

# Brazoria County Parks Department

## Dude Payne Event Center Application & Rental Agreement

*For additional details, specific set up information, call Emily Bridwell at 979-864-2311*

Today's Date \_\_\_\_\_ Event Date \_\_\_\_\_  
Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Organization \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_  
Event Type \_\_\_\_\_ Start Time: \_\_\_\_\_  
# of Guests \_\_\_\_\_ End Time: \_\_\_\_\_

*Seating Capacity Max: 208*

*Banquet Hall Max Occupancy Capacity: 284*

*Parking Max Capacity: 103 + 5 Accessible spaces*

### Rental Fees:

- **Weekend Rental Fee** (Friday – Sunday):  
8:00 am – 12:00 am: **\$2,500**
- **Weekday Rental Fee** (Monday – Thursday):  
8:00 am – 12:00 am: **\$1,000**

### Fee Breakdown:

	Weekend	Weekday	Weekday Evening	Cleaning Deposit*
<b>Rental Fee of Banquet Hall</b>	<b>\$2500</b>	<b>\$1000</b>		<b>\$500</b>
<b>Full Commercial Kitchen** (Optional)</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	
<b>Non-Profit Banquet Hall Rental Fee</b>	<b>\$500</b>	<b>\$150</b>	<b>\$250</b>	<b>\$250</b>
<b>Rental Fee of Exhibit Hall***</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>	

\*Refundable as discussed below

\*\*Walkthrough orientation required for equipment usage

\*\*\*Includes park staff member present on site for entire event.

### Payment Information:

- **Payment Methods Accepted:** Check, Cash, Money Order or Credit Card (with 3% convenience fee).
- **Deposit** is due at time of reservation.
- **Full Rental Fee** is due 60 days in advance of event.

Renter's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Brazoria County Parks Department

## RENTAL AGREEMENT RULES OF RESERVATION

- \_\_\_\_\_ 1. **No verbal discussions or oral agreements** regarding the use of the facilities shall be valid. This contract constitutes the entire agreement between Renter and Brazoria County Parks Department regarding the rental use of the property and supersedes all prior discussions and agreements, whether oral or written.
- \_\_\_\_\_ 2. Renters must **be twenty-one (21) years of age**.
- \_\_\_\_\_ 3. The Renter shall be responsible for ensuring that the facility is cleaned and returned to its original condition no later than time specified on the Application. The facility must be cleaned and vacated by 12:00 am (Midnight) before the building closes.
- \_\_\_\_\_ 4. The cleaning and damage deposit will be returned upon the Renter cleaning the facility and returned to its original condition. Unsatisfactory/poor conditions will result in forfeiture of rental deposit.
- \_\_\_\_\_ 5. **No Smoking** is permitted inside any indoor rental facilities.
- \_\_\_\_\_ 6. All litter (inside and outside of the facility), must be disposed of in the receptacles provided. The renter is responsible for keeping the grounds clean during their event.
- \_\_\_\_\_ 7. **No materials** may be nailed, pinned, tacked or fastened to the walls or ceiling.
- \_\_\_\_\_ 8. **No confetti, glitter, rice or loose flower petals** are permitted.
- \_\_\_\_\_ 9. All food and personal items must be removed from refrigerator, warmers, and cabinets prior to the end of the rental period. Ensure that food warmers are unplugged and cleaned before leaving.
- \_\_\_\_\_ 10. All lights and water faucets must be turned off before leaving.
- \_\_\_\_\_ 11. County is not responsible for any items left in the building.
- \_\_\_\_\_ 12. Any damages or losses must be reported to the Parks Staff and may result in forfeiture of rental deposit.
- \_\_\_\_\_ 13. Brazoria County Parks Department offers ice at its rental facilities as a courtesy. If the ice machines are inoperable, the renter is responsible for providing any necessary ice.
- \_\_\_\_\_ 14. The renter agrees to comply with these rules in order to receive deposit refund. Any damages or necessary repairs to restore the facility to its original condition will incur charges against the Renter. Renter will be Responsible for all additional charges even if those charges exceed the amount of the deposit.
- \_\_\_\_\_ 15. If the event is designated as a "Private" Party or Dance, the renter is granted permission to use the facility with the understanding that the event will be limited to organization members and invited guests only. No cover or admission charges will be permitted, and the general public will be excluded. All applicable rules and regulations regarding the Texas Alcoholic Beverage Commission (TABC) must be followed, and a TABC license may be required.

# Brazoria County Parks Department

- \_\_\_\_\_ 16. The balance of the rental fee must be paid in full at least 60 days prior to the rental date.
- \_\_\_\_\_ 17. Cancellations made within 45 days of event will result in forfeiture of security deposit.
- \_\_\_\_\_ 18. Cancellations made within 30 days of the rental date may result in the forfeiture of full deposit and, 50% of the rental fee, if the Parks Department cannot rent the venue to another party.
- \_\_\_\_\_ 19. No Pets are permitted.
- \_\_\_\_\_ 20. TABC regulations must be followed if alcohol is served or sold at the event.
- \_\_\_\_\_ 21. Alcohol may not be served, consumed or possessed on the rental premises unless prior written permission is given by the Parks Department. If alcohol is to be present, the renter is responsible for notifying Parks staff at least 30 days prior to the event date.
- \_\_\_\_\_ 22. Security on the leased premises during the term of this Rental Agreement shall be the responsibility and expense of Renter and shall be provided as follows:
  - A. If alcoholic beverages are consumed, it is mandatory that law enforcement officer(s) be present during the event. The contact for security is the Brazoria County Sheriff's Office: Brandon Turner: (979) 525-3251; brandont@brazoriacountytx.gov or the Sheriff's designated representative. Constables' Offices: Precinct 1 (979) 388-2710, Precinct 2 (281) 756-2491, Precinct 3 (281) 997-9777, Precinct 4 (979) 345-2115.
  - B. Below are the specific requirements for the number of officers who must be present.

Events of 501(c)(3) entities up to 200 attendees, two law enforcement officers are required. (Max Capacity 208).

All other entities/events: one officer with attendance of up to 50 people; two officers required for attendance 51 - 99 people; three officers required for attendance 100 - 149 people; four officers required for attendance 150 - 199+ people.
  - C. If hosting an Auction/Benefit, two officers are required for security due to monetary value of auction items.
- \_\_\_\_\_ 23. ADVERTISING Renter is expressly forbidden from making any statements, press releases, advertisements, or other actions that would in any way create the impression that the activities to be performed are sponsored by or are the activities of County. At the request of the County, any such advertising shall include a statement to the effect that Brazoria County and the Brazoria County Parks Department do not sponsor such activity. The County reserves the right to review event advertisement prior to publication. The County has full discretion to decide if any advertising is inappropriate for display on County property, or if it does not comply with the sited stipulations. All requested changes must be made prior to being displayed.

## **Brazoria County Parks Department**

- \_\_\_\_\_ 24. County reserves the right to cancel a reservation in the event that the event hall needs to be utilized for emergency services personnel. IE; Shelter for natural disaster evacuees, distribution center for supplies for those affected by natural disaster, or other such occurrences. In such instances, a full refund will be issued to Renter.
- \_\_\_\_\_ 25. Renters Insurance- If more than 50 attendees are expected at an event, the renter shall provide proof of Commercial General Event Liability insurance in the amount of at least \$500,000. The Certificate of Insurance must be received no later than 10 days prior to the event date. Failure to provide proof of Insurance as required will result in Cancellation of Rental Agreement and result in denial of use of County Facilities.



# Brazoria County Parks Department

## Dude Payne Event Center Setup Info

Rental Date: \_\_\_\_\_ Number of guests expected: \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Event Time - From: \_\_\_\_\_ To: \_\_\_\_\_

Caterer: \_\_\_\_\_

Chairs (208) # \_\_\_\_\_ Round Tables (26-60in) # \_\_\_\_\_ Rectangular Tables (5-6ft) # \_\_\_\_\_

### Additional Items When Available:

\_\_\_ Sound System (No Charge) \_\_\_ Screen (No Charge)

\_\_\_ Podium (\$15) \_\_\_ Microphone (\$15)

\_\_\_ Overflow Parking at SFA park

### Alcoholic Agreement Options:

\_\_\_ 1. No Alcohol on premises

\_\_\_ 2. Alcohol on Premises (Proof of off-duty officers required and Proof of Compliance / TABC regulations)

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_