

City of Thornton

708 A. Hwy 14
Thornton, Texas 76687
Phone (254)380-1139
Fax (254)380-1140
cityofthorntontx@gmail.com

Mary Helen Nance Community Center

301 E Eighth St Thornton Tx 76687

Date:

Name of Responsible party:

Address:

City, State, Zip:

Telephone:

E-Mail:

Alternate Contact:

Date of Rental:

Area Rented:

Time rental needed:

Conditions Applying to Rental

Reservation Confirmations

Conference rooms must be reserved at least seven (7) business days in advance with a rental deposit payable by Cash, check at time of booking, unless prior arrangements are made. Make checks payable to The City of Thornton.

- The Mary Helen Nance Community Center requires a \$ 400 rental deposit.
- The deposit is due when the rental agreement is signed. The balance is to be paid before the key is picked up. Full Refund when Cancellation is received 15 days in advance of rental. No refund thereafter.
- Reservations less than seven (7) days in advance require cash or check in payment.
- Sufficient, competent adult and/or special supervision must be provided by client at the client's expense.
- All prices are subject to change.

To confirm the reservation, the Community Center Rental Agreement must be completed and signed by the client and returned to the Thornton City Office within fifteen (15) business days of booking.

Facility Access and Regulations

Charges begin at the time the first person associated with the event enters the reserved facility and end at the time the last participant leaves the facility.

- Prior to the start of event, Community Center staff will set up all furniture and AV equipment as previously arranged with the client. (The Community Center staff will take down all Furniture.)
- The reserved event times must include time needed by the Client and/or Client's designee to set up the event space. This includes Client's own AV setup, distribution of materials, event registration, decorating, deliveries, catering, and any other related function that required Client time to administer.
- Final event charges will be calculated to the closest half-hour from entry to exit.
- Each Client must designate one person as the contact who will have final responsibility for decisions.
- All set-up and audio-visual details must be confirmed in writing by Client to The Thornton City Office a minimum of ten (10) business days prior to the event.
- Outside food/beverages are permitted at The Mary Helen Nance Community Center with prior approval.

Set-Up and Decorations

- Open Flame is strictly prohibited by fire code.
- Enclosed votive, tea lights, floating candles, and chafing dishes are acceptable.
- Pillar or taper flames must be enclosed by hurricane glass or other approved enclosures.

- The use of sparklers, fireworks, or pyrotechnics inside or outside of the building is strictly prohibited.
- No tape, Pins, Staples, Tacks, Nails or other puncturing devices are prohibited.
- Hazardous chemicals and materials are prohibited.
- Decorations and Food are to be removed by the rental party before leaving.
- All transport carts are restricted to soft rubber wheeled vehicles. The use of barbeques or other outdoor cooking equipment must be pre-approved and may only be operated in designated areas. Fuel of any kind may not be stored inside the building at any time.
- Deliveries for caterers; Band equipment, D.J or Other equipment shall use the back (East) or (West) Entrance of the building.
- Violation of these rules may result in a minimum assessment of \$250 and/or an additional damage/cleaning fee.

Damage/Security Deposit

Room rentals and deposits must be paid Thirty (30) days prior to the day of event.

- There is a room-specific, damage deposit and security fee.
- The rental party is responsible for the conduct of the attendees. The rental party is responsible for any damage to the building, equipment and/or the grounds.
- Client is responsible for any damage to the facility caused by the Client, the Client's guests, the Client's service providers of any individual connected with the Client's event.
- If damage occurs, appropriate charges will be assessed and deducted from the Damage/Security Deposit.
- If damage exceeds the deposit the Client will be billed for the additional amount.
- Client may be required to procure and maintain in force at the time of the event(s), without expense to the Mary Helen Nance Community Center, a public liability insurance policy, covering bodily injury and property damage, with limits of not less than \$1,000,000 per occurrence. Client must provide the Community Center with a certification of such insurance 30 days prior to the event.
- **NO ALCOHOL CONSUMED WITHOUT SECURITY PRESENT OR CITATION WILL BE GIVEN AND LOST OF DEPOSIT**

Substance and Firearm Policy

- When alcohol is consumed at an event(s) it is required to hire two police officers selected by the Thornton Police department for security.
- The original alcohol permit/license must be posted in a prominent location during the entire event(s)
- no alcohol consumption outside of building on City property.
- Clients serving alcoholic beverages, alcoholic beverages must be provided only but NOT sold. All customers are responsible for complying with the liquor laws of the State of Texas.
- The Thornton Community Center is owned by the City of Thornton. Smoking, use of controlled substances and weapons are prohibited by Texas State Law in the building or on the Verarida. Smoking is allowed on the parking lot only.
- Client is solely responsible for compliance with all laws and regulations pertaining to controlled substance and weapons at their events.

Cleanup Rules and Regulations

- Cleaning fee is up to \$400.00. Noted repair or replacement will be charged to any client violating the listed restrictions or events whose activities or decoration cause extra clean up or damage to the center.
- All personal materials, equipment, and furnishings must be removed at the conclusion of the event.
- Parking Lot must be cleaned and free trash and debris
- For your comfort the building has both heating and cooling systems. Please keep all outside doors closed at all times. Air must be raised to 70 degrees or heat lowered to 65 degrees before vacating the building.
- The Mary Helen Nance Community Center is not responsible for damaged, lost or stolen items. Found items may be held for up to fifteen (15) calendar days after the event.

Cancellation Policy

The Client must notify the Thornton City Office in writing, if it becomes necessary to cancel the reservation. If the event must be postponed due to an emergency, the event may be rescheduled without penalty on a space available basic, at the discretion of the Mary Helen Nance Community Center.

- The Damage/Security Deposit will be transferred to the new booking.

- The Mary Helen Nance Community Center is not liable for any costs incurred by the Client, as a result of such cancellation.
- Cancellations of postponed or rescheduled events will be subject to cancellation policy. The deposit will be fully returned upon a 30-written cancellation notice before the event; 1/2 the deposit will be returned if the cancellation notice is received between 15 and 29 days before the event. The full deposit is forfeited on cancellations less than 15 days prior to the event.
- The City of Thornton/ Mary Helen Nance Community Center reserves the right to deny or cancel any event in an emergency situation or if it is deemed by the City of Thornton/ Mary Helen Nance Community Center that persons or property might be endangered, and/or the event might in any way be prejudicial to others or not in the best interest of the City of Thornton/ Mary Helen Nance Community Center.
- The Thornton Police Department has the authority to close down an event at any time if determined it is in the best interest of public safety and necessity or for any violation of this Rental Agreement.

Indemnification and Liability

User/renter agrees to indemnify and hold harmless the City of Thornton from all claims, Liability, damage, injury penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property or damage which in any way results from the use of said or to premises by user; and if any suit or proceeding shall be brought against the City of Thornton on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by servants, invitees, licensees, or guests of user, or any other person, the user, at its sole expense, will defend same and will pay any judgments which may be recover against the City of Thornton.

For more information please contact the City of Thornton at (254)380-1139

I have read, understand, and agree to all the terms as stated in this contact.

Client Signature: _____ **Today's Date:** _____

Mary H. Nance Community Center: _____ **Today's Date:** _____

Contact Information: City of Thornton
 708A Hwy 14
 Thornton TX, 76687
 254-380-1139

City of Thornton

708 A. Hwy 14
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RENTAL CHECK LIST

**ANYTHING INITIALED BUT NOT COMPLETED UPON REVIEW
OF CENTER WILL AUTOMATICALLY FORFIET DEPOSIT**

_____ Rental

- Building is to be vacated and locked by 1 A.M.

_____ Not Allowed

- No Fog Machines of any kind.
- No open flame, Fireworks and sparklers.
- No Pins, Tape, Tacks, Nails, or other punching devices.
- Glitter, Confetti or sand inside or outside the building.

- No Pets allowed inside or outside of center

_____ Payment to Officer (If Alcohol is Consumed):

- Party- Payment is due upon arrival the day of the party. Payment must be in cash. Payment is per officer. At \$30 Dollars per hour per Officer
- Officers will not generally enter the party rooms unless there is an immediate need. Matter's will be handled discretely not to disturb the party. Officers will observe the party through kitchen area, back doors, windows. renter must understand officers will see the party more than the party will see the officers.

_____ Alcohol:

- No alcohol will be available before the officer's arrival.
- No alcohol will be allowed outside of the convention center.
- All alcohol laws for SOT must be followed.
- Failure to comply with these instructions can result in the party being shut down.

NO ALCOHOL CONSUMED WITHOUT SECURITY PRESENT OR CITATION WILL BE GIVEN AND LOST OF DEPOSIT

_____ Smoking:

- Smoking is allowed in designated areas outside of Building. NO Smoking will be allowed inside the community Center.
- The Thornton Community Center is a smoke FREE facility. Please use the outside receptacles to discard cigarettes. The security deposit will be forfeited if the rental part or guest smoke in the building.

_____ Music:

- Music must be turned off one hour prior to end of rental (Example: Rental is from 8 p.m. until 1am, music must be turned off by 12 midnight and the building vacated by 1am.)
- DJ and Band must be aware of base level.
- NO music after 12 Midnight

_____ Children:

- Children must remain inside the party room unless going to or from the restroom. No minor Children will be allowed in parking lot unattended. No children will be allowed to sit or play in the lobby area unattended.

_____ Uninvited Guest:

- Renter or designated contact must immediately notify officers if anyone arrives and their presence is unwanted. Officers will instruct the night of the party where they will be located throughout the night for the renter to make contact.

_____ Terminate of this Agreement

- The Thornton Community Center board may terminate this agreement upon three (3) days' notice to the rental party in the event and in the sole opinion of the board that the center is intendable due to fire, windstorm, Tornado, Flood, Etc. No notice is required if any of the above-mentioned events occur three days prior to the rental date. upon such termination the deposit will be returned to the rental party and responsibilities of both parties under the rental agreement shall terminate.

_____ Not Responsible

- The rental party shall indemnify and hold the board and its employees forever harmless from any loss, cost or expense, including reasonable attorney fees, incurred by the board and its employees, by reason of any injury or Damage to persons or properties occurring within the rental premises, unless such damage is determined by a court or competent jurisdiction, to have been caused by or result from the negligence of the board or its agent.

CLEANING CHECKLIST

**ANYTHING INITIALED BUT NOT COMPLETED UPON REVIEW
OF CENTER WILL AUTOMATICALLY FORFEIT DEPOSIT**

____ **REMOVE ALL TRASH FROM BUILDING**

- ROOM RENTED
- KITCHEN
- BATHROOMS

____ **SWEEP/MOP ENTIRE RENTED AREA**

- ROOM RENTED
- KITCHEN
- BATHROOMS

____ **SPRAY & WIPE DOWN RENTED & USED AREA**

- ROOM RENTED
- KITCHEN
- BATHROOM
- TABLES & CHAIRS
- WINDEX FRONT & BACK DOORS & BATHROOM MIRRORS
- CLEAN TOILETS & MEN'S URINAL
- EMPTY & WIPE DOWN REFRIGERATOR

❖ **TURN AIR UP TO 78°**

❖ **TURN LIGHTS OFF**

❖ **TEXT (254) 717-0867**

WHEN EVENT HAS ENDED & BUILDING IS VACATED

I have read, understand, and agree to all the terms as stated in this contact.

Client Signature: _____ **Today's Date:** _____

Mary H. Nance Community Center: _____ **Today's Date:** _____

**Contact Information: City of Thornton
708 A Hwy 14
Thornton TX, 76687
254380-1139**

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Mary Helen Nance Community Center

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RENTAL RATES

Rental Deposit:

EIGHT (8) Hours Rental Rate

- Entire Center _____ **\$600.00**
- Dining Room and Kitchen _____ **\$400.00**
- Meeting Room(kitchen) _____ **\$175.00**
- Refundable Deposit _____ **\$400.00**

Deposit will be returned if all rental agreement is followed.