



## **RENTAL AGREEMENT**

### **Pearsall Convention & Civic Center**

**433 CR 1056**

**Pearsall, Texas 78061**

In consideration of the mutual promises of parties hereto, City of Pearsall, a municipality, hereinafter

referred to as OWNERS, and \_\_\_\_\_

hereinafter referred to as LICENSEE, hereby agree to enter into an agreement for the use of the premises known as the PERASALL CIVIC CENTER, owned by the City of Pearsall, County of Frio, Texas,

1. The license to use the premises shall be for the date and time of:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

2. The fee shall be \$\_\_\_\_\_, plus a security/cleaning deposit of \$\_\_\_\_\_, payable 2 weeks prior to date of rental.



## **City of Pearsall, Tx. Convention & Civic Center**

### **Rental Fee Schedule**

<b>Center Rentals</b>	<b>\$175.00</b> ½ day (Civic Center – inside use only)
	<b>\$350.00</b> full day (Civic Center – outside use only)
	<b>\$500.00</b> full day (Civic Center Grounds – outside use only)
	<b>\$750.00</b> full day Entire Facility – inside/outside)
	<b>\$1,500.00</b> full day (Convention Fee – all facilities)
	<b>\$30.00/hour</b> (Security – if required. See Rental Agreement)

#### **Deposits**

<b>Cleaning/Damage Deposit</b>	<b>\$500.00</b>
<b>Cleaning Fee</b>	<b>\$450.00/day</b>

- **Cleaning Deposit refunded minus costs to clean if left unclean and damage repair costs.**

3. Security deposit to be refunded to **LICENSEE** within 30 days after use, unless applied to the cleaning of premises, repairs, damage, replacement of loss or if the **LICENSEE** has not cleaned or left the premises no later than **MIDNIGHT** on the day of rental.

4. **LICENSEE** must clean and vacate the premises on the agreed date and time of this contract of the security deposit will be retained by the **OWNERS**.

5. The parties agree that the **OWNERS**, its officers, and directors shall not be responsible for loss or injury incurred on the rented premises. And further, **OWNERS** shall not be responsible or liable for loss of, or damage to, any person or personal property of **LICENSEE** or **LICENSEE'S** guests during the rental period.

6. **LICENSEE** acknowledges that the City of Pearsall Civic center shall be maintained as a **SMOKE FREE FACILITY**.

7. **LICENSEE** acknowledges the premises are rented with the structure, furnishings, fixtures, and equipment in good condition and agreed to leave said structure, furnishings, fixtures and equipment in good condition as when received, reasonable wear and tear accepted. **LICENSEE**, by this Agreement accepts all items in said condition and will be responsible for all breakage, loss, and other damage.

8. **LICENSEE** will be responsible for furnishing all paper products dishes and cooking utensils.

9. **LICENSEE** may cancel this Agreement by giving **OWNER** written notice of intent to cancel, at least fourteen days prior to date of rental.

10. **LICENSEE** agrees to abide by the decorating rules as supplied on Addendum #1.

11. **LICENSEE** agrees that if alcohol is to be part of the event, any type, that security for the facility and crowd is required. The **LICENSEE** may provide their own certified security with pre-approval from the **OWNER**. If the **OWNER** is to provide the security for the event, and additional charge of \$30.00/hour will be added to pay for an off-duty officer as security.

12. **LICENSEE** further agrees to leave the facility in the same or better condition as when they took the keys to the building and to follow the cleaning checklist on Addendum #2. **Failure to abide by the rules will result in the forfeiture of deposit at minimum \$25.00 plus \$50.00 per hour for cleaning, up to a maximum of the full deposit.**

Any questions about the condition of the building will be addressed to the City Employee on duty at the phone number shown at the bottom of this page.

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City Employee Cell Phone Number

Executed on \_\_\_\_\_ at Pearsall, Texas

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Address

Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:**

**CITY OF PEARSALL CIVIC CENTER ACCOUNT**

Remit to: **City of Pearsall, 215 S. Ash Street, Pearsall, Texas 78061**

**The amount of \$** \_\_\_\_\_

**City Staff:** \_\_\_\_\_

**Addendum #1**

**Decorating Rules**

These decorating guidelines must be used when you are decorating the building to prevent damage to the Pearsall Civic Center and so you will not forfeit part or all your security/cleaning deposit. A building and grounds inspection will occur after your rental and before the security/cleaning deposit is released. Please follow these guidelines carefully.

1. Tape may not be used on any painted surface or on the ceiling.
2. The only adhesives permitted are “Command Adhesive” brand hangers. To prevent damage for the surface, they must be removed according to the direction on the package.
3. Nails and screws are not allowed. Any holes created in the walls will be considered property damage.
4. Do not hang items from the ceiling tile or light fixtures.
5. Spray paint, adhesives, and/or confetti may not be used in the Pearsall Civic Center of grounds.
6. Decorations attached to the outside of the building or grounds must adhere to these same guidelines.
7. All decorations must be completely removed upon vacating the building at the end of your rental. This includes decorations or signs at the front entrance of the neighborhood.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
City Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date