City of Brady

P.O. Box 351, 201 E. Main St., Brady, Texas 76825



CIVIC CENTER RENTAL AGREEMENT

Ed Davenport Civic Center, 816 San Angelo Hwy., Brady Texas

-	thday, reunion, wedding, etc.)	□ Private Party□ Community Event□ Tourism Event
-	•	#
Physical Address		
Mailing Address		
City	State	Zip
Day Phone	Alt Phone	Emer. #
EVENT: Date of Event	Time of Event	# of People
Will alcohol be allowed or	served? Yes / No – IF YES, see secur	ity requirements on page 2
FEES:	4	
Booking/Damage Deposit: Alcohol/Damage Deposit:	\$200.00 (refundable - to be paid to hold reservation date)	
Rental Fee:	+ \$200.00 (refundable - if alcohol will be allowed) \$500.00 Friday or Saturday – all day (\$250 Jan/Feb) \$250.00 Sunday - Thursday - over 4 hours \$125.00 Sunday - Thursday - under 4 hours Add \$100.00 for High Demand surcharge for holidays (Memorial Day/Weekend, Independence Day/Weekend, Labor Day/Weekend, Christmas Eve/Day, New Year's Eve/Day)	
Cleaning Fee:	\$100.00 /day Sunday – Thursday \$150.00/day Friday and Saturday + \$50/day for multi-day events - cleaning during event	
may receive a \$10 All renters in Janu	Illoch County registered 501(c)3 00 discount of rental fee (Mar – Dec) 1 1 ary and February receive 50% rental fe 1 ss days of event must be made by Cashier	

** RESERVATIONS ARE NOT HELD OR CONFIRMED WITHOUT DEPOSIT **

Hours of Operation:

Sunday thru Thursday - 7:00 a.m. to 12:00 Midnight

Friday thru Saturday – 9:00 a.m. to 3:00 a.m. (Saturday or Sunday)

Closed Saturday and Sunday from 7:00 a.m. to 9:00 a.m. for cleaning services for multi-day events

Reservations are on a first come, first serve basis.

Reservations <u>will not</u> be guaranteed until deposit is paid in full. All reservations shall require a written Civic Center Rental Agreement. City of Brady events shall have priority.

Bookings for large tourism events (500+ attendees) may be booked up to three (3) years in advance.

Bookings for private parties may be booked up to 18 months in advance.

Exceptions to the advanced booking policy may be considered by the Brady City Council.

Deposits may be returned if facility is left in undamaged/clean condition. "Clean Condition" means to gather and remove trash (inside and outside) to the supplied dumpsters and remove all decorations.

Deposit will be refunded if cancelled three (3) months in advance of rental date. If cancelled less than 3 months, deposit may be refunded if the facility is later rented. If facility is booked on desired date, staff may accept, a "stand by" reservation with the payment of ½ the normal deposit fee paid. This "stand by" deposit will be refunded, if "stand by" reservation is not available.

Renter is expected to be on-site and have a copy of this rental agreement with them during the event.

Decorating: Day of event allowed at no charge. Day before event, only allowed IF not rented.

NO wall or ceiling decorations allowed - only table decorations and free-standing backdrops allowed. Any marks on walls or ceiling may result in forfeiture of deposit. Painters tape ONLY will be allowed on floors. Candles or other devices with open flame are not allowed unless enclosed in glass or used under heating pans.

Events where alcohol is served or allowed requires security be present. A minimum of two TCLEOSE certified officers will be required. Security requirements will be determined by Brady Police Department (BPD), including the number of officers required. Confirmation from BPD will be required before keys are issued.

Keys are to be returned immediately to the night deposit box at City Hall after the event in the completed and signed Building Condition Checklist Envelope, reporting any damage, accidents, or maintenance needs.

I HAVE READ THE CIVIC CENTER RENTAL AGREEMENT AND UNDERSTAND THE CONTRACT TERMS:

Renter's Signature	Date	Attached layout must be submitted at least three (3) days prior to event if you want our staff to set up tables and chairs
Staff Signature	Date	
PAYMENT INFORMATION (OFFICE USE ONLY	():	
Deposit \$ Receipt #	/ Rental Fee	\$ Receipt #
Cleaning Fee: \$ Receipt #	/ Alcohol Dep	osit \$Receipt #
Payment Method: Check Cash BPD Security Requirements		