

CITY OF LOG CABIN

14387 Alamo
Log Cabin, TX 75148
(903) 489-2195

Name: _____

Today's Date: _____

Address: _____

Date of Rental _____

Phone Number: _____

Email: _____

Are you planning on hosting a ticketed event? Yes No

****If you answered yes, to the above question please ask for a *City Council Agenda Request Form*. In order to host a ticketed event (special event), your event must first be approved by the City Council.**

Will your event host vendors to sell items? Yes No Are you a: Resident or Non-Resident

Rental Duration _____ Rental Start Time _____ Rental End Time _____

****Please note** that set up and cleaning time is included in event rental duration. All events must end, guests vacated, and the Red Barn cleaned, no later than the Rental End Time or Midnight, as applicable.

Describe your in event (in detail)

Number of Attendees _____ (Events with over 100 guests or alcohol require Log Cabin Security Police Officer)

Will there be alcohol at the event? Yes _____ No _____ Nonrefundable fee: \$200.00

I understand that the City of Log Cabin is not responsible for any accidents that may occur during my event. I also understand that the City of Log Cabin is not responsible for any lost or theft of property. I agree to abide by the Red Barn Rules & Restrictions. If these rules are not followed, I fully understand that all or part of my deposit may be forfeited. I ALSO UNDERSTAND THAT IF MY DEPOSIT DOES NOT PAY FOR ALL DAMAGES OR CLEANING, IT WILL BE MY RESPONSIBILITY TO PAY THE DIFFERENCE OR THE MATTER WILL BE SETTLED IN COURT. BY SIGNING BELOW, I AM STATING THAT I UNDERSTAND AND ACKNOWLEDGE THE CONDITIONS OF THIS RENTAL AGREEMENT.

Required Deposit \$300.00

Plus Rental fee \$ _____

Plus Add. hours \$ _____

Plus Alcohol fee, if applicable \$ _____

Total Balance Due: \$

Responsible Party Signature

Total balance is due 30 days prior to event. Deposits will be returned minus any deductions for damages or cleaning, if any, within 15 business days after the event, barring unusual circumstances.

Office Use Only:

Over 100 people: Alcohol: Vendors:

Deposit ttl: _____ Date: _____ Cash Card Ck # _____ Received by: _____ Receipt # _____

Payment ttl: _____ Date: _____ Cash Card Ck # _____ Received by: _____ Receipt # _____

Payment ttl: _____ Date: _____ Cash Card Ck # _____ Received by: _____ Receipt # _____

After Event/Inspection Notes (Attach images of any issues/damages): _____ Inspection date: _____ By: _____

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Non-Residential Deposit:	\$300.00
Residential Deposit:	\$300.00
Residential Rental:	\$300 (4 hours) Minimum; \$40.00 each additional hour
Non-Residential Rental:	\$360 (4 hours) Minimum; \$40.00 each additional hour
Residential Rental:	\$600 (12 hours) \$25.00 each additional hour
Non-Residential Rental:	\$900 (12 hours) \$25.00 each additional hour

Please factor set up and cleaning times into your event rental.

Note: Event rentals end at the designated rental end time or **midnight**, as applicable. Renters will incur an additional charge of \$100.00 for each hour passed midnight renter occupies Red Barn.

Glass is prohibited at the Red Barn. Violators will be fined \$300.00

Please sign and return Red Barn Form with deposit. Rentals are based upon first-come first serve rules.

SPEED LIMIT: PLEASE BE ADVISED THAT THE SPEED LIMIT THROUGHOUT THE CITY OF LOG CABIN IS 25MPH. IF CAUGHT SPEEDING, YOU WILL GET A TICKET.

RED BARN RULES & RESTRICTIONS

City Ordinance 27F Park Rules, Section XII Red Barn Rules:

- A. Glass containers of any kind are prohibited; fine of \$300.00 for violations.
- B. Littering is prohibited.
- C. Illegal drugs are prohibited.
- D. Alcohol is prohibited, unless disclosed in the rental contract and non-refundable deposit paid.
- E. Loud, profane, or abusive language is prohibited.
- F. Discharging fireworks or firearms is prohibited.
- G. Pets must be on a leash and picked up after.
- H. Swim at your own risk; no lifeguard on duty.
- I. Additional charge of \$100.00 per hour after midnight will be incurred.

Initial: _____

Additional Rules and Regulations:

1. Sweep & mop all floors – main floor, kitchen, restrooms, and all side rooms.
2. Make sure all trash in parking area & surrounding areas are clean of all trash
3. Wipe off all tables & chairs before putting back
4. Empty all trash cans & dump into dumpster at maintenance barn before you leave
5. If you use the enclosed area, be sure and put all tables & chairs back the way they were
6. Do not clean or cook fish in kitchen

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7. If you use the stove in the kitchen, clean inside and out. **Do Not leave spills in the oven**
8. Secure all outside doors upon departure
9. Turn off all lights, fans, and heaters in use
10. Do not leave the building open or unattended at anytime
11. No loud music after 10:00pm
12. No glass beverage bottles allowed. Violators will be fined \$300.00
13. Our speed limit is 25 mph, please observe
14. If your party is over **100 PEOPLE OR WILL HAVE ALCOHOL**, a security police officer from Log Cabin will be required. Call (903)489-2196 to schedule a security police officer.

Renters are held responsible for any and all violations/fines/charges/fees.

Initial: _____

IF A POLICE OFFICER IS DISPATCHED TO YOUR EVENT FOR ANY TYPE OF DISTURBANCE, THE FIRST TIME WILL BE A WARNING. THE SECOND TIME WILL RESULT IN A CITATION OR ARREST AND YOUR EVENT MAY BE SHUT DOWN AT THE DISCRETION OF THE OFFICER.

NAME

DATE

DO NOT MOP FLOORS WITH DIRTY WATER OR DIRTY MOPS

HOW TO CLEAN RED BARN

MAIN ROOMS

WE HAVE FOUND THAT IT IS EASIER TO USE A LEAF BLOWER INSTEAD OF A BROOM TO CLEAN THE MAIN ROOM. OPEN THE LARGE DOORS AT THE END AND BLOW ALL DUST AND DEBRIS OUT THIS AREA. YOU CAN ALWAYS PICK UP ANY PAPER, ETC. THAT MAY HAVE BLOWN OUT. YOU CAN DO THE SAME WITH ALL OF THE ROOMS EXCEPT FOR THE REST ROOMS.

AFTER YOU HAVE BLOWN ALL DUST, ETC. OUT OF THE ROOMS, YOU CAN THEN MOP. PLEASE DO NOT MOP WITH DIRTY WATER!!!! THERE IS A WATER HOSE IN THE CLEANING AREA AND WATER LINE OUTSIDE THE RED BARN NEAR THE LARGE DOORS. YOU CAN ONLY MOP A FEW TIMES AND THEN YOU HAVE TO CHANGE YOUR WATER AND CLEAN YOUR MOP. YOU CAN EMPTY THE BUCKETS NEAR THE LARGE DOORS. IF THE FLOOR HAS A FILM ON IT OR IF YOU WALK ON IT AND THERE IS A FOOTPRINT, THE FLOOR IS STILL DIRTY. RE-MOP UNTIL THE FILM IS GONE!

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RESTROOMS

EMPTY ALL TRASH CANS. IT IS NOT NECESSARY TO PUT ANOTHER LINER IN THE CANS. WIPE ALL COUNTER TOPS DOWN AND MAKE SURE ALL COMMODOES HAVE BEEN FLUSHED. SWEEP THE FLOORS AND HALLWAY AND MOP WITH CLEAN WATER.

TABLES & CHAIRS

PLEASE WIPE ALL TABLES OFF BEFORE PUTTING BACK WHERE THEY CAME FROM. IF CHAIRS HAVE SOMETHING ON THEM, WIPE THEM OFF ALSO. ALL TABLES HAVE TO BE WIPED OFF INCLUDING THE COUNTER IN THE KITCHEN. MAKE SURE STOVE TOP AND OVEN ARE CLEAN. DO NOT LEAVE SPILLS IN THE OVEN OR ON TOP.

MAKE SURE THAT ALL FLOORS ARE CLEAN!

Initial: _____