

# THE GROVE COMMUNITY CENTER, INC.

C/O 5275 Texas 236 Highway, Moody, Texas 76557

## FOR RENTAL INFORMATION CONTACT

Miriam Winkler 254-721-3670

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## RENTAL AGREEMENT

This agreement is entered into by and between The Grove Community Center, a Texas non-profit corporation, hereinafter called "owner", and \_\_\_\_\_

whose address is \_\_\_\_\_

and telephone number is \_\_\_\_\_, hereinafter called "renter", upon the following terms and conditions.

1. **PREMISES:** Owner rents to renter for the time hereinafter specified and for the rental amount hereinafter specified the property known as The Grove Community Center in The Grove, Texas, hereinafter called "premises".
2. **USE:** Rental shall use the premises for the purpose of \_\_\_\_\_ and for no other purpose. Renter shall comply with the laws, regulations, and ordinances respecting the use of the premises and shall not create or permit a nuisance to exist.
3. **RENTAL DATE:** Renter shall be allowed to use the premises from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_.
4. **RENTAL RATE:** Renter shall pay the total sum of \_\_\_\_\_ as rental. Fifty percent (50%) of the total sum shall be due and payable upon signing this agreement and shall be **NON-REFUNDABLE**. The balance is due four weeks prior to the actual rental date. Failure to pay the balance upon the due date will result in the renter being denied access to the premises.
  - a. **Rental rate for Saturday from 9:00 AM to 12:00 AM (midnight): \$1200**
    - i. Rate includes kitchen with ice maker and vault
    - ii. Band/DJ shall stop by 11:30 PM, allow time for clean-up, and everyone must be out of building by midnight or you will be charged \$500
    - iii. An additional four hours for decorating on Friday can be added for \$300 (you can choose 3:00 PM to 7:00 PM or 4:00 PM to 8:00 PM)
  - b. **Rental rate for Weekend from Friday 9:00 AM to 9:00 PM and Saturday 9:00 AM to 12:00 AM (midnight): \$1750**
    - i. Rate includes kitchen with ice maker and vault
    - ii. Band/DJ shall stop by 11:30 PM, allow time for clean-up, and everyone must be out of building by midnight or you will be charged \$500
  - c. **Rental rate for Sunday through Thursday for four hours: \$500**
    - i. Rate includes kitchen with ice maker and vault
    - ii. Rate includes two hours for decorating immediately before the event starts
    - iii. Additional two hours for decorating can be added for \$200
    - iv. Additional event hours can be added for \$125 per hour
    - v. If there is no event scheduled for Saturday when booking, Friday can be rented for four hours

5. **DAMAGE, CLEANING, AND RENTAL POLICIES:** A \$500 compliance deposit is required along with the rental deposit in separate cash. If no damage is found and the rules of the contract have been followed, the compliance deposit will be returned within two weeks following the event. In the event that the damage exceeds the compliance deposit, the renter will be responsible for any of the remaining balance.
- a. No nails, tape, or tacks are to be used on the walls
  - b. No glitter, confetti, snow flocking, hay, or dance powder may be used inside the building
  - c. No confetti, glitter, or any paper products may be used outside (i.e. during send-off)
  - d. No glass bottles allowed in the main hall area (glass bottles may be poured in the kitchen and served from the bar in plastic cups)
  - e. Tables and chairs shall be left as you found them (20 round tables and 160 chairs)
  - f. Tables and chairs seat approximately 300 and must remain inside the building at all times
  - g. Extra tables and chairs are in the storage room and may be used, but must be returned to the storage room
  - h. You must pick up all trash and clean the tables
  - i. Put all trash in the dumpster at the rear of the building (near the BBQ shed)
  - j. The kitchen must be returned the way you found it when you rented it. If large items such as coffee maker, tea containers, microwave, stovetop, and oven are used, please make sure they are properly cleaned and stored as you found them.
  - k. Clean up any spills on the floor; the janitor will sweep and mop
  - l. Keep doors closed during the event to conserve energy
  - m. No smoking is permitted inside the building
  - n. Supplies belonging to the owner are inventoried; renter will be billed for any supplies that are missing (over the \$500 compliance deposit)
  - o. Personnel will be available to ask about switches to lights, thermostats, etc. when opening up the building
  - p. In case of spills, janitorial supplies are located at the south end of the hallway
6. **SECURITY:** All events with alcoholic beverages require security guards. Security will be arranged by owner and the cost will be included in your rental contract. Security guards must be present as soon as the event starts.

7. **HOLD HARMLESS AND INDEMNITY:** Renter accepts the premises in the condition that they are now in and warrants to owner that they are in sound condition and suitable for renter's purposes. Owner shall not be liable to renter or any person coming on or around the premises during any use by the renter for damages or injuries or whatever type or nature and however incurred. Renter agrees to indemnify and hold owner harmless of any form of loss, cost or expense of whatever type or nature, including court costs and attorney's fees as a result of any claim made by any person as a result of any type of damage or injury suffered in our about the premises during, after, or as a result of or in connection with the renter's use and/or occupancy of the premises. A deposit fee will be required and will be refundable upon inspection of the building and equipment. The deposit fee may be waived at the discretion of the Board of Directors.
8. **CONTRACT DUE DATE:** In order to reserve the stated date, please sign the contract and return 50% of the rental facility fee (cash/check) payable to The Grove Community Center by \_\_\_\_\_.  
 Executed in duplicate copies this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
 Return one signed copy to: Miriam Winkler, 5275 Texas 236 Highway, Moody, Texas, 76557

**TOTAL FACILITY RENTAL FEE:**

Rental deposit (50% of total fee) \_\_\_\_\_ is due by \_\_\_\_\_  
 Remaining rental balance \_\_\_\_\_ is due by \_\_\_\_\_

**ADDITIONAL FEES:**

Security fee  
 (must be paid in cash) \_\_\_\_\_ is due by \_\_\_\_\_  
 Compliance (damage) deposit  
 (must be paid in cash) \_\_\_\_\_ is due by \_\_\_\_\_

9. **RENTED BY:** Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date signed \_\_\_\_\_

**RELEASE OF COMPLIANCE (DAMAGE) DEPOSIT (CASH)**

*On the date listed below, the compliance (damage) deposit of \$500 cash that was collected upfront is being*

*Returned          Having met all the damage, cleaning, and rental policies.*

*Not Returned      Failure to meet damage, cleaning, or rental policies as noted below.*

DATE: \_\_\_\_\_

RENTER'S NAME: \_\_\_\_\_

RENTER'S SIGNATURE: \_\_\_\_\_

THE GROVE COMMUNITY CENTER BOARD MEMBER NAME: \_\_\_\_\_

**BOARD MEMBER CHECKLIST**

|  |  |
|--|--|
|  | Leave out 20 round tables and 160 chairs in place; additional tables and chairs returned to the storage closet |
|  | Stage left clean with no stains, nails, hay, etc.  |
|  | No glass bottles in main hall  |
|  | No confetti, glitter, or hay in the building   |
|  | No confetti, glitter, paper used outside   |
|  | No nails, tape, or tacks used on the walls   |
|  | No snow flocking or dance powder used on the floors  |
|  | Spills on the floor cleaned up   |
|  | Two beer spigots and three CO <sub>2</sub> bottles in place  |
|  | Check microwave and oven for food  |
|  | Coffee maker with 4 pots remain  |
|  | Two large tea containers in sink area  |
|  | Ice chest and rolling cart in kitchen  |
|  | Three trash cans in the hall and one in the kitchen  |
|  | Check bathrooms for graffiti on walls and stalls   |
|  | Parking lot free of trash, bottles, and cans   |
|  | Check area around BBQ pit for fires, trash, and cook shack locked  |
|  | All trash in dumpster  |