

For Office Use Only: Alcohol Y ___ N ___ Permit: ___
Walk through Scheduled _____ Walk through Completed _____



VOIGT CENTER RENTAL AGREEMENT

THIS RENTAL AGREEMENT, made and entered into this _____ day of _____, 20____
by and between THE TOWN OF HOLLYWOOD PARK, TEXAS, (LESSOR) and _____
(LESSEE).

The rental of the Voigt Center will be closed and vacated at the end of the rental term and for all day rentals by 12:00am.

- **PREMISES** For and in consideration of the rental to be paid and the covenants to be performed by LESSEE hereunder, LESSOR hereby (rents, demises and lets) to the LESSEE, in its present condition, THE TOWN OF HOLLYWOOD PARK VOIGT CENTER located at 701 El Portal, upon the following terms and conditions:
- **TERM** The term of this Rental shall be on ____/____/20____. Function will begin at _____am/pm, and end at _____am/pm; for a total of _____hours. All day rentals are from 8 a.m. -12 a.m. (midnight) for private events and from 7:30 a.m. – 12:00 a.m. (midnight) for corporate events. **There is no extra time granted for setup or cleanup. The times requested above are the only times you will have access to the Voigt Center.** Should LESSEE fail to vacate the premises by the end of the Term, LESSEE will be charged for any additional time at the applicable rate. The time that your rental ends: is the time the building must be clean and vacated. If you remain in the building after the time your lease ends you will be charged for any additional hours after the term of the rental. Initial _____
- **VOIGT RENTAL** The Rental of the Voigt Center shall be on a single function lease agreement at the rate of \$_____ Dollars.
- **CLEANING FEE** A Cleaning Fee of One Hundred Seventy Dollars **(\$170.00)** will be assessed for all functions. Notwithstanding the cleaning fee, LESSEE is responsible for all trash and refuse, and must deposit such trash and refuse in suitable containers outside, and ensure that the leased premises are left in a neat, tidy, and orderly fashion. **If all trash and refuse is not deposited in suitable containers in a neat and orderly fashion, it is agreed and understood that the deposit shall be forfeited, and the LESSOR may consider this a holding-over by LESSEE.** Initial _____
- **VOIGT DEPOSIT** A Voigt Center deposit of \$_____ Dollars shall be refunded by LESSOR to LESSEE, provided nothing is broken or damaged, and the other terms and conditions of this Agreement are

performed by LESSEE, as provided herein. **At the end of the function all inventory must be accounted for, if not, it is agreed and understood that the deposit shall be forfeited, and the LESSOR may consider this a holding-over by LESSEE.**

- **VOIGT AUDIO/VISUAL RENTAL** Rental of the Voigt audio/visual equipment shall be on a single function lease agreement at the rate of \$_____ Dollars. Audio-Visual equipment includes projector, speakers, podium, various microphones, CD and DVD players, cables, etc... Please bring your Audio-Visual media with you when meeting with the Public Works Director. Voigt Audio/Visual Rental Fee is non-refundable.
- **VOIGT AUDIO/VISUAL DEPOSIT** A Voigt Audio/Visual deposit of \$_____ Dollars shall be refunded by LESSOR to LESSEE, provided the audio/visual equipment is left in the same condition it was found and such inventory is all accounted for. **If all Audio/Visual inventory is not accounted for and in the same condition it was found, it is agreed and understood that the Audio/Visual deposit shall be forfeited, and the LESSOR may consider this a holding-over by LESSEE.**
- **VOIGT PROPANE HEATER RENTAL** Rental of the Voigt Heaters shall be on a single function lease agreement at the rate of \$_____ Dollars. You must contact our Public Works Director at 210-494-2023 ext 238 for information on the use of our 4 propane heaters. You may choose to use as many as needed and are not required to use all 4 heaters. You are not allowed to use your own propane or fuel and you cannot bring your own heaters to the Voigt Center.
- **USE OF VOIGT CENTER** Lessee shall have the right to use said facility (for any lawful purpose), in accordance with the rules and regulations for the use of said facility, which is furnished to the LESSEE by LESSOR at the time of the signing of this Agreement, and which are made a part of this Agreement, as if copied in full herein.
- **INSPECTION OF VOIGT CENTER** LESSEE acknowledges that he has fully inspected said facility and the equipment and furniture on the attached inventory; and on the basis of such inspection, LESSEE hereby accepts said premises and the inventory of equipment and furniture in their present condition for the purpose to which same are leased.
- **REPAIRS** LESSEE agrees to take good care of the facility and its fixtures and contents and shall, at his own expense, be responsible for all repairs of every kind to said premises during the term of this Lease, and to deliver up said premises and furnishings thereof in good order and condition at the expiration of this Agreement, reasonable wear and tear only excepted.
- **INDEMNITY** LESSEE agrees to indemnify and save LESSOR harmless from and against all claims for or on account of damages to property, and any lost, stolen or damaged property or injuries (including death) to persons arising out of LESSEE'S use and occupancy of the leased premises, nor shall LESSOR be liable to LESSEE or any third party for any damage or injury (including death) to persons or property resulting from the negligence of anyone other than LESSOR, or the agents, servants or employees of LESSOR.
- **COMPLIANCE WITH LAWS** LESSEE agrees to comply promptly with all laws, rules and orders of Federal, State and TOWN OF HOLLYWOOD PARK, and all of their departments applicable to the premises herein leased.
- **DISTURBANCES** The LESSEE agrees that the use of said leased premises will be in such a manner as not to create any nuisance nor to interfere with, annoy or disturb any persons living nearby. Disturbances reported to the police may result in forfeiture of your full deposit. **Initial** _____
- **SUBLETTING** LESSEE shall not assign, sublet or pledge this Lease or any part thereof, nor make any alterations in the premises without LESSOR'S written consent.

- **LESSOR'S RIGHT OF ENTRY** LESSOR and LESSOR'S agents and representatives shall have the right to enter and inspect the leased premises at any time for the purpose of ascertaining the condition of the leased premises.
- **LIENS** All property of the LESSEE now or hereafter placed in or upon the leased premises is hereby subjected to a lien in favor of the LESSOR and shall be and remain subject to such liens of the LESSOR for any and all damages caused by LESSEE, its agents, employees and guests. Said lien shall be, in addition to, accumulative of the LESSOR'S line provided by law.
- **ATTORNEY'S FEES** If, on account of any breach by LESSEE, in LESSEE'S obligations, under the terms and conditions of this Lease, it shall become necessary or appropriate for LESSOR to employ or consult with an attorney concerning, or to enforce or defend, any of LESSOR'S rights or remedies hereunder, LESSEE agrees to pay any reasonable attorney's fees.
- **POLICE SECURITY** LESSEE agrees to provide police security through the Hollywood Park Police Department if any alcoholic beverages are to be served during the term of this lease, this includes BYOB for parties over 50 people. (Parties under 50 people are left to the discretion of the Public Works Director.) LESSEE shall make arrangements for said police security with the Hollywood Park Police Chief or his designated agent prior to or at the time of the signing of this lease. **MUST OBTAIN A PERMIT. Permits are available at Town Hall at a cost of \$25. Failure to obtain a permit may result in forfeiture of your full deposit.** Initial _____
- **APPOINTMENT & KEY PICK-UP** *LESSEE must schedule a meeting with the Public Works Director, Kelly Cowan, 2 weeks in advance of the date of the booking to discuss placement and create a diagram of tables and chairs, audio/visual tutorial if rented, and to receive the code for entry at the scheduled time of the event. Please bring your Audio Visual media with you when you meet with the Public Works Director.*
- **THE LESSOR IS NOT RESPONSIBLE FOR ANY LOST ITEMS.**
- **ALL TEENAGE PARTIES MUST BE CHAPERONED BY ADULTS .**

WITNESS OUR SIGNATURES this _____ day of _____, 20_____ .

City Representative (Printed Name)

City Representative (Signature)

LESSEE (Printed Name)

LESSEE (Signature)

ADDRESS

CITY, STATE ZIP

(_____)

PHONE

RULES FOR USE OF VOIGT RECREATION BUILDING

- Keep front double doors closed at all times.
- Do not block fire exit doors.
- Do not prop open doors, the only doors that can remain open during your event are the sliding glass doors that lead to the porch.
- Throwing rice or birdseed is prohibited inside and outside of the Voigt Center.
- No smoke machines, bubble machines/bubble toys, paper sprayers, silly string or balloons allowed inside the Voigt Center. All objects that could float up to the ceiling and smoke detectors are not allowed.
- Do not stick, tack, nail or tape anything to walls or windows.
- All food must be removed from the refrigerator.
- Garbage bags must be removed from inside containers, secured with twist ties, and put in garbage enclosure outside the back door. Replace with fresh bags from kitchen drawer.
- Stove, dishwasher must be turned off.
- Security and Cleaning Checklist must be completed.
- No items can be left in the Voigt Center after the term of the rental. Failure to remove items can result in forfeiture of your full deposit and loss of property left. **Initial**_____
- All lights must be turned off.
- All doors and windows must be securely locked.

The Voigt Center will be inspected after it has been used.

THE VOIGT CENTER HOURS
 8:00 A.M. TO MIDNIGHT FOR PRIVATE PARTIES.
 7:30 A.M. TO MIDNIGHT FOR CORPORATE EVENTS

Schedule of fees for residents, non-residents and corporate clients.

Residents

4 Hours - \$250
 After initial 4 Hours - \$50 per hour

All Day Rental \$400

Cleaning Fee \$170

Refundable Deposit \$250

Audio/Visual Rental Fee (Non-Refundable)
 \$75

Audio/Visual Refundable Deposit \$100

Propane Heaters \$30 Per Heater

Special Alcohol Permit \$25

Non-Residents and Corporate

4 Hours - \$600
 After initial 4 hours - \$200 per hour

All Day Rental \$2000, this includes the
 Audio/Visual and Cleaning Fee

Cleaning Fee \$170

Refundable Deposit \$700

Audio/Visual Rental Fee (Non-Refundable)
 \$350

Audio/Visual Refundable Deposit \$100

Propane Heaters \$30 Per Heater

Special Alcohol Permit \$25

*** DEPOSIT MAY BE REFUNDED AFTER RENTAL PERIOD, PROVIDED NOTHING IS DAMAGED OR LOST. REFUNDS WILL BE MAILED OUT WITHIN **30** BUSINESS DAYS FROM THE DATE APPROVAL IS GIVEN BY THE PUBLIC WORKS DIRECTOR. Initial _____

***MAXIMUM OCCUPANCY IS 180 WITH TABLES & CHAIRS / 200 WITH JUST CHAIRS

VOIGT CENTER CANCELLATION

You receive 100% of your rental fees and deposits if you provide at least thirty (30) days notice from the date of your event.

You will receive 50% of your rental fees, if you give at least fourteen (14) days notice from the date of your event. If the city is able to rent the center for that same day and time, you will be refunded 100% of the fee and deposits.

No refund will be for rental fees if your booking is cancelled less than 7 days from your event date [unless the city is able to re-rent for same date and time].

RENTAL FEE: \$ _____

DEPOSIT: \$ _____ *

CLEANING FEE: \$ _____

AUDIO/VISUAL: \$ _____

DEPOSIT: \$ _____ *

PROPANE HEATER: \$ _____

TOTAL: \$ _____

I, LESSEE, ACKNOWLEDGE THE ABOVE INFORMATION: _____
SIGNATURE

SECURITY AND CLEANING CHECKLIST

The following is a checklist to assist you in the cleaning and security of Voigt Center.

Kitchen Area:

- Food Items Removed
- No items left on or in stove
- Refrigerator left empty
- Nothing left in sinks
- Nothing left on counter tops
- Trash containers empty
- No food or grease dumped in mop sink

Restrooms:

- Nothing left in sinks
- Nothing left on counter tops
- Nothing left in toilets or urinals
- No trash left on floors

Audio/Visual Rental:

- A/V must be completely shut down

Main Hall Area:

- Floor left free of trash
- Trash containers left empty
- Windows/Doors securely locked
- Lights switched off
- Back Door securely locked**

Outside:

- No trash left in the butterfly garden
- No trash left in the front parking lot
- No trash left on the patio

No items may be left by the Lessee or their guests after the term of the rental.

Initial _____

INVENTORY - VOIGT CENTER

200 METAL FOLDING BLACK CHAIRS WITH PADDED SEATS

- 48 METRO BACKLESS BLACK BAR STOOLS
- 4 BEIGE LOUNGE CHAIRS
- 1 BLACK WOOD COLLAPSIBLE LECTERN
- 1 TABLE TOP LAMP
- 5 CHROME PROPANE PATIO HEATERS
- 10 72" DIAMETER X 30" H ROUND FOLDING BANQUET TABLES
- 24 72" L X 30" W X 30" H RECTANGULAR FOLDING BANQUET TABLE
- 12 BAR HEIGHT FOLDING CAFÉ TABLE
- 1 STAINLESS STEEL REFRIGERATOR
- 1 STAINLESS STEEL 36" DOUBLE OVEN RANGE
- 1 STAINLESS STEEL DISHWASHER
- 1 STAINLESS STEEL ICE MACHINE
- 1 STAINLESS STEEL COUNTERTOP MICROWAVE OVEN
- 1 STAINLESS STEEL AUTOMATIC COFFEE BREWER
- 4 STAINLESS STEEL 3.5 AIRPOT WITH LEVER
- 2 STAINLESS STEEL 3.5 AIRPOT WITH ORANGE DECAF LEVER
- 4 RECYCLE BLUE SLIM JIM TRASH CANS – 2 LIDS
- 4 BLACK SLIM JIM TRASH CANS – 4 LIDS

CONTENTS IN CABINETS AND PANTRY OWNED BY THE HPCA, GARDEN CLUB AND WOMEN'S CLUB AND EACH CLUB SHOULD BE RESPONSIBLE FOR THERE OWN INVENTORY.