

Palacios Recreation Association, Inc. ("PRA")

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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 **ALL OF YOUR DRINKS** (alcoholic beverages, soft drinks, and water) may be available prior to opening the PRA bar **but must be removed by 6:30 before the 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 the time alcohol is available to your guests until 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 but must be paid by the renter in cash at \$40 /hour at the end of your event.

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
Official Capacity with Organization

Date

Print your name

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

RULES AND REGULATIONS FOR USE OF PALACIOS RECREATION FACILITIES

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 \$500 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 and outside as clean as found. If you do not want to do this, you should not rent the facility. A pre-rental walk through with the PRA Coordinator before the event and a post-rental inspection may be completed.

The renter is required to (1) wipe off the tables and put the chairs on top of the tables, and (2) empty all trash cans (the night of the event). Failure to do this will cause the renter to lose their right to use the facility in the future. By noon the next day, the renter is required to sweep the facility. If you don't leave the facility as clean as you found it, you will lose your deposit and possibly be charged extra.

No bounce houses or water slides are allowed inside or outside the facility.

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 refrigerator.

If alcoholic beverages will be available through the PRA bar during your event, all outside beverages must be removed at 6:30 prior the bar opens. However, while the bar is open, guests can bring in hard alcohol to be mixed. Once they have been moved to the kitchen, they cannot be accessed.

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 \$40 per hour for each law enforcement personnel used. The security officer must be paid in cash 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. No grilling is allowed in the kitchen.

No Confetti. 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. All materials used to hang the decorations must also be removed after the event. If you cause damage to the facility, you will lose your deposit and may be charged extra for the damage.

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.

All bags and coolers are subject to inspection.

No guns are allowed on the PRA premises.

no nails or staples may be used on tables or walls

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

Room	Rental Fee	Security Deposit (due when booking event and refunded after the event if no damage occurred and rules followed)	Closed Bar Fee (applicable only when alcohol is made available by the Renter)
Ballroom (capacity 500)	\$750	\$400	\$500
Harvest Room (capacity 100)	\$200	\$150	\$100
Entire Center	\$900	\$500	\$500
Extra set-up days	\$100 entire		