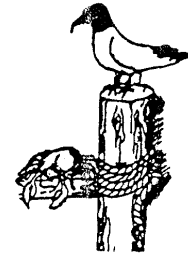




Incorporated December 27, 1912

CITY OF SEADRIFT

Post Office Box 159
Seadrift, Texas 77983
Tel: (361) 785-2251
Fax: (361) 785-2208



CIVIC CENTER & BAY FRONT PAVILION

The Civic Center is the south 3,000 square feet of the City Hall Building located at 501 South Main Street.

The Civic Center & Pavilion requires organizations or individuals to reserve prior to use and pay a deposit in advance. Deposits are refundable if cancellation is requested on or before the 7th day before the reservation.

Civic Center & Pavilion reservations are on a first come basis. Preliminary reservations may be made by phone or in person. Preliminary reservations cannot be confirmed until the deposit is received by the City. If deposit is not received on or before 7 days after reservation is made, the reservation will be cancelled so others may make reservations.

USEAGE & FEES

Seadrift Special Interest Groups

Seadrift Chamber of Commerce, E.H. Club, Boy Scouts, Senior Citizens, Beta Sigma Phi, Lions Club, Girl Scouts, Churches, and etc.

All Day (such as Saturday)

- \$ 50.00 Deposit
- \$100.00 **per event day**

Evening (such as Friday evening)

- > \$ 50.00 Deposit
- > \$ 50.00 **per event evening: Midnight**

Depending on function and purpose of Special Interest Group Activity, some fees may be waived by City Staff with approval of Mayor or Mayor Pro-Tem or Councilman over Civic Center & Pavilion

Private individuals

All Day (such as Saturday)

- \$100.00 Deposit
- \$200.00 **per event day**

Evening (such as Friday evening)

- > \$100.00 Deposit
- > \$100.00 **per event evening: Midnight**

Commercial & Business

All Day (such as Saturday)

- \$200.00 Deposit
- \$300.00 **per event day**

Evening (such as Friday evening)

- > \$200.00 Deposit
- > \$200.00 **per event evening: Midnight**

Governmental Functions & Other Groups not listed above

-
- No Charge

(previously) Adopted and passed by City Council on **November 6, 2012**

Amended and passed by City Council on **September 1, 2020**

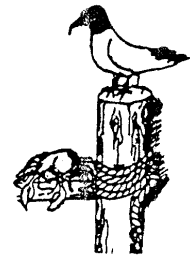
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CITY OF SEADRIFT CIVIC CENTER & BAY FRONT PAVILION

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Civic Center & Pavilion reservations are on a first come basis. Preliminary reservations may be made by phone or in person. Preliminary reservations cannot be confirmed until the deposit is received by the City. If deposit is not received on or before 7 days after reservation is made, the reservation will be cancelled so others may make reservations.

For Long Term Rentals or Reoccurring reservations, going forward longer than six months, requires approval of Mayor and/or Councilman over Civic Center and Bay Front Pavilion BEFORE the reservation is locked in and put on the calendar.

CIVIC CENTER & PAVILION RULES

1. CIVIC CENTER & PAVILION MUST BE RESERVED AND A DEPOSIT PAID IN ADVANCE FOR LONG TERM RENTALS OR REOCCURRING RESERVATIONS GOING FORWARD MORE THAN SIX MONTHS MUST BE APPROVED BY MAYOR AND/OR COUNCILMAN OVER CIVIC CENTER/PAVILION BEFORE BEING LOCKED IN AND PUT ON THE CALENDAR.
 - Deposits are refundable IF cancellation is requested on or before the 7th day **before** the reservation.
2. RESERVATIONS ARE ON A FIRST COME BASIS, However, long term rentals and/or any recurring rental reservations going forward more than six months shall be done in accordance with #1 above.
 - Preliminary reservations may be made by phone or in person.
 - Preliminary reservations CANNOT be confirmed until the deposit is received by the City.
 - IF deposit is NOT received ON or BEFORE 7 days after preliminary reservation is made, the reservation WILL be cancelled so others may make reservations.
3. NO SMOKING
4. NO ALCOHOLIC BEVERAGES ON PREMISES – INCLUDES PARKING LOT
5. NO OPEN FLAMES OR COMBUSTIBLE MATERIALS FOR DECORATIONS
6. PARKING WILL BE IN THE PARKING LOT AND ADJACENT PUBLIC STREETS EXCEPT DESIGNATED FIRE ZONES AND SERVICE LANES.
7. FIRE ZONES, FIRE DEPARTMENT AND SERVICE LANES SHALL NOT BE BLOCKED
8. NOT RESPONSIBLE FOR PROPERTY LEFT ON/IN PREMISES AFTER END OF RENTAL PERIOD
9. CITY PROPERTY SHALL NOT BE REMOVED FROM THE PREMISES AT ANY TIME
10. ALL KEYS SHALL BE RETURNED TO CITY HALL.
 - THERE SHALL BE ONLY ONE SET OF KEYS GIVEN TO RENTER
 - GROUPS MUST MAKE ARRANGEMENTS TO PICK UP THE KEY DURING NORMAL CITY HALL HOURS PRIOR TO START OF RENTAL PERIOD

11. CLEAN-UP – Civic Center, Rest Room, Pavilion and surround area:
- For an evening event, clean-up MUST begin IMMEDIATELY at the end of the event, preferably completed before Midnight.
 - This provides a clean facility for an event that may begin the next morning.*
 - For a one-day event, clean-up MUST begin IMMEDIATELY at the end of the event, preferably completed before Midnight.
 - For a multiple day event, clean-up MUST begin IMMEDIATELY at the end of the last day.
 - A tote is provided just outside the Civic Center Doors for waste and receptacles/totes are provided at the Pavilion.
 - A second tote is located near the corner of City Hall entrance, if needed.
 - All garbage shall be placed in plastic garbage bags then placed in the Totes or approved receptacles.
 - ALL scrap food and leftovers must be placed in plastic bags the placed in the totes to keep animals out.
 - Food placed in bags SHALL NOT be left outside on the ground, only inside the Totes.
12. EMERGENCY – DIAL 911
- From any Cell Phone, dial 911.
 - When answered tell them the address:
 - Bay Front Pavilion: 601 West Bay Avenue, Seadrift, Texas
 - Civic Center: 501 South Main, Seadrift, Texas
 - Remain on the phone with 911 until they say it is ok to get off the phone.

I (we) have reviewed the above Civic Center Rules and will abide by the rules and will ensure that all guests abide by the rules. I further state that I (we) have received a copy of this document.

Signed this the _____ day of _____, 20____

Renter #1 _____, Printed Name _____

Renter #2 _____, Printed Name _____

Phone #1: _____, Phone #2: _____

Mailing Address: _____

FOR OFFICE USE ONLY	
Payment of Reservation (Deposit)	
DEPOSIT: \$ _____	Receipt #: _____
<input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check #: _____	
RENTAL: \$ _____	Receipt #: _____
<input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check #: _____	
Refund of Deposit or Cancellation	
Refund Amount: \$ _____ Check #: _____	
Reason for Refund: <input type="checkbox"/> Cleaning Fee <input type="checkbox"/> Cancellation	
_____/_____/_____	
Approved By: _____	Date: _____

Date Received: __/__/__
Date Requested: _____
Due date of Payment: ____/____/____
IF NO PAYMENT RECEIVED THIS DAY RESERVATION WILL BE CANCELED DUE DATE IS 7 DAYS AFTER RESERVATION IS MADE