

CITY OF RIO VISTA



RESERVATION CONTRACT CIVIC CENTER

Today's date: _____ Reservation date: _____

Expected number of guests: _____ Total hours for event: _____

Renters name: _____

Occasion: _____

Deposit amount: \$ _____ Date paid: _____ Check#: _____ CC: _____ Cash: _____

Rental amount: \$ _____ Date paid: _____ Check#: _____ CC: _____ Cash: _____

Dance/Alcohol Deposit: \$ _____ Number of Officers needed: _____ @ \$50.00 per hour \$ _____

Rental deposit is due at the time of reservation, dates/times will not be held unless payment has been made. Total rental is due at the time of key pickup. Clean up and decorating time is included in your rental agreement. Refund checks are done on Friday's. Please make sure the bottom of this form is correct to ensure your deposit is refunded in a timely manner.

****DEPOSITS WILL NOT BE REFUNDED UNLESS ALL RULES ARE FOLLOWED****

RULES:

1. The Civic Center is for the enjoyment of many people. Please leave it clean and ready for the next renter.
2. Use of fog machine, bubble machine, bounce house or paint ball guns are **NOT** permitted.
3. Please remove all trash from the areas that you have used and place in the dumpster on the south end of building.
4. Please do not attach nails, tacks or tape to the walls, ceilings or fans.
5. **NO SMOKING** inside of the building. Ash cans can be found on the patio and by the front door of the Civic Center.
6. All tables and chairs must be wiped down and returned to the storage closet in proper order. Floors are to be swept and mopped. Cleaning supplies can be found under the sink in the kitchen. Brooms and mops can be found in the closet across from the men's bathroom.
7. Check all restrooms to make sure lights are turned off and water is not running. Please flush all toilets.
8. Turn off all lights in the Civic Center as well as the air conditioners/heaters. There are two switches on the North and South wall.
9. **NO ALCOHOLIC** beverages unless prior arrangements are made with the City of Rio Vista.
10. **LOCK ALL DOORS!!**

The lessee agrees the City of Rio Vista will not be held responsible for any and all claims, expenses, demands, judgements and causes of any actions of every kind and will not be held responsible for any personal injury, death or damage to property with might occur from or arise out of the activates of the lessee or its users. The lessee agrees to replace damaged items or property at not cost to the City of Rio Vista.

Signature of lessee: _____ Date: _____

Address: _____

Home phone: _____ Cell phone: _____

A FEE OF \$20.00 WILL BE CHARGED IF KEY IS NOT PICKED UP DURING BUSINESS HOURS

CIVIC CENTER - 201 S. HWY 174 - RIO VISTA, TX 76093 -- CITY HALL - OFFICE: (817) 373-2588 - FAX: (817) 373-2988