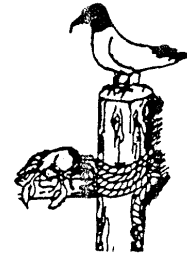




Incorporated December 27, 1912

CITY OF SEADRIFT

Post Office Box 159
Seadrift, Texas 77983
Tel: (361) 785-2251
Fax: (361) 785-2208



CIVIC CENTER & BAY FRONT PAVILION

The Civic Center is the south 3,000 square feet of the City Hall Building located at 501 South Main Street.

The Civic Center & Pavilion requires organizations or individuals to reserve prior to use and pay a deposit in advance. Deposits are refundable if cancellation is requested on or before the 7th day before the reservation.

Civic Center & Pavilion reservations are on a first come basis. Preliminary reservations may be made by phone or in person. Preliminary reservations cannot be confirmed until the deposit is received by the City. If deposit is not received on or before 7 days after reservation is made, the reservation will be cancelled so others may make reservations.

USEAGE & FEES

Seadrift Special Interest Groups

Seadrift Chamber of Commerce, E.H. Club, Boy Scouts, Senior Citizens, Beta Sigma Phi, Lions Club, Girl Scouts, Churches, and etc.

All Day (such as Saturday)

- \$ 50.00 Deposit
- \$100.00 **per event day**

Evening (such as Friday evening)

- > \$ 50.00 Deposit
- > \$ 50.00 **per event evening: Midnight**

Depending on function and purpose of Special Interest Group Activity, some fees may be waived by City Staff with approval of Mayor or Mayor Pro-Tem or Councilman over Civic Center & Pavilion

Private individuals

All Day (such as Saturday)

- \$100.00 Deposit
- \$200.00 **per event day**

Evening (such as Friday evening)

- > \$100.00 Deposit
- > \$100.00 **per event evening: Midnight**

Commercial & Business

All Day (such as Saturday)

- \$200.00 Deposit
- \$300.00 **per event day**

Evening (such as Friday evening)

- > \$200.00 Deposit
- > \$200.00 **per event evening: Midnight**

Governmental Functions & Other Groups not listed above

-
- No Charge

(previously) Adopted and passed by City Council on **November 6, 2012**

Amended and passed by City Council on **September 1, 2020**

CITY OF SEADRIFT CIVIC CENTER & BAY FRONT PAVILION


The City of Seadrift Civic Center is the south 3,000 square feet of the City Hall Building located at 501 South Main Street. The Civic Center & Pavilion requires organizations or individuals to reserve prior to use and pay a deposit in advance. Civic Center & Pavilion reservations are on a first come basis. Preliminary reservations may be made by phone or in person. Preliminary reservations cannot be confirmed until the deposit is received by the City. If deposit is not received on or before 7 days after reservation is made, the reservation will be cancelled so others may make reservations. **For Long Term Rentals or Reoccurring reservations, going forward longer than six months, requires approval of Mayor and/or Councilman over Civic Center and Bay Front Pavilion BEFORE the reservation is locked in and put on the calendar.**

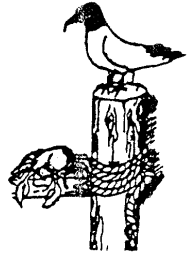
CIVIC CENTER & PAVILION RULES

1. CIVIC CENTER & PAVILION MUST BE RESERVED AND A DEPOSIT PAID IN ADVANCE FOR LONG TERM RENTALS OR REOCCURRING RESERVATIONS GOING FORWARD MORE THAN SIX MONTHS MUST BE APPROVED BY MAYOR AND/OR COUNCILMAN OVER CIVIC CENTER/PAVILION BEFORE BEING LOCKED IN AND PUT ON THE CALENDAR.
 - Deposits are refundable IF cancellation is requested on or before the 7th day **before** the reservation.
2. RESERVATIONS ARE ON A FIRST COME BASIS, However, long term rentals and/or any recurring rental reservations going forward more than six months shall be done in accordance with #1 above.
 - Preliminary reservations may be made by phone or in person.
 - Preliminary reservations CANNOT be confirmed until the deposit is received by the City.
 - IF deposit is NOT received ON or BEFORE 7 days after preliminary reservation is made, the reservation WILL be cancelled so others may make reservations.
3. NO SMOKING
4. NO ALCOHOLIC BEVERAGES ON PREMISES – INCLUDES PARKING LOT
5. NO OPEN FLAMES OR COMBUSTIBLE MATERIALS FOR DECORATIONS
6. PARKING WILL BE IN THE PARKING LOT AND ADJACENT PUBLIC STREETS EXCEPT DESIGNATED FIRE ZONES AND SERVICE LANES.
7. FIRE ZONES, FIRE DEPARTMENT AND SERVICE LANES SHALL NOT BE BLOCKED
8. NOT RESPONSIBLE FOR PROPERTY LEFT ON/IN PREMISES AFTER END OF RENTAL PERIOD
9. CITY PROPERTY SHALL NOT BE REMOVED FROM THE PREMISES AT ANY TIME
10. ALL KEYS SHALL BE RETURNED TO CITY HALL.
 - THERE SHALL BE ONLY ONE SET OF KEYS GIVEN TO RENTER
 - GROUPS MUST MAKE ARRANGEMENTS TO PICK UP THE KEY DURING NORMAL CITY HALL HOURS PRIOR TO START OF RENTAL PERIOD
11. CLEAN-UP – Civic Center, Rest Room, Pavilion, and surround area:
 - a. For an evening event, clean-up MUST begin IMMEDIATELY at the end of the event, preferably completed before Midnight.
 - *This provides a clean facility for an event that may begin the next morning.*
 - b. For a one-day event, clean-up MUST begin IMMEDIATELY at the end of the event, preferably completed before Midnight.
 - c. For a multiple day event, clean-up MUST begin IMMEDIATELY at the end of the last day.
 - d. A tote is provided just outside the Civic Center Doors for waste and receptacles/totes are provided at the Pavilion.
 - A second tote is located near the corner of City Hall entrance, if needed.
 - e. All garbage shall be placed in plastic garbage bags then placed in the Totes or approved receptacles.
 - ALL scrap food and leftovers must be placed in plastic bags the placed in the totes to keep animals out.
 - Food placed in bags SHALL NOT be left outside on the ground, only inside the Totes.
12. EMERGENCY – DIAL 911
 - From any Cell Phone, dial 911.
 - When answered tell them the address:
 - Bay Front Pavilion: 601 West Bay Avenue, Seadrift, Texas
 - Civic Center: 501 South Main, Seadrift, Texas
 - Remain on the phone with 911 until they say it is ok to get off the phone.

Renter Initials:




CITY OF SEADRIFT
 Post Office Box 159/501 S. Main St.
 Seadrift, Texas 77983
 Tel: (361) 785-2251
 Fax: (361) 785-2208
seadrift@seadrifftx.org



**SEADRIFT CIVIC CENTER / BAYFRONT PAVILION
RENTAL AGREEMENT**

- | | |
|--|--|
| <input type="checkbox"/> CIVIC CENTER | <input type="checkbox"/> SPECIAL INTEREST GROUP |
| <input type="checkbox"/> BAYFRONT PAVILION | <input type="checkbox"/> PRIVATE INDIVIDUALS |
| | <input type="checkbox"/> COMMERCIAL & BUSINESS |
| | <input type="checkbox"/> GOVERNMENTAL FUNCTION & OTHER |

| |
|---|
| <p align="center">AMOUNT DUE:</p> Deposit: \$ _____ Rental: \$ _____ <p align="center">RENTAL FEES DUE 7 DAYS BEFORE EVENT</p> <hr/> <p align="center">Dates requested 6 months in advance must be approved by Mayor or Department Head</p> |
|---|

I (we), signed below, have reviewed the above Civic Center/Pavilion Rules, and will abide by the rules and will ensure that all guests abide by the rules. I further state that I (we) have received a copy of the rules.

Renter #1: _____ Signature: _____ Date: ___/___/___

Renter #2: _____ Signature: _____ Date: ___/___/___

DATE REQUESTED: _____ TIME: _____ to _____
For multiple rental dates, individual forms must be filled out.

Phone Number: _____ Email: _____

Anticipated attendance: _____ Event / Purpose: _____

➔ DEPOSITS/REFUNDS/CANCELLATIONS

Deposits may be returned if the facility is left in an undamaged/clean condition. "Clean condition" means to gather and remove trash (inside and outside) to the supplied dumpster/trash totes and remove all decorations. Deposits will be refunded after the area has been inspected, and keys have been returned. Deposits will be returned the following Wednesday after the event date. If the event is cancelled and the key returned to the City before the scheduled event date, both the rental and deposit can be refunded.

Please provide a mailing address, including who the refund check is to be addressed to:

Addressed to: _____, Mailing Address: _____

City: _____, State: _____, ZIP: _____

| | |
|---|--|
| OFFICE USE ONLY Payment of Reservation | |
| DEPOSIT \$ _____ | Receipt #: _____ Date: ___/___/___ <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check #: _____ |
| RENTAL \$ _____ | Receipt #: _____ Date: ___/___/___ <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check #: _____ |
| Refund of Deposit or Cancellation | |
| Refund Amount: \$ _____ | Check #: _____ Date: _____ |
| Reason for Refund: <input type="checkbox"/> Deposit Only <input type="checkbox"/> Cancellation of Event | Keys Returned? <input type="checkbox"/> Yes <input type="checkbox"/> No Area Inspected? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Inspection: _____ |