

TOW COMMUNITY CENTER ASSOCIATION, INC.

PO Box 234 – Tow, TX 78672 – Located at 135 CR 221 Tow, TX

Information and Questions Contact: Tina Jennings-info.TCCATow@gmail.com

512-633-8400

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 and cleaning deposit per the terms of the contract. New contracts must be submitted for recurring events.

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:

Rental Rates

	½ Day	Full Day
Building	\$50	\$100
Pavilion & Grounds	\$25	\$50
Overnight Storage		\$25

Please use the following checklist to insure the return of your cleaning deposit

- Make sure tables have been wiped clean
- Remove all trash from the facility including both bathrooms and outside grounds
- Do not leave any food behind – if you brought it – take it with you when you leave
- Make sure all the floors are clean – swept and mopped
- Leave all used dishcloths and towels on the counter
- If something needs attention, please let us know

The attached Detailed Usage Requirements (page 4) and the Terms of Contract (page 5) are, and shall remain, a part of this contract.

For TCCA, Inc. Use Only

Rental Amount:	Check #:	Approved By:	Memorial Event:
Cleaning Deposit:	Check #:	Returned by:	

Accompanying Documents: _____

Notes: _____

Detailed Usage Requirements

Tow Community Center Association Complex - TCCA

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. No glitter.
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. The 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 TCCA 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. 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 TCCA 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 stored 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.

Tow Community Center Association, Inc.
Terms of Contract

1. Renter will assume responsibility for the use of this facility and agree to submit payment for any damage incurred from 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 TCCA 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 people inside. No equipment or decorations are to be left overnight unless permission is granted by the TCCA and an 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 because 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, and the sale of alcohol or consumption by minors, gambling. etc. The renter hereby consents to entry, at any time, during said event by any member of the TCCA Board.
6. The contract agreement must be completed and signed by the applicant or designee, who must be at least 21 years of age, at least (2) weeks in advance. Cancellation of confirmed reservation within (7) days of the scheduled event will forfeit the rental payment. Renters will be charged an additional \$50.00 for an 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 half 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 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 TCCA.
9. The TCCA 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 TCCA from further claims for any damage 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.