

TOW COMMUNITY CENTER ASSOCIATION, INC.
(T.H.E. Tow Community Center)

P.O. Box 234 - Tow, TX 78672 — Located at 135 County Road 221

Hosting community events and fundraisers for The Tow Valley Area of Texas!

- As a renter of the Tow Community Center facilities, your cooperation in helping to keep the premises clean, undamaged, and as you found them is most sincerely appreciated.
- We would like to thank you for considering us as the place to hold your special event.

Fee Schedule and Agreement for Rental

The contract for the Rental of the Tow Community Center building and/or the pavilion and grounds is subject to availability on the date requested, the completion of required documents, and submission of payment per the terms of the contract.

Person/Organization requesting use: _____

Person/Organization address: _____

Contact phone number: _____ Contact email: _____

Alternate contact: _____ Phone #: _____

For the sole purpose of: _____

Date(s) and times of requested use: _____

Note: If this will be a Recurring Event, additional information is required.

Rental Rates		
	1 / 2 Day	Full Day
Building	\$50	\$100
Pavilion & Grounds	\$25	\$50
*Overnight Storage		\$25

*Overnight Storage may be available with permission in advance. The Tow Community Center is not liable for any theft or damage to property stored overnight. The overnight storage fee is not required for rentals of two or more consecutive days.

For more information or questions, contact:
 Linda Wallen via email at:
info.thetowcommunitycenter@gmail.com
 via phone or text message at:
 325-423-5349

TOW COMMUNITY CENTER ASSOCIATION, INC.
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Request permission to use (check all that apply):				
		Amount		Amount
Tow Community Center Bldg	# 1/2 Days @ \$50		# Full Days @ \$100	
Pavilion & Picnic Grounds	# 1/2 Days @ \$25		# Full Days @ \$50	
Overnight Storage @\$25	# @ \$25			

TOTAL DUE: _____ **DEPOSIT:** _____ **BALANCE:** _____

SIGNATURE SHEET

I/We have read the Contract in its entirety and understand the terms, rates, rules and regulations, and detailed usage requirements as described by the Tow Community Center Association, Inc. for the rental of the Tow Community Center complex or any part thereof and hereby agree to abide by them.

Signature Printed Name

TX Drivers License # Date

For TCCA, Inc. Use Only

Approved By:	Check#:	Amount:	Comb Issued:
Accompanying Documents:			
Notes:			
One-time Rental:	Recurring Rental:	Recurring Non-Pay:	Memorial Event:

Terms of Contract

1. Renter will assume responsibility for the use of this facility and agree to submit payment for any damages incurred of said use. In the event damages are not paid, renter agrees to pay all attorney fees and court costs if a legal dispute arises.
2. Renter will hold the Tow Community Center Association, Inc. harmless against any liability that may occur from the use of the complex or any part thereof.
3. The facility can only be used on the date(s) and time(s) specified and is not transferable or assignable. The capacity of the TCC facility is 100. No equipment or decorations are to be left overnight unless prior permission is granted by the TCCA and overnight storage fee is paid.
4. Without exception, no business or commercial activity will be held at the Tow Community Center Complex. Renter further agrees that they will receive no personal or business pecuniary gain, either directly or indirectly, as a result of their rental of the premises.
5. The renter hereby accepts all responsibility for the above described purpose and agrees to abide by all Federal, State and County laws and regulations including, but not limited to laws regarding the possession and use of illegal drugs, weapons, the sale of alcohol or consumption by minors, gambling, etc. The renter hereby consents to entry, at any time, in the course of said event, by any member of the TCCA Board.
6. The contract agreement must be completed and signed by applicant or designee at least (2) weeks in advance, and must be at least 21 years of age. Cancellation of confirmed reservation within (7) days of the scheduled event will forfeit the rental payment. Renter will be charged an additional \$50.00 for a NSF check. Payment of the entire amount and the NSF charge by cash or money order must be made promptly upon notification from the Tow Community Center Association, Inc. or the rental agreement will be considered terminated.
7. Private entities, persons, groups or organizations using the facility shall pay the appropriate user fees unless exempted by the TCCA Board. A deposit of ½ of the total is required to hold the date. Memorials for Tow residents are limited to (1) day and not required to pay a usage fee.
8. All enclosed building/buildings within the TCCA Complex are smoke free. Use of tobacco products, in these areas, will result in additional cleaning charges. The amount of said charges will be determined by the Tow Community Center Association, Inc.
9. The Tow Community Center Association, Inc. reserves the right to approve or reject any/all contracts as well as the right to deny further use for rental purposes to any renter who allows any of these provisions to be violated by himself/herself or any member of their group. This denial in no way limits the Tow Community Center Association, Inc. from further claims for any damages allowed or caused by another.

DISCLAIMER: EXCEPT FOR THE TCCA SPONSORED EVENTS, TCCA IS NOT RESPONSIBLE OR LIABLE FOR EVENTS BEING HELD AT THE TCC BY RENTER OR INCIDENTS ARISING FROM SUCH EVENTS. NOR IS THE TCCA RESPONSIBLE OR LIABLE FOR DEVELOPMENTS, INCLUDING BUT NOT LIMITED TO, INCIDENTS WHEREIN LAWS HAVE BEEN BROKEN EITHER WITH OR WITHOUT THE KNOWLEDGE OF THE RENTER. ANY CONSEQUENCES WHICH RESULT IN ILLEGAL ACTS ARE THE SOLE RESPONSIBILITY OF THE RENTER.

Detailed Usage Requirements Tow Community Center Association Complex

1. Any decorations used by the renter should be attached so as not to cause any damage to the walls or other surfaces and must be removed and properly disposed of.
2. All furnishings (tables/chairs, etc.) must be returned to the way they were found.
3. The facility should be left as clean as you found it. (Floors, countertops, restrooms, tables, etc.) Please do not leave any food in the refrigerator. If you bring it, take it with you when you go.
4. All garbage/trash, inside and outside of the facility must be bagged and removed from the premises.
5. If anything is damaged or stolen during your rental, you are responsible and will be charged accordingly.
6. Renter must have the facility cleaned and all personal items removed at the end of your rental/time of event unless other arrangements have been made in advance.
7. As renter, you are responsible for all supplies needed for your event.
8. The Communications chairperson or another member of the TCC Board will provide a combination to the lock on the front door for use by the renter on or before the date of your event. The renter is responsible for locking the facility when leaving and at any time never leave the building unattended during your rental time.
9. No confetti, rice or birdseed allowed in the building.
10. Dancing and music are allowed, but should not disturb area residents.
11. Renter agrees to provide and assume all responsibility, including monetary, for adequate outside receptacles, if needed. (example: port-a-potty) Including arrangements for setup, servicing and removal immediately before and after the event. Renter agrees to hold the Tow Community Center Association, Inc. harmless from any liability, monetary or otherwise, from rental of same.
12. Renter agrees to extinguish all fires in cooking receptacles immediately following the event. Fire shall only be in fire pits and portable cooking equipment. (BBQ grills, fish fryers, etc.) Equipment should be set in a safe area. It is the renter's responsibility to review the Llano County website for any applicable burn bans. All open fires are prohibited.