renter's designated agent must be present at the conclusion of an event for a final tour of the rented room (s) to ensure that all areas are clean and all vendors (when applicable) have vacated.
4. The civic center kitchen is not designed to prepare meals; it is designed only to heat, warm or cool food prepared elsewhere. Only designated people will be allowed in the kitchen. Renter will be responsible for cleaning the kitchen after the event before the end of the rental period.

Renter's initials _____

Renter's initials _____

5. As the civic center may have multiple events taking place at the same time, Renter must control sound levels at the event. HCEC staff will monitor sound levels. Prior notice to the HCEC staff is required for events using a band. Failure to meet these sound control requirements may result in event cancellation.
6. No holes may be drilled, cored or punched in the building. Painting is prohibited anywhere on the property. A protective coating, such as plastic, must be used to prevent damage to the floor. Renter is responsible for the repair or replacement of any damage or disfiguration to the facility.
7. Signs, fliers, decorations, or banners may not be hung with adhesives or adhesive tape on inside or outside walls or floor. Banners may only be hung by HCEC staff. All appropriate indoor or outdoor signs, including but not limited to, banners, balloons and inflatable devices must be approved in advance by HILCO Civic & Event Center and must be hung by HCEC staff. All items to be hung must be brought to the HILCO Civic & Event Center 72 hours prior to the scheduled event.
8. Candles must be encased in glass and must be attended by an adult at all times.
9. Other restrictions may apply, so please check with the HCEC Representative.
10. The HCEC staff will set the room thermostat. Renter should notify staff with requests for temperature changes during the event, but please remember that opinions about comfortable temperature vary widely.
11. For safety reasons, lights may not be completely extinguished. Consult with HCEC staff before dimming lights for special lighting effects.
12. Loading and unloading must be done through designated areas. Please contact the HCEC Representative for directions.
13. Corridors and hallways are considered common areas and are not part of any rented area. They may be used for private purposes only with permission of the HCEC staff.
14. Designated HCEC staff must have complete access to all event spaces, kitchen areas, corridors and hallways before, during and after all events. HCEC staff must grant advance permission in writing for exclusive use of any area.
15. Renter or Renter's agent must sign all pre-event freight. After the event, Renter or designated person must remove all freight from HCEC, including the parking lot. Any freight left in HCEC after the rental time is over will be stored by the civic center staff for a storage fee of \$100.00 per day. Any items left in HCEC for more than three days will be considered as abandoned trash and discarded at Renter's expense. HCEC will not be held liable for any pre- or post-event freight.
16. Damage to the landscaping around the HCEC and parking lot will be replaced at the expense of the Renter.
17. Set-ups and extra items are available with advance arrangements and payment of fees
18. **Security.** Any event serving or consuming alcoholic beverages will be required to have security according to the HCEC Alcohol Policy. All security used in the HILCO Civic & Event Center will be hired through the Hill County Sheriff Department. HCEC reserves the right to require security at any event.
19. **Smoking.** HCEC is a smoke-free facility. Outside smoking is permitted in designated areas only. The use of e-cigarettes and vapors are prohibited inside the facility. Minors are not allowed to smoke. Violation of this no smoking rule will result in an additional charge up to the amount of the deposit.
20. Glass containers are prohibited, all drinks must be consumed in a non-glass container.

Vendors and Catering

1. Events providing catered food or vendors giving away food samples must comply with current Texas Health Department health codes.
2. Food catered from an outside restaurant or person must be cleared through HCEC staff.
3. Concessions restrictions apply, so please check in advance with facility staff.
4. Caterers must show proof of license issued by the appropriate governmental agency.

Renter's initials _____

Renter's initials _____

Indemnities, Insurance, and Laws

1. **NO ALCOHOL IS ALLOWED IN THE FACILITY**, except as authorized by the HILCO Civic & Event Center alcohol policy.
2. **NO ANIMALS** will be allowed on the property, other than those authorized by law.
3. No vehicles, including recreational vehicles and travel trailers, are to be left on the property overnight without prior permission of the HCEC staff. The HCEC parking areas are not equipped for temporary electric power, and no water or sewer facilities are available. No gray water or black water may be discharged.
4. All electrical equipment must be U.L. and approved by HILCO Civic & Event Center in advance. No one can access equipment rooms and utility boxes without authorization from the HCEC Representative.
5. No flammable liquids or materials under high pressure are allowed in the HCEC.
6. If a Representative of the HILCO Civic & Event Center determines a need for added insurance due to number of participants or the activity of an event, the Renter will provide to HCEC a certificate of insurance proving that the Renter has sufficient insurance in effect.
7. Renter has the responsibility to obtain the necessary permits or permissions for their event.
8. Renter may not store equipment of any kind in or on the grounds without advance permission and approval of HCEC staff.

If these guidelines are not followed, the event may be cancelled. If you have any questions, please contact HCEC staff.

Phone Number

Email Address

Mailing Address

Date

Print Customer Name

Customer Signature

Renter's initials _____

Renter's initials _____