

Event Center Rental Application and Policy

- ✓ By signing below, the renter enters into an agreement with the City of Ivanhoe to abide by this policy or forfeit full deposit; the deposit will be held until the Tuesday after the event and returned only when the building passes inspection.
- ✓ This is a non-smoking facility.
- ✓ Tables and chairs cannot be removed from inside the facility.
- ✓ Tables and chairs must be placed back in their pre-rental position.
- ✓ Tables, Chairs, and other equipment or furnishings are to be carried; do not drag them across the floor.
- ✓ Do not stand on the tables or chairs
- ✓ The building floors, bathrooms, kitchen, and other areas will be cleaned to pre-rental condition.
- ✓ Nothing will be hung, taped, tacked, or otherwise suspended from the ceilings or walls without consultation.
- ✓ Trash will be removed and taken from the facility by the renter.
- ✓ Loud music which disturbs neighboring properties is not allowed.
- ✓ No event will proceed past midnight. This includes clean-up time.
- ✓ Failure to adhere to any one of the above may result in partial or full forfeiture of deposit.
- ✓ Renter agrees to be responsible for and liable for all damages to the Center or any additional cleaning needed. The liability of the user is not limited to the amount of the Security Deposit provided.

Name: _____ Driver's License # _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Event Date: _____ Event Type: _____

Hours of Event: _____ Will Alcohol be served: Yes No

FEES AND DEPOSITS PAID: 4 hours and under (\$100) Security Deposit (\$200)
(Separate Checks)

4 to 8 hours (\$200) Key Deposit (\$50)

I have read, agree to, and accept the above conditions.

Renters Signatures: _____ Date: _____

The City of Ivanhoe reminds you the rental of the Event Center does not include the use of the private swim area, piers or boat launch.

City of Ivanhoe Event Center Rental

Addendum for events serving alcohol:

Security:

If alcohol is to be served, the renter must contact the City of Ivanhoe Marshal's office and arrange for a State of Texas licensed law enforcement office to provide building security for the entire rental period.

Security cost is \$30 per hour (minimum of 2 hours) *Fee must be paid in cash*

Number of Hours: _____ **Total Cost of Security:** _____

Additional Deposits

An additional \$200 refundable deposit is required for events serving alcohol.

Deposit Paid: _____

Total Amount Due: _____ **Total Amount Paid:** _____

Renters Name: _____ **Date:** _____

Signature: _____

Approved By: _____ **Date:** _____

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