

MINEOLA CIVIC CENTER RENTAL AGREEMENT NON-PROFIT ORGANIZATIONS & INDIVIDUALS

PO Box 384 – MINEOLA, TX 75773
 1150 NORTH NEWSOM - MINEOLA, TX 75773
 PHONE (903) 569-6115 FAX # (903) 569-6116
mciviccenter@suddenlinkmail.com
 Website: mccrvpark.com

Event: _____ Event Date: _____

Begin Time: _____ End Time: _____

Organization: _____

Contact Person: _____ Contact Number: _____

Address: _____ City/State/Zip: _____

Meals to be prepared and served buffet style:

Breakfast: # to Serve _____ Lunch: # to Serve _____

Dinner: # to Serve _____ Refreshments: # to Serve _____

Request: _____ # to Serve _____

Rates are per hour with a two hour minimum

Room	NP/Individual	Total Hours	Amount Due
Pine Room	\$25	X	
Pecan Room	\$25	X	
Magnolia Room	\$60	X	
Dogwood Room	\$30	X	
Live Oak ¼ South or North	\$30	X	
Live Oak Half	\$60	X	
Live Oak Entire	\$100	X	

1. **DEPOSIT – Clean-up/Vandalism/ALCOHOL**
 - a. A **clean-up/vandalism** deposit of **\$350**, in addition to room rental deposit, is required thirty (30) days prior to date of event. The deposit will be held until conclusion of event.
 - b. If **ALCOHOL** is to be served, the **deposit increases** to **\$500**. (See Alcohol policy)
This **clean-up/vandalism deposit is refundable IF** room is left as clean as it was found. Mops, brooms, dustpans, trash cans & liners are all supplied to patron at their own risk. *All trash containers must be emptied into the dumpsters located in the rear parking lot of Meredith Hall, not on ground beside dumpster.*
2. The clean-up deposit of \$350/\$500 may be forfeited if boxes and debris are not broken down and deposited INTO the provided dumpsters. **Additional dumpsters** must be pre-arranged for a fee of \$150 each.
3. If **damages/vandalism** to doors, walls, floors, drapes, Civic Center equipment, etc. from nails, tape, glue, drills, adhesive signs/badges, paint, alterations, etc., exceeds the \$350/\$500 deposit, patron will be responsible for the balance of required repairs. **The person signing this contract is responsible for damages caused by their guests, entertainers, decorators, etc.**
4. **Outdoor cooking** is allowed in grills provided in park area and other areas approved by civic center manager. Open fires are not allowed inside the building nor within 100 feet of any entrance to the building. Fire-safe **votive candles** are acceptable on banquet tables.
5. **All children**, no matter what age, must be chaperoned while outside their designated meeting room. This policy will be strictly enforced **at the expense of the client** to insure equitable treatment of other events occurring simultaneously in the building.
6. **Pets** are welcome **OUTSIDE** Meredith Hall as long as they are on a leash being followed by a human 'pooper scooper' or in their portable playpens. **Only medical assist animals** will be allowed in the building *with prior notification*.
7. **Security** will be required for all events with attendance of 200 or more people. One (1) officer per 100 people is required for a minimum of (4) four hours each. Current rate is \$30.00 per officer per hour payable by patron to the Civic Center 15 days prior to event.
8. All park, playground, tennis court and RV pads are available on a **first come-first served** basis.
9. All **events open to the public, with an expected attendance of 100 or more** and charging a fee for admission will be assessed \$1.00 per person for the Civic Center Building & Maintenance Fund or 10% of the gate receipts, whichever is greater. Method of verification to be agreed upon by patron and Mineola Civic Center. *A non-refundable \$350 deposit, applicable to final balance due, is required to hold the reservation on a definite basis.*
10. Limited **MCC kitchen rental** is available only to patrons submitting a Certificate of Insurance with \$1,000,000 liability coverage 30 days prior to event naming Mineola Civic Center as additional insured for that specific event only. **Safety regulations prohibit commingling of food supplies in storage rooms, refrigerators and freezers.** One (1) Civic Center staff person is required to attend kitchen during rental at \$25.00 per hour.
11. A \$150.00 **re-set fee** will be assessed if patron requests major changes in the room set-up less than 48 hours prior to event.
12. Alcoholic beverages (Beer, wine and margarita machine) are permitted inside the building in the rented room. Hard liquor is NOT allowed. **MINEOLA CIVIC CENTER STAFF CANNOT SUPPLY, SERVE OR CLEAN UP AFTER ALCOHOL USE.** Client is responsible.
13. **Smoking & tobacco products are not allowed inside** Civic Center building.
14. **OUTSIDE VENDORS/CATERERS WILL BE ASSESSED 15% SURCHARGE.** **Copy of vendor/caterer invoice** to patron **to be delivered to the MCC manager at conclusion of event.** Name, address, phone number and **Certificate of Insurance** from **outside vendor/caterer** naming **Mineola Civic Center** as additional insured to be submitted **30 days prior to event.**

AUTHORIZED SIGNATURE: DATE:

MANAGER'S SIGNATURE: DATE:
