



CIVIC CENTER

100 N. 13TH St
 Alpine, Texas 79830
 (432) 837-3301 x 1

FACILITY INFORMATION

RATES & FEES	Commercial General Public	Non-Profit Organization	Government Agencies
Full Day Rental	\$500.00	\$100.00	\$100.00
Half Day Rental (4 Hours, 8:00 a.m. – 5:00 p.m. M-F)	\$250.00	\$50.00	\$50.00
Deposit	\$200.00	\$200.00	\$200.00
Security *Required if alcohol is served*	\$60.00/hr. for 2 officers	\$60.00/hr. for 2 officers	\$60.00/hr. for 2 officers

AMENITIES	Quantity	Description
Plastic tables	54	2 ½' x 8' rectangle
	24	5' round
Chairs	256	Stainless steel
Wi-Fi	Open	Civic Center
Maximum Occupancy	507	

DEPOSIT AND FEES

Payment of the full rental fees & rental facility deposit **is due at the time of application** by cash, check, or money order. The facility will not be reserved until full payment is made.

Facility Rental Damage and Cleaning Deposit: **\$200.00**

Damage deposits are 100% refundable provided the following conditions are met:

- The room(s) and facility (including outside area) are left properly cleaned and in an orderly manner per the Facility Cleaning Procedures.
- Use of the facility **does not** exceed the scheduled time.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol and smoking are met.
- All doors and windows are closed and locked. All AC/ heaters are turned off.
- All lights turned off & are to remain turned off at the end of every night.
- All rules and procedures governing City of Alpine facility use are met.

Cost for damages	Cost	Description
Plastic tables	\$150.00	Rectangle each
	\$225.00	Round each
Chairs	\$75.00	Each
Lost key	\$100.00	Each
Late return key	\$75.00	Per day
Unlocked door	\$75.00	Per day
Lights left on overnight	\$50.00	Per day/night
A/Cs or heater not turned off	\$50.00	Per day
Alcohol penalty charge	\$200.00	

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, the rental group will be billed for those additional costs. If the renter or organization fails to satisfy all outstanding payments, they will be barred from renting the Civic Center until all outstanding charges are paid. Deposits will be refunded via check within 30 days post event.

CANCELLATION POLICY

All reservation cancellations must be made in writing. Cancellations made 10 or more working days prior to the event will result in a full refund of the fees paid. Deposits are not refundable with less than 10 day written notice.

TERMINATION POLICY

All relative City of Alpine Codes and Ordinances will be in effect and enforced at all City of Alpine facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, weapon possession, etc. These codes can be viewed online at www.cityofalpine.com. The City of Alpine reserves the right to terminate your event if City Staff, in good faith, perceive that you or your guests pose a risk to the safety of the persons or property on the premises or that you or your guests are violating local, state or federal laws. Upon verbal notice from City Staff or the Alpine Police Department that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

ALCOHOL POLICY

Absolutely no alcohol is allowed in the Civic Center without the explicit authorization from the City. Security must be provided by the Alpine Police Dept., at all times that alcohol is served or consumed. Failure to abide by this rule will result in an alcohol penalty charge and the renter will be barred from renting the Civic Center going forward.

APPLICATION

The City of Alpine encourages the use of the Civic Center if use is of a lawful purpose, and does not interfere with the City of Alpine’s conduct of programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of City of Alpine ordinances, resolutions, this agreement, and the current schedule of user fees. Permission to use a facility may be denied based on the belief that the activity proposed is not in the City of Alpine’s best interest, or the level of previously scheduled use. No person shall be denied access of the facility based on race, creed, sex, sexual orientation, origin, or other lawfully protected class.

SPONSOR INFORMATION			<i>Complete at least one (A or B) listed below</i>		
A. Individual Sponsor					
First Name		Last Name		Primary Telephone Number	
Mailing Address				Email Address	
Emergency Contact Person (<i>First Name, Last Name</i>)				Emergency Telephone Number	
B. Organization, Business Entity, or Non-Profit					
Organizational Type: <input type="checkbox"/> Organization <input type="checkbox"/> Business Entity <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other _____					
Organization Name			Tax ID Number (Non-profit only)		
Contact First Name		Contact Last Name		Primary Telephone Number	
Mailing Address				Email Address	
Emergency Contact Person (<i>First Name, Last Name</i>)				Emergency Telephone Number	
<i>Deposit Refund will be issued to organization unless otherwise noted:</i>					
EVENT INFORMATION					
Nature & Purpose of Activity				Primary Telephone Number	
Event Date(s)		Event Start Time A.M / P.M		Event End Time A.M / P.M	
Will Alcohol Be Served? <input type="checkbox"/> YES <input type="checkbox"/> NO		Serving Start Time A.M / P.M		Serving End Time A.M / P.M	

CIVIC CENTER RENTAL RATES & FEES WORKSHEET

RENTAL FEES	COST	QTY DAYS	SUBTOTAL
Full Day Rental Commercial General Public	\$500.00		\$
Full Day Rental Non-Profit Organization	\$100.00		\$
Full Day Rental Government Agency	\$100.00		\$
Half Day Rental Commercial General Public (4 Hours, 8:00 a.m. – 5:00 p.m. M-F)	\$250.00		\$
Half Day Rental Non-Profit Organization (4 Hours, 8:00 a.m. – 5:00 p.m. M-F)	\$50.00		\$
Half Day Rental Government Agency (4 Hours, 8:00 a.m. – 5:00 p.m. M-F)	\$50.00		\$
SECURITY FEES			
<i>Security is required if alcohol is being served and/ or consumed.</i>			
\$60.00/hr for 2 Officers:			
_____A.M./P.M. to _____A.M./P.M. = _____hrs	\$60.00/hr		\$
DEPOSIT & CLEANING FEES			
Facility rental damage and cleaning fee	\$200.00		\$
TOTAL DUE			\$

Sponsor Printed Name

Sponsor Signature

Date

FOR OFFICE USE ONLY – VERIFIED BY

Staff Printed Name

Staff Signature

Date

RULES & REGULATIONS

1. The individual who fills out the agreement must call to let the City know if someone else will be picking up the Civic Center key.
2. DJ booth is to be locked at all times, only the keyholder is allowed in the booth.
3. Do not put any personal belongings or items in the closet near the handicapped restrooms.
4. No sawdust, powder or anything on the dance floor that would make the floor “easier to dance on” will be permitted.
5. No staples are allowed. Do not hang decorations from the ceiling. Tape or such that is used needs to be taken off completely and all decorations need to be removed from the building.
6. No items/ decorations which utilize a fire source i.e. candles, torches, fireworks, etc. will be permitted.
7. AC should **not** be below **72°**. Turn on AC 2-3 hours before event to cool down Civic Center. Maximum heat should not exceed **76 °**.
8. No smoking is allowed inside the Civic Center.
9. Vendors must not hook up RVs to any City building outlet without explicit written authorization. This applies to both electrical & water/ wastewater.
10. No parking is allowed on Holland St. in front of the payment drop box. No parking is allowed in front of city offices or in paved office parking lot during normal business hours.
11. The Civic Center must be left as it was found.
12. Clean up includes sweeping & wiping down tables and chairs before putting them away.
13. Tables must be put away in storage room and chairs must be stacked properly against the wall. Do not drag chairs across the floor, use the dolly that is provided or carry them.
14. Remove all trash, paper, cans, etc. from restroom floors, commodes, sinks, tables, outside of building and parking lot. Trash needs to be emptied in outside dumpsters.
15. Clean up has to be done as soon as the event is over or early the next day.
16. Clean, rinse and dry metal ice bins (bar area): Empty buckets into sink, rinse and replace under the bins.
17. When closing the building make sure all doors are locked, air conditioning /heater is off, and all lights are turned off.
18. If there is damage to the Civic Center, something is left turned on, or doors are left unlocked, the cost will be deducted from the deposit.
NOTE: If damages are more than the deposit, lessee will be invoiced for the remaining amount in addition to the deposit.
19. Keys must be returned the following business day, or a penalty will be charged PER DAY.
20. The event must be ended by 2 a.m., so please begin clearing out guests at 1:30 a.m.
21. For emergencies dial 911. For issues that are urgent but not an emergency, please call the Alpine Police Dept. non- emergency line at 432-837-3986.

I have read and understand all of the following rules, I understand that a penalty charge will be assessed from the deposit for each rule that is not followed or broken.

Sponsor Printed Name

Sponsor Signature

Date

AGREEMENT

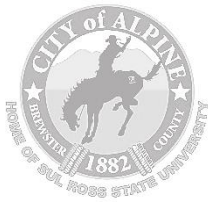
The person or organization entering into a rental agreement with the City of Alpine for the use of the Civic Center certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Alpine for any damages arising from the applicant's use of said facility. Any accident involving injury to participants or damages to the facility or its contents occurring during the use of the City of Alpine facilities or equipment will be reported to the City of Alpine immediately. The applicant agrees that the City of Alpine and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless the City of Alpine and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Alpine.

I have read and agree to the terms above.

Sponsor Printed Name

Sponsor Signature

Date



FACILITY PROCEDURE CHECKLIST

- All sinks, counters, mirrors, appliances, tables, chairs, doors, walls etc. are clean
- Stained concrete floor is clean
- All garbage cans are empty and lined with garbage liners
- Tables/chairs are clean and correctly aligned in their respective areas
- No personal items have been left behind
- AC/Heater & Lights are off
- All doors are locked

Please note any discrepancies and exact locations below and return to City Hall with your key:

SPONSOR

Sponsor Printed Name	Sponsor Signature	Date/Time
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FOR OFFICE USE ONLY

CITY STAFF COMMENTS

Staff Printed Name	Staff Signature	Date
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