

# Palacios Recreation Association, Inc. ("PRA")

2401 PERRYMAN AVE \* PALACIOS, TX 77465

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## FACILITY RENTAL AGREEMENT

DATE SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental Date(s): \_\_ / \_\_ / \_\_

From: \_\_\_\_AM/PM to \_\_\_\_PM

Individual/Group: \_\_\_\_\_

Event Type: \_\_\_\_\_

Representative/Person in Charge: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Will you be collecting fees? Yes / No If yes, for what purpose? \_\_\_\_\_

**PRA Event Coordinator is \_\_\_\_\_ phone \_\_\_\_\_**

**E mail \_\_\_\_\_ (all coordination of the use of the PRA for your event will be handled by this person)**

Room(s) Requested (Please check all that apply):

\_\_\_\_ Ballroom \_\_\_\_ Small Room \_\_\_\_ Combination (Both Rooms)

Will there be alcoholic beverages available at your event? \_\_\_\_Yes (see options) \_\_\_\_No

Option #1 PRA Bar Is Open – You are only allowed to have alcohol (beer and wine) served from the PRA bar between 7:00 pm and mid–night. Additionally, between 7:00 pm and mid–night you are allowed to bring your own hard liquor (BYOB). (Please understand that alcoholic beverages would only be available at your event while the bar is open but you may have soft drinks and water prior to opening the PRA bar but must be removed upon bar opening at 7:00) \_\_\_\_Yes \_\_\_\_No

Option #2 Pay Closed Bar Fee– If you want to bring your own alcoholic beverages you are required to pay a “Closed Bar” fee as specified in the attached rate schedule. You are allowed to have all beverages during the entire event \_\_\_\_Yes \_\_\_\_No

Note – If you have alcoholic beverages available during your event, you are required to pay for security officers from 7:00 pm to the end of your event. At least one security officer is required for every event plus an additional officer is required for every 150 expected guests attending your event. The security officer will be arranged by PRA coordinator.

**[ ] WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

I certify that I am the authorized representative of the organization/individuals named herein. I agree on behalf of myself and the organization to supervise all activity on the premises and to fully comply with and enforce the Palacios Recreation Association rules and regulations during the time allocated for use by the organization/individual and guests. This agreement may be immediately terminated if the organization/individual and/or guests fails to comply with and/or enforce Palacios Recreation Association rules and regulations.

In consideration for the acceptance of this application, the organization/individual and guests named herein hereby waives, releases and agrees to hold harmless the Palacios Recreation Association, its officers, officials, employees, agents and volunteers including class instructors from any and all claims for injuries, damages, losses or suits, including all legal costs and attorney’s fees, arising out of or in connection with the participation in this agreement and the rental of this Palacios Recreation Association facility by the organization/individual and guests named herein.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.**

\_\_\_\_\_  
Name of Organization

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print your name \_\_\_\_\_  
Official Capacity with Organization

PRA Use Only	Deposit received	Rental Rec’d	Closed Bar Fee Rec’d	Deposit Refunded
Date				
Amount				
Check #				

**RULES AND REGULATIONS FOR USE OF PALACIOS RECREATION FACILITIES**

Hours of Availability: Palacios Recreation Center

Sunday-Thursday 8:00AM-11:00PM  
Friday & Saturday 8:00AM-12:00AM (midnight)

The Palacios Recreation Association’s (PRA) existing and future special events and programs have priority use.

*NOTE: PRA reserves the right to refuse lease to any organization or individual based on its sole discretion.*

Reservations are not taken more than twelve (12) months in advance or less than two (2) weeks prior to the event. Reservations requested within two weeks are handled on a case by case basis.

There is a one day minimum of all rentals. Groups who use the facility on a regular basis (e.g. weekly or monthly) will have fees negotiated with the PRA board.

The person completing the rental contract must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision for all guests in attendance.

A completed Facility Rental Agreement form must be completed. A security deposit will be required at the time of execution of the Facility Rental Agreement to confirm your reservation date, time and

location. Full payment is required at least 7 days prior the event, if it is not paid timely, the event will be cancelled and security deposit forfeited. The security deposit less any deductions deemed appropriate solely by the PRA will be issued and mailed to the organization/individual within 7 business days.

Cancellation of a reservation must be given in writing (or e mail) by the renter at least 30 days in advance of the reservation use date and the renter will receive a full deposit refund, if cancelled in less than 30 days, the security deposit will be forfeited.

The total number of people using the rented space shall not exceed the 500 for the Ballroom or 100 for the smaller meeting room. Adequate supervision and/or chaperones must be provided by the applicant. A Palacios Recreation Association Building Attendant may be present during any of or all of the entire event. If the use of the building exceeds the time period in the agreement, a surcharge will be assessed per each 30 minute overage of up to \$100 per hour, but it is at the discretion of the PRA event coordinator at the event.

The noise level in the facility and surrounding area shall be in compliance with City code. Noise shall be monitored by the Building Attendant and/or City Police. Failure to comply immediately ends the rental. *(Basically, sound from audio equipment operated at a volume so as to be audible greater than 50 feet from the Recreation Facility will be considered too loud.)*

## Please place your initials beside each item indicating you have read and agree with the following terms and conditions:

The rental fee includes the use of the facility the day of the event. At the PRA coordinator's sole discretion, the facility may be made available prior to the event for set-up, the day of the event and until noon the day after the event to remove decorations and other needed items.

**CLEAN-UP:** The renter is responsible for leaving the rooms as clean as found. A pre-rental walk through with the PRA Coordinator before the event and a post-rental inspection may be completed.

The renter is responsible for (1) wiping off the tables and chairs and putting the chairs on top of the tables, (2) sweeping up trash, and (3) emptying all trash cans. Failure to leave the facility as clean as you found it will cause you to lose your deposit.

All trash and food must be removed from building the night of the event.

No smoking or use of e-cigarettes (vaping) in the facility at any time.

The rental includes the use of the kitchen and refrigeration if request is made to the PRA Event Coordinator, all food brought in shall be placed on the designated areas and not stacked on top of beer or other places in the cooler.

If alcoholic beverages will be available through the PRA bar during your event, no outside beverage can be brought into event while the PRA bar is open - this includes sodas, wine, water, wine coolers, champagne or beer. However, while the bar is open, guests can bring in hard alcohol to be mixed.

PRA approved law enforcement personnel are required at all events when any alcoholic beverage is served. *One security officer must be used per 150 guests attending event and they cost approximately \$35 per hour for each law enforcement personnel used. The security officer*

*must be paid at the end of the event. This cost of law enforcement is renter's responsibility and is not included in the facility rental cost. Failure to comply with this mandate will result in immediate cancellation of the event, it is a condition of our insurance and no exceptions can be made.*

Kitchen is available for use, but NOTHING IS ALLOWED ON BAR SIDE AND THE BAR SIDE MUST NOT BE BLOCKED. No minors allowed in kitchen.

Any decorations other than standard decorations, must be approved by the PRA event coordinator prior to decorating for the event. No nails or other materials that make holes in the walls or ceiling may be used.

No rice on property, if something is going to be thrown after a wedding please only use birdseed outside the facility.

NO candles and other flammable devices allowed.

Fire exits or return air vents CAN NOT be blocked at any time during event.

Any persons considered unruly by PRA or Security personnel must leave the building and entire PRA property immediately, failure to comply could lead to immediate termination of the rental and closure of the facility.

No coolers are allowed. All bags are subject to inspection.

No guns are allowed on the PRA premises

The misuse of the facility or non-conformance of rules and regulations justifies forfeiture of the deposit and denial of any future use. The PRA is not responsible for any lost or stolen items or items left by the rental party.

**Palacios Recreation Association, Inc (the "PRA")**  
**Rental Rates effective July 2017**

<b>Room</b>	<b>Rental Fee</b>	<b>Security Deposit</b> (due when booking event and refunded after the event if no damage occurred and rules followed)	<b>Closed Bar Fee</b> (applicable only when alcohol is made available by the Renter )
Ballroom (capacity 500)	\$750	\$200	\$500
Harvest Room (capacity 100)	\$200	\$50	\$100
Entire Center	\$900	\$250	\$500

Extra set-up days	\$100 large \$25 small \$100 entire		
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