

RULES & REGULATIONS FOR THE LIBERTY CENTER AND/OR DANIEL PAVILION

September 25, 2013

Adhesive-backed Decals – These items are prohibited for use and/or distribution either inside or outside of the facility.

Alcohol Policy – Caterers using the facility must have a catering/liquor license or apply for a temporary license from TABC in order to sell alcoholic beverages on premises. Groups not wishing to use caterers may bring their own alcohol, however, no alcohol can be sold without a valid license. If you have stated that there will be no alcohol, no alcohol will be on premises otherwise party will be terminated and deposit will be kept in full.

Building Disfiguration – No holes may be drilled, cored or punched in the building. Painting is prohibited anywhere on premises. No temporary hooks are to be used either inside or outside of the facility. In any instance where there is risk of damage to flooring, a protective coating, such as plastic, must be used. Lessee is responsible for the repair of any damage or disfiguration to the facility.

Catering Requirements – It shall be the responsibility of the lessee to obtain the service contractors the lessee intends on using. All contractors must be properly licensed and permitted before they can enter the center.

Cleaning – Lessee shall leave the facility in the same clean condition in which it took possession. All trash shall be removed immediately after the event is over to the outside dumpster. Any cleaning performed by the City of Liberty will result in the full deposit being kept.

Deposits – Refundable if the facilities are returned in the condition in which it was leased. If any condition is not to the City of Liberty requirements, the Deposit will be kept in full. The City of Liberty will refund deposits to the lessee by mailing a check to the name and address listed on the deposit refund request form within 15 business days.

Electrical Equipment – All electrical equipment must be U.L. approved. Accessibility to equipment rooms and utility boxes are prohibited without authorization from a facility official. Electrical service for events will be supplied and serviced by the City of Liberty.

Exit Doors – A 10' clearance on both sides (egress and ingress) with no physical obstruction must be maintained at all times. All exit doors must remain unlocked during rental.

Flammable and Volatile Materials – All such materials, including materials under high pressure are prohibited unless approved in written authorization by the City of Liberty Fire Department and the City of Liberty City Manager.

Hanging and Ceiling Rigging – Nothing may be hung, attached or suspended from any part of the building without the express written consent from the City of Liberty.

Inventory – The facility rental fee does include Tables and Chairs. There are Forty 8 foot rectangular tables and 400 metal folding chairs.

Keys – Keys will be available the business day before the leased date. If the date leased is on Sunday, keys will be available the Friday before. Keys should be returned the next business day following the leased date.

Kitchen – Rental of kitchen includes the use of the kitchen facility and appliances located in the kitchen facility. This does not include the cooler in the storage room. Cooler in storage room is not for public use and is only used during emergency situations.

Maintenance – No mowing, trimming, painting or other facility maintenance should be performed by the lessee. If any facility maintenance is needed the lessee should notify the City of Liberty by calling 936-336-3684

Parking Lot – The parking lot may not be used for commercial exhibits, displays, promotions, etc., without the express written consent from the City of Liberty. Returning the parking lot area in a clean condition is the responsibility of the lessee.

Permits – It is the ultimate responsibility of the lessee to obtain the necessary permits for their event. This includes, but is not limited to, health permits, music licensing, etc.

Rental Times – All rates are based on an 18-hour rental period. All events will start at 6:00am and end at midnight. Additional time may be purchased for \$100.00 per each ½ hour and must be paid for in advance. No event can go past 2:00 a.m., no exceptions.

Seating Capacity – In no event shall attendance to a meeting, dinner, concert, entertainment, exhibition or other event be in excess of the designated area capacity as determined by applicable fire and building codes. Maximum Occupancy is 275.

Security – All security used in the facility must be coordinated by the City of Liberty Police Department and will be the responsibility of the lessee. Please contact the City of Liberty Police Department at 936-336-5666 for further details.

Smoking – The building is a smoke-free facility, smoking is prohibited.

Tickets – Lessee is responsible for furnishing all tickets, and for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print more tickets for any one performance than there are seats available.

Wedding Sendoffs – Rice, birdseed, confetti, flower petals and sparklers are prohibited for the send off of the bride and groom.

NOTE: The City Manager shall have the final discretion over disputes regarding all rates, rules and regulations.

I have read, understand and agree to the term and conditions stated above:

Signed by Lessee/Authorized Agent

Date