I.O.O.F. Event Center Rental and Facility Use Policies

It is the responsibility of all renters and users of the facility to know and follow the I.O.O.F. Event Center Rental and Facility Use Policies.

RESERVATIONS

- All reservations must be made in person during regular business hours at the I.O.O.F. Event Center. No reservation will be confirmed until deposit is received and an executed contract is on file at the Event Center. All reservations must include the hours required for the function set-up, dismantle and clean-up activities. The individual who reserves the Event Center and executes the Rental Contract is required to be present at the scheduled function for the duration of that function including set-up, dismantle, and clean-up activities. When event does not conclude (cleaned and vacated) by the time leased per the contract, the extra hour(s) are billed and/or deducted from the deposit at the late hour rate (double the regular rate)
- At no time shall a reserving party sublease or assign its lease to another group or organization.

DEPOSITS

- Any act deemed in non-compliance of Lessee Agreement, statement of facility use policies and federal, state and municipal codes may be cause for forfeiture of damage deposit.
- A room rental deposit of fifty (50) percent is required within 48 hours of reservation request to confirm reservation.
- Damage deposit guarantees Lessee will leave the Center in the same condition it is presented (both inside and outside).
- Deposit refund may be reduced, or forfeited, by Lessee if clean-up activities agreed upon in the Rental and Facility Use Policies are not completed.
- In the event of reduction of damage refund deposit, the decision of the I.O.O.F. Event Center shall be deemed final and binding.
- If damage to the building or other leased equipment has been incurred and exceeds the deposit, the I.O.O.F. Event Center will retain the deposit and charge the Lessee for additional charges. All charges, if any, against the deposit will be specified at the time of the return and a copy of the “Facility Check-Out Form” will be provided. The I.O.O.F. Event Center shall refund any remaining portion of the deposit within five (5) days after the date of usage of the Event Center.
- A credit card must be on file with Event Center in the event of additional damages incurred.

PAYMENT OF RENTAL FEES

- Balance of room rental fee, equipment fees, damage deposit and cleaning service fees are required to be paid in full no less than ninety (90) days prior to function date.
- Failure to provide payment in full less than ninety (90) days prior to function may result in the cancellation of the event and forfeiture of all deposits and fees paid to date.

CREDIT CARD PAYMENTS

- The following credit cards are accepted by the I.O.O.F. Event Center: MasterCard and Visa.
- A fee of 3% is added to each credit card charge for handling and processing.
• All payments via credit card fall under the “Rental Fees” policy stated above.

CANCELLATION POLICY
• Deposit of room rental fee is non-refundable.
• Friday, Saturday, Sunday or entire building booking cancellations must be made more than 120 days prior to event in order to receive refund of damage/security/equipment deposit.
• Weekday rental cancellations must be made within sixty (60) days prior to function in order to receive a refund of damage/security/equipment deposits.
• At the discretion of the Event Center, it is possible that a reservation may have to be cancelled due to an extreme emergency or an extreme situation beyond the control of the I.O.O.F. Event Center. In the case of such an emergency situation, the Lessee will have the option to reschedule the function or request a refund in full of deposits and fees paid to date.

NON-PROFIT ORGANIZATIONS
• A 15% discount will be given to all verified non-profit organizations (located in Corsicana) conducting non-profit, non-fundraising functions.
• Non-profit, non-fundraising functions are required to take place during Regular Rental Hours (Monday through Friday, 9:00am-5:00pm)
• Non-business hour rentals are excluded and will be charged at regular rates.
• All fees are to be paid in full no less than ninety (90) days prior to the function.
• A kitchen-use fee will be charged if use of the catering kitchen is required.

RENTAL AND FACILITY USE POLICIES

ALCOHOL
• Alcoholic beverages may be served, sold, or consumed only if stated on executed rental contract.
• Individuals are not allowed to bring in alcohol. All alcoholic beverages served will be provided by licensed concessionaire and served in plastic cups unless written permission has been granted by Event Center Director.
• Alcohol will be served or sold only to persons over the age of 21.
• Security personnel are required, at all events, when alcoholic beverages are to be served, sold, or consumed. Security will be obtained by Event Center Director or designee and fees will be included in rental contract. (See “Security Personnel & Supervision Fees.”)
• A list of approved alcohol “vendors/concessionaires” will be supplied by Event Center Director or designee.
• Functions which include the sale of alcoholic beverages require a Texas Alcoholic Beverage Commission (TABC) permit. Lessee, contracted caterer or vendor is required to obtain a permit from the TABC and file permit copy with the Event Center no less than seventy-two (72) hours prior to function. Failure to provide TABC permit copy shall result in cancellation of the reservation and forfeiture of all rental fees and deposits. Lessee, contracted caterer or vendor must also possess’ applicable insurance.
• If alcohol is served, sold, or consumed at a non-alcoholic stated function, rental contract will be considered null and void, the function immediately cancelled, and lessee and guests will be
required to immediately vacate the Event Center. Lessee may be denied future use of the Event Center.

- No alcohol shall be served, sold, or consumed on the Event Center property after midnight, day of event.

ATTENDANCE GUARANTEE

- Lessee is required to provide guaranteed guest attendance number to Event Center Director or designee to accurately determine number of security personnel required for the event. Attendance number is to be provided no later than fourteen (14) days prior to function.

BREACH OF THE PEACE

- A representative of the City of Corsicana Police Department or the Event Center Director or designee has the right to close a function or expel any individual or group if they are abusing the building policies, or if there exists any conditions or circumstances which are provoking or may tend to provoke a breach of the peace or circumstances which could endanger the health, safety, and well being of any person or the destruction of property.

CANDLES

- Ceremonial and decorative candles can be used only with written permission of the Event Center Director. If candles are used without permission, all damage/cleaning deposits will be forfeited by Lessee and additional fees may be charged.

CONDUCT

- Any person at the Event Center whose conduct is deemed disorderly or disruptive by the Event Center’s designated representative or any certified peace officer may be ejected from the premises.
- The Lessee for the function, at which any such ejection occurs, shall hold harmless, indemnify, and defend the Event Center, its officers, agents and employees against any claim related to such ejection.

CONFETTI, ETC.

- No confetti of any type or size shall be allowed at any time inside or outside the Event Center. This includes any type of glitter product.
- The throwing or pitching of any substances such as natural flower petals, silk or synthetic flower petals, rice, silly-string, or small packaged items is prohibited inside or outside the Event Center or anywhere on Event Center property.
- The use of bubbles and birdseed can be used outside with the written permission of the Event Center Director.
- The use of sparklers is prohibited inside or outside the Event Center or anywhere on Event Center property.
- If any of the products above (or similar products) are used, all damage deposits will be forfeited by Lessee and further damage charges may apply.
DECORATIONS

- All decorations must be freestanding. No decorations or other materials of any kind may be nailed, tacked, taped, screwed, or pinned to any part of the inside or outside of the Event Center. Decorative water fountains are not permitted to be constructed nor operated inside the Event Center.
- Table top ice sculptures are permitted with written approval by Event Center Director or designee. Ice sculptures shall be presented in trays appropriate for collecting drips and melting ice.
- If Lessee utilizes a decorating service/event services company to decorate, the Company must provide Event Center with certificate of insurance.
- All products or balloons that could rise to the ceiling because of the physical properties of the products are prohibited without written consent of the Event Center Director or designee.

DELIVERIES

- Deliveries associated with the function are to be scheduled within the hours rented.
- The Event Center, Event Center Staff or the I.O.O.F., shall not be liable for any loss, damage or injury on properties of any kind that are shipped or otherwise delivered to the premises. Property shall not be received until the Lessee, event coordinator, or event organization has made prior arrangements for receiving and handling of such materials with the Director or designee.
- There are no provisions at the Event Center for storage of deliveries or function supplies.

DISMANTLE AND CLEAN-UP

- Event Center must be left in the same condition it is presented in.
- Event Center tables and chairs are to be dismantled by Event Center Staff only.
- All music/entertainment activities are required to cease one (1) hour before function end time to ensure proper dismantle and clean-up

ENTERTAINMENT

- Hour(s) required for entertainment set-up is to be included within hour(s) rented for event set-up activities. No provisions will be made for entertainment set-up outside the contracted hours of use.
- All music and loud noise will be monitored by Event Center Staff.
- Sound System – All functions of the sound system will be performed by Event Center personnel unless written permission is granted by Event Center Director.
- Audio Visual – All functions of the audio/visual equipment will be performed by Event Center personnel unless permission is granted by Event Center Director.
- Failure to abide by the City of Corsicana noise ordinance will result in the cessation of all music regardless of what time of day or night. The Event Center Director or designee shall be authorized to take appropriate action to reduce or eliminate any excessive, disruptive or unusual noise.

FOOD, CATERING & BEVERAGE (EXCLUDING ALCOHOLIC BEVERAGE)

- No food or beverages may be brought into the I.O.O.F. Event Center by any participant, patron, vendor or lessee unless authorized in writing by the Event Center Director or designee.
Caterers must comply with applicable permit and insurance requirements. Caterers are permitted use of the Event Center and kitchen. A list of “approved” caterers will be provided by Event Center Director or designee.

- Catering services are the responsibility of the LESSEE. The Center must receive the catering contract, applicable fees and proof of liability 14 days prior to the scheduled event. If not utilizing the services of a caterer, the lessee will be responsible for the applicable kitchen usage fee.
- No caterer shall be permitted to return to the Event Center or Event Center kitchen if the caterer has failed to leave the area in the same condition as it was originally presented.
- Caterers are required to supervise the serving area at all times.
- Caterers will be required to pay a kitchen use and damage deposit fee.
- Food vendors and caterers are required to have insurance naming the I.O.O.F. Event Centers as additional insured. Caterers and vendors providing service for public events must have a permit through the City of Corsicana Health Department.

GENERAL POLICIES

- The I.O.O.F. Event Center, to include external surroundings, is a non-smoking facility. A smoking area has been designated. Smoking, outside of the designated area, will result in forfeiture of damage deposit.
- The I.O.O.F. Event Center reserves the right to refuse rental to any lessee, decorator, event coordinator or caterer on the grounds of past experiences.
- Re-leasing: the I.O.O.F. Event Center reserves the right to rent any portion of the facilities which become vacant during the lease of any other lessee agreement. If the Event Center re-rent any portion of the facilities because of lessee’s or event coordinator’s fraud, no refund will be due to the lessee.
- Basic services: The Event Center’s basic rental includes the established utilities which are electric, light, heat and/or air conditioning and water. However, the failure to furnish any of the foregoing utilities resulting from circumstances beyond the control of the Event Center shall not be considered a breach of contract. A special rate shall be established for excessive utility usage.
- No animals or pets, other than service animals, are allowed within the Event Center.
- Abandoned equipment or articles: The Event Center shall not be held responsible for articles left on premises. The Event Center shall assume no responsibility or liability for any losses of any articles or equipment left on the premises following an event.

INSURANCE AND PERMITS

- Lessee or event coordinator shall be required (if applicable) to obtain policies of insurance by companies authorized to do business in the State of Texas. Lessee or event coordinator must provide certificates of insurance naming the I.O.O.F. Event Center as additional insured under the policies in the following:
  a) Comprehensive general liability to the limit of not less than one million dollars ($1,000,000) each occurrence for bodily injury and property damage and two million dollars ($2,000,000) in the general aggregate (other than products/completed operations) and one million dollars ($1,000,000) products/completed operations aggregate limit. The insurance shall contain an endorsement providing blanket contractual liability coverage to insure the liability assumed
The certificates of insurance shall designate the I.O.O.F. Event Center being additional insured and shall provide for a thirty-day notice of cancellation provision.

b) The Event Center Director or designee shall be provided with a certificate evidencing all such insurance as specified herein, and any other insurance which the Director or designee may require. This certificate shall be submitted no later than two (2) weeks prior to the event.

c) Occupant or event coordinator shall indemnify the I.O.O.F. Event Center under the terms of the approved written agreement.

MARQUEE
- The use of the outside Marquee will be at the discretion of the Event Center Director.

PROPER USE OF FACILITY
- Lessee shall not use the Event Center for any purpose other than that stated on the rental agreement.
- Event Center common areas (halls, sidewalks, entrances and exits) may not be used for any purpose other than entering or exiting the building.
- No set-up of any kind associated with the function will be permitted in the Event Center’s common areas without the express written permission of the Event Center Director or designee.
- No use of the parking lot, other than automobile parking (associated with event), is allowed.

RECREATIONAL VEHICLE PARKING:
- Electricity and water is provided. No other utilities are available.
- Recreational vehicles must be completely self-contained and be associated with a current event.
- Fees must be paid prior to parking.
- All use of RV parking is at the discretion of the Event Center Director and all fees must be paid prior to event/parking.

SAFETY
- A floor plan must be on file by Lessee/Event Coordinator/Decorator to the Event Center Director or designee for approval by the Fire Marshal’s office (if applicable) at least two weeks prior to event. The Fire Marshal or designee may inspect the event at any time and has the authority to terminate the event for non-compliance with rules and regulations if deemed necessary. At no event, shall the number of persons in attendance be in excess of the designated area capacity as determined by the City’s Fire Marshal.
- Lessee/Event coordinator/Decorator will furnish any equipment that may be needed to decorate or set-up/tear-down. Equipment must be in good working order as not to damage property.
- All exits and exit lights are to remain unaltered and clear of obstruction. No lighting circuits or extensions are to be plugged into any exit light fixture or socket.
- All electrical equipment must be UL approved. No gas, butane or propane bottles and/or tanks of any size will be allowed or used within the interior of the Event Center.
- No ammunition reloading equipment shall be used for any event for any purpose. Ammunition reloading equipment may be displayed but must be free of any and all gun powder residue.
• All exhibitors, groups, shows, etc., must comply with all federal, state, and municipal codes that apply to places or buildings or public assembly.
• All curtains, bunts, and drapes of any kind must be of non-combustible materials.
• Exits and passageways should be free of any chairs, moveable seats or other obstructions. No portion of the sidewalks, entries, passages, halls or ways of access to public utilities of the I.O.O.F. Event Center and facilities of the Event Center shall be obstructed by Lessee/Event coordinator/Decorator or used for any purpose other than ingress and egress to and from premises.
• For large events, such as concerts, Lessee is required to provide sufficient EMS and provide Event Center Director or designee with company, contact name and phone number of EMS services provider no later than two weeks prior to the event.

SET-UP ACTIVITIES
• Event Center tables and chairs are to be set-up by Event Center staff only.
• Linens provided by Event Center will be set-up by Event Center staff.
• Covering of tables is required when food or drink of any kind is being served during the function.

SECURITY PERSONNEL AND SUPERVISION FEES
• Security is required for any event involving the consumption of alcoholic beverages or any event deemed necessary by the Event Center Director, designee or City of Corsicana. Lessee must utilize security personnel provided by Event Center.
• To assure availability of security, Event Center Director or designee will contact/arrange at time of booking.
• All certified peace officers on duty shall remain on duty until the Event Center and parking lots are vacated. Payment for security services is due and payable no less than thirty (30) days prior to the function date. Failure to provide payment in full less than thirty (30) days prior to function may result in the cancellation of the event and forfeiture of all deposits and fees paid to date.
• If a circumstance develops or exists that, in the opinion of the Event Center Director or designee, will likely require additional security, the Event Center Director or designee shall have the right to determine to what extent additional security is required. If additional security is deemed necessary by the Event Center Director or designee, all expenses incurred by the Event Center for security will be paid in full by the Lessee.
• Lessee is required to confirm the total number of expected guests no later than fourteen (14) days prior to function to confirm security personnel.

SIGNS/BANNERS
• Lessee/Event Coordinator/Decorator shall not post, exhibit or allow to be posted or exhibited, any sign, advertisement, poster or card of any description, inside or outside any building or structure, or at any other location on Event Center property without prior written authorization of the Event Center Director or designee. Failure to abide by guidelines set forth by the Event Center Director or designee will result in removal and disposal of the materials. Lessee will be charged for any costs associated with the disposal of materials.
• The Lessee or event coordinator shall not distribute, circulate or permit to be circulated any advertising matter or programs at the entrance to any part of the premises that does not pertain completely to the immediate attraction. Such material must have the approval of the Event Center Director or designee.

• Signage that is political in nature is prohibited from placement on the Event Center grounds. Exceptions to this policy are placement inside individual booths or inside the rented space for a political fundraiser for that individual politician.

• In order to abide by the sign ordinance in effect within the City of Corsicana, no sign of any type shall be placed on the facility’s property outside the building without the written approval of the Event Center Director or designee.

YOUTH FUNCTIONS:

• Persons eighteen (18) years of age or younger require a minimum of one (1) adult chaperone for each fifteen (15) guests. Chaperones must be present throughout the duration of set-up, event and clean-up. Chaperones and responsible parties are required to check with Event Center Staff at the beginning of any event and provide name and contact number.

• Events honoring individuals under 21 years of age are required to end no later than 12 midnight.

I have read the I.O.O.F. Event Center and Facility Use Policies and understand that it is my responsibility to comply with these policies and procedures. If I am unable to comply, I understand that my event may be canceled or shutdown and my security and rental deposit will be forfeited.

_______________________________________________             ____________________________
Lessee Signature         Date