

2020 CIVIC CENTER RENTAL CONTRACT

BUFFALO CHAMBER OF COMMERCE, P.O. BOX 207, BUFFALO, TEXAS 75831 903-322-5810

NOTE: ALL FEES AND DEPOSITS MUST BE PAID PRIOR TO YOUR EVENT. THEY WILL BE COLLECTED BY CHAMBER REPRESENTATIVE

RENTAL REQUIREMENTS: MUST HAVE **VALID PHOTO ID, VALID PHONE NUMBER, VALID PHYSICAL & MAILING ADDRESS**

RENTAL FEES & DEPOSITS:

ONE DAY RENTAL FEE: \$200.00 RENTAL DATE REQUESTED: _____

TO RESERVE A DATE--PAYMENT OF \$200.00 RENTAL FEE IS REQUIRED-- THIS IS NON REFUNDABLE AS OF (28 DAYS) PRIOR TO YOUR EVENT.

RESERVE THE DATE / RENTAL PAYMENT (200.00) : DATE PAID: _____ CASH: _____ CHECK#: _____

KEY DEPOSIT: \$50.00 KEY DEPOSIT PAYMENT: DATE PAID: _____ CASH: _____ CHECK#: _____

BUILDING CLEANING & OR BUILDING DAMAGE DEPOSIT: \$250.00 BUILDING DEPOSIT PAYMENT: DATE PAID: _____ CASH _____ CHECK# _____

DEPOSIT REFUND: DATE OF REFUND: _____ AMOUNT OF REFUND: _____ CASH _____ CHECK#: _____

SIGNATURE OF PERSON RECEIVING REFUND: ☒ _____ **SIGNATURE OF CHAMBER REP. GIVING REFUND:** ☒ _____

ADDITIONAL NOTES:

CLEANING & KEY DEPOSIT PAYMENT MUST BE PAID ON SEPARATE CHECKS. WE WILL HOLD YOUR DEPOSIT CHECKS UNTIL YOUR EVENT IS COMPLETED AND WE HAVE DETERMINED THAT ALL THE TERMS OF RENTAL CONTRACT HAVE BEEN MET:

1. ALL TABLES AND CHAIRS MUST BE WIPED CLEAN AND RETURNED TO THEIR STORAGE PLACE. PLEASE LEAVE THEM CLEAN FOR THE NEXT RENTAL.
2. **RESPECT THE PROPERTY!**
3. ALL LIGHTS AND AIR CONDITIONING OR HEATER MUST BE TURNED OFF AFTER YOUR EVENT.
4. THE PARKING LOT MUST BE CLEAN AND FREE OF ANY TRASH OR DEBRIS.
5. ALL TRASH CANS MUST BE EMPTIED AND TRASH PUT IN DUMPSTER BEHIND CIVIC CENTER.
6. THE KITCHEN AND BATHROOMS MUST BE CLEANED, ALL FAUCETS TURNED OFF, AND LIGHTS TURNED OFF.
7. ALL DIRTY SMUDGES ON THE WALLS MUST BE WIPED OFF.
8. ANY TAPE, STRING, WIRE, OR ETC. USED FOR DECORATING MUST BE REMOVED.
9. **YOU MUST PROVIDE YOUR OWN PAPER TOWELS, TOLIET TISSUE, SOAP, TRASH BAGS, & CLEANING SUPPLIES.**
10. **YOUR EVENT MUST END BY 1:00AM & ALL GUESTS OF YOUR EVENT SHOULD LEAVE. ONLY CLEANING PEOPLE ALLOWED.**
11. **NO SMOKING IN CIVIC CENTER.**
12. KEY MUST BE RETURNED TO THE CHAMBER OFFICE BY THE NEXT BUSINESS DAY. **KEY# ISSUED:** _____
13. NO TRASH, ALCOHOL, OR **PARKING** ALLOWED IN THE **MIRACLE CHRISTIAN CENTER'S CHURCH YARD.**
14. NO OUTSIDE BATHROOM USAGE.
15. NO ANIMALS ALLOWED IN CIVIC CENTER.
16. ALL DOORS AND WINDOWS TO BE LOCKED UPON EXITING THE PROPERTY.
17. CLEANING OF THE CIVIC CENTER AND PARKING LOTS IS TO BE DONE IMMEDIATELY FOLLOWING YOUR EVENT. **NO EXCEPTIONS TO THIS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE CIVIC CENTER PERSONEL.**
18. ALL TABLES AND CHAIRS WILL BE COUNTED BEFORE AND AFTER THE EVENT. **ANY BROKEN OR MISSING TABLES OR CHAIRS MUST BE PAID FOR. TABLE REPLACEMENT IS \$100.00. CHAIR REPLACEMENT IS \$35.00. THIS IS YOUR INVENTORY:**
COUNT BEFORE EVENT: _____ WHITE TABLES _____ GRAY TABLES _____ METAL CHAIRS _____ PLASTIC CHAIRS.
COUNT AFTER EVENT: _____ WHITE TABLES _____ GRAY TABLES _____ METAL CHAIRS _____ PLASTIC CHAIRS.

I, _____, THE UNDERSIGNED HAVE READ AND DO UNDERSTAND THE TERMS OF THIS RENTAL AGREEMENT AND AGREE TO ABIDE BY THE TERMS. **I WOULD LIKE TO RENT THE CIVIC CENTER ON (DATE):** _____.
I FURTHER UNDERSTAND THAT MY DEPOSITS WILL NOT BE RETURNED TO ME UNLESS ALL TERMS OF THIS AGREEMENT ARE MET.

MAILING ADDRESS: _____ **PHYSICAL ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ID #: _____ **EXPIRATION DATE:** _____ **PHONE#:(HOME & CELL)** _____

SIGNATURE: (RENTOR) _____ **SIGNATURE:** (CHAMBER REP.) _____ **DATE SIGNED:** _____

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4. THE PARKING LOT MUST BE CLEAN AND FREE OF ANY TRASH OR DEBRIS.
5. ALL TRASH CANS MUST BE EMPTIED AND TRASH PUT IN DUMPSTER BEHIND CIVIC CENTER.
6. THE KITCHEN AND BATHROOMS MUST BE CLEANED, ALL FAUCETS TURNED OFF, AND LIGHTS TURNED OFF.
7. ALL DIRTY SMUDGES ON THE WALLS MUST BE WIPED OFF.
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11. **NO SMOKING IN CIVIC CENTER.**
12. KEY MUST BE RETURNED TO THE CHAMBER OFFICE BY THE NEXT BUSINESS DAY. **KEY# ISSUED:** _____
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14. NO OUTSIDE BATHROOM USAGE.
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SIGNATURE OF PERSON RECEIVING REFUND: ☒ _____ **SIGNATURE OF CHAMBER REP. GIVING REFUND:** ☒ _____

ADDITIONAL NOTES:

CLEANING & KEY DEPOSIT PAYMENT MUST BE PAID ON SEPARATE CHECKS. WE WILL HOLD YOUR DEPOSIT CHECKS UNTIL YOUR EVENT IS COMPLETED AND WE HAVE DETERMINED THAT ALL THE TERMS OF RENTAL CONTRACT HAVE BEEN MET:

1. ALL TABLES AND CHAIRS MUST BE WIPED CLEAN AND RETURNED TO THEIR STORAGE PLACE. PLEASE LEAVE THEM CLEAN FOR THE NEXT RENTAL.
2. **RESPECT THE PROPERTY!**
3. ALL LIGHTS AND AIR CONDITIONING OR HEATER MUST BE TURNED OFF AFTER YOUR EVENT.
4. THE PARKING LOT MUST BE CLEAN AND FREE OF ANY TRASH OR DEBRIS.
5. ALL TRASH CANS MUST BE EMPTIED AND TRASH PUT IN DUMPSTER BEHIND CIVIC CENTER.
6. THE KITCHEN AND BATHROOMS MUST BE CLEANED, ALL FAUCETS TURNED OFF, AND LIGHTS TURNED OFF.
7. ALL DIRTY SMUDGES ON THE WALLS MUST BE WIPED OFF.
8. ANY TAPE, STRING, WIRE, OR ETC. USED FOR DECORATING MUST BE REMOVED.
9. **YOU MUST PROVIDE YOUR OWN PAPER TOWELS, TOLIET TISSUE, SOAP, TRASH BAGS, & CLEANING SUPPLIES.**
10. **YOUR EVENT MUST END BY 1:00AM & ALL GUESTS OF YOUR EVENT SHOULD LEAVE. ONLY CLEANING PEOPLE ALLOWED.**
11. **NO SMOKING IN CIVIC CENTER.**
12. KEY MUST BE RETURNED TO THE CHAMBER OFFICE BY THE NEXT BUSINESS DAY. **KEY# ISSUED:** _____
13. NO TRASH, ALCOHOL, OR **PARKING** ALLOWED IN THE **MIRACLE CHRISTIAN CENTER'S CHURCH YARD.**
14. NO OUTSIDE BATHROOM USAGE.
15. NO ANIMALS ALLOWED IN CIVIC CENTER.
16. ALL DOORS AND WINDOWS TO BE LOCKED UPON EXITING THE PROPERTY.
17. CLEANING OF THE CIVIC CENTER AND PARKING LOTS IS TO BE DONE IMMEDIATELY FOLLOWING YOUR EVENT. **NO EXCEPTIONS TO THIS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE CIVIC CENTER PERSONEL.**
18. ALL TABLES AND CHAIRS WILL BE COUNTED BEFORE AND AFTER THE EVENT. **ANY BROKEN OR MISSING TABLES OR CHAIRS MUST BE PAID FOR. TABLE REPLACEMENT IS \$100.00. CHAIR REPLACEMENT IS \$35.00. THIS IS YOUR INVENTORY:**
COUNT BEFORE EVENT: _____ WHITE TABLES _____ GRAY TABLES _____ METAL CHAIRS _____ PLASTIC CHAIRS.
COUNT AFTER EVENT: _____ WHITE TABLES _____ GRAY TABLES _____ METAL CHAIRS _____ PLASTIC CHAIRS.

I, _____, THE UNDERSIGNED HAVE READ AND DO UNDERSTAND THE TERMS OF THIS RENTAL AGREEMENT AND AGREE TO ABIDE BY THE TERMS. **I WOULD LIKE TO RENT THE CIVIC CENTER ON (DATE):** _____.
I FURTHER UNDERSTAND THAT MY DEPOSITS WILL NOT BE RETURNED TO ME UNLESS ALL TERMS OF THIS AGREEMENT ARE MET.

MAILING ADDRESS: _____ **PHYSICAL ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ID #: _____ **EXPIRATION DATE:** _____ **PHONE#:(HOME & CELL)** _____

SIGNATURE: (RENTOR) _____ **SIGNATURE:** (CHAMBER REP.) _____ **DATE SIGNED:** _____

2020 CIVIC CENTER RENTAL CONTRACT

BUFFALO CHAMBER OF COMMERCE, P.O. BOX 207, BUFFALO, TEXAS 75831 903-322-5810

NOTE: ALL FEES AND DEPOSITS MUST BE PAID PRIOR TO YOUR EVENT. THEY WILL BE COLLECTED BY CHAMBER REPRESENTATIVE

RENTAL REQUIREMENTS: MUST HAVE **VALID PHOTO ID, VALID PHONE NUMBER, VALID PHYSICAL & MAILING ADDRESS**

RENTAL FEES & DEPOSITS:

ONE DAY RENTAL FEE: \$200.00 RENTAL DATE REQUESTED: _____

TO RESERVE A DATE--PAYMENT OF \$200.00 RENTAL FEE IS REQUIRED-- THIS IS NON REFUNDABLE AS OF (28 DAYS) PRIOR TO YOUR EVENT.

RESERVE THE DATE / RENTAL PAYMENT (200.00) : DATE PAID: _____ CASH: _____ CHECK#: _____

KEY DEPOSIT: \$50.00 KEY DEPOSIT PAYMENT: DATE PAID: _____ CASH: _____ CHECK#: _____

BUILDING CLEANING & OR BUILDING DAMAGE DEPOSIT: \$250.00 BUILDING DEPOSIT PAYMENT: DATE PAID: _____ CASH _____ CHECK# _____

DEPOSIT REFUND: DATE OF REFUND: _____ AMOUNT OF REFUND: _____ CASH _____ CHECK#: _____

SIGNATURE OF PERSON RECEIVING REFUND: ☒ _____ **SIGNATURE OF CHAMBER REP. GIVING REFUND:** ☒ _____

ADDITIONAL NOTES:

CLEANING & KEY DEPOSIT PAYMENT MUST BE PAID ON SEPARATE CHECKS. WE WILL HOLD YOUR DEPOSIT CHECKS UNTIL YOUR EVENT IS COMPLETED AND WE HAVE DETERMINED THAT ALL THE TERMS OF RENTAL CONTRACT HAVE BEEN MET:

1. ALL TABLES AND CHAIRS MUST BE WIPED CLEAN AND RETURNED TO THEIR STORAGE PLACE. PLEASE LEAVE THEM CLEAN FOR THE NEXT RENTAL.
2. **RESPECT THE PROPERTY!**
3. ALL LIGHTS AND AIR CONDITIONING OR HEATER MUST BE TURNED OFF AFTER YOUR EVENT.
4. THE PARKING LOT MUST BE CLEAN AND FREE OF ANY TRASH OR DEBRIS.
5. ALL TRASH CANS MUST BE EMPTIED AND TRASH PUT IN DUMPSTER BEHIND CIVIC CENTER.
6. THE KITCHEN AND BATHROOMS MUST BE CLEANED, ALL FAUCETS TURNED OFF, AND LIGHTS TURNED OFF.
7. ALL DIRTY SMUDGES ON THE WALLS MUST BE WIPED OFF.
8. ANY TAPE, STRING, WIRE, OR ETC. USED FOR DECORATING MUST BE REMOVED.
9. **YOU MUST PROVIDE YOUR OWN PAPER TOWELS, TOLIET TISSUE, SOAP, TRASH BAGS, & CLEANING SUPPLIES.**
10. **YOUR EVENT MUST END BY 1:00AM & ALL GUESTS OF YOUR EVENT SHOULD LEAVE. ONLY CLEANING PEOPLE ALLOWED.**
11. **NO SMOKING IN CIVIC CENTER.**
12. KEY MUST BE RETURNED TO THE CHAMBER OFFICE BY THE NEXT BUSINESS DAY. **KEY# ISSUED:** _____
13. NO TRASH, ALCOHOL, OR **PARKING** ALLOWED IN THE **MIRACLE CHRISTIAN CENTER'S CHURCH YARD.**
14. NO OUTSIDE BATHROOM USAGE.
15. NO ANIMALS ALLOWED IN CIVIC CENTER.
16. ALL DOORS AND WINDOWS TO BE LOCKED UPON EXITING THE PROPERTY.
17. CLEANING OF THE CIVIC CENTER AND PARKING LOTS IS TO BE DONE IMMEDIATELY FOLLOWING YOUR EVENT. **NO EXCEPTIONS TO THIS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE CIVIC CENTER PERSONEL.**
18. ALL TABLES AND CHAIRS WILL BE COUNTED BEFORE AND AFTER THE EVENT. **ANY BROKEN OR MISSING TABLES OR CHAIRS MUST BE PAID FOR. TABLE REPLACEMENT IS \$100.00. CHAIR REPLACEMENT IS \$35.00. THIS IS YOUR INVENTORY:**
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COUNT AFTER EVENT: _____ WHITE TABLES _____ GRAY TABLES _____ METAL CHAIRS _____ PLASTIC CHAIRS.

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I FURTHER UNDERSTAND THAT MY DEPOSITS WILL NOT BE RETURNED TO ME UNLESS ALL TERMS OF THIS AGREEMENT ARE MET.

MAILING ADDRESS: _____ **PHYSICAL ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ID #: _____ **EXPIRATION DATE:** _____ **PHONE#:(HOME & CELL)** _____

SIGNATURE: (RENTOR) _____ **SIGNATURE:** (CHAMBER REP.) _____ **DATE SIGNED:** _____

2020 CIVIC CENTER RENTAL CONTRACT

BUFFALO CHAMBER OF COMMERCE, P.O. BOX 207, BUFFALO, TEXAS 75831 903-322-5810

NOTE: ALL FEES AND DEPOSITS MUST BE PAID PRIOR TO YOUR EVENT. THEY WILL BE COLLECTED BY CHAMBER REPRESENTATIVE

RENTAL REQUIREMENTS: MUST HAVE **VALID PHOTO ID, VALID PHONE NUMBER, VALID PHYSICAL & MAILING ADDRESS**

RENTAL FEES & DEPOSITS:

ONE DAY RENTAL FEE: \$200.00 RENTAL DATE REQUESTED: _____

TO RESERVE A DATE--PAYMENT OF \$200.00 RENTAL FEE IS REQUIRED-- THIS IS NON REFUNDABLE AS OF (28 DAYS) PRIOR TO YOUR EVENT.

RESERVE THE DATE / RENTAL PAYMENT (200.00) : DATE PAID: _____ CASH: _____ CHECK#: _____

KEY DEPOSIT: \$50.00 **KEY DEPOSIT PAYMENT:** DATE PAID: _____ CASH: _____ CHECK#: _____

BUILDING CLEANING & OR BUILDING DAMAGE DEPOSIT: \$250.00 **BUILDING DEPOSIT PAYMENT:** DATE PAID: _____ CASH _____ CHECK# _____

DEPOSIT REFUND: DATE OF REFUND: _____ AMOUNT OF REFUND: _____ CASH _____ CHECK#: _____

SIGNATURE OF PERSON RECEIVING REFUND: **X** _____ SIGNATURE OF CHAMBER REP. GIVING REFUND: **X** _____

ADDITIONAL NOTES:

CLEANING & KEY DEPOSIT PAYMENT MUST BE PAID ON SEPARATE CHECKS. WE WILL HOLD YOUR DEPOSIT CHECKS UNTIL YOUR EVENT IS COMPLETED AND WE HAVE DETERMINED THAT ALL THE TERMS OF RENTAL CONTRACT HAVE BEEN MET:

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3. ALL LIGHTS AND AIR CONDITIONING OR HEATER MUST BE TURNED OFF AFTER YOUR EVENT.
4. THE PARKING LOT MUST BE CLEAN AND FREE OF ANY TRASH OR DEBRIS.
5. ALL TRASH CANS MUST BE EMPTIED AND TRASH PUT IN DUMPSTER BEHIND CIVIC CENTER.
6. THE KITCHEN AND BATHROOMS MUST BE CLEANED, ALL FAUCETS TURNED OFF, AND LIGHTS TURNED OFF.
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13. NO TRASH, ALCOHOL, OR **PARKING** ALLOWED IN THE **MIRACLE CHRISTIAN CENTER'S CHURCH YARD.**
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2020 CIVIC CENTER RENTAL CONTRACT

BUFFALO CHAMBER OF COMMERCE, P.O. BOX 207, BUFFALO, TEXAS 75831 903-322-5810

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BUILDING CLEANING & OR BUILDING DAMAGE DEPOSIT: \$250.00 **BUILDING DEPOSIT PAYMENT:** DATE PAID: _____ CASH _____ CHECK# _____

DEPOSIT REFUND: DATE OF REFUND: _____ AMOUNT OF REFUND: _____ CASH _____ CHECK#: _____

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2020 CIVIC CENTER RENTAL CONTRACT

BUFFALO CHAMBER OF COMMERCE, P.O. BOX 207, BUFFALO, TEXAS 75831 903-322-5810

NOTE: ALL FEES AND DEPOSITS MUST BE PAID PRIOR TO YOUR EVENT. THEY WILL BE COLLECTED BY CHAMBER REPRESENTATIVE

RENTAL REQUIREMENTS: MUST HAVE **VALID PHOTO ID, VALID PHONE NUMBER, VALID PHYSICAL & MAILING ADDRESS**

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SIGNATURE OF PERSON RECEIVING REFUND: ☒ _____ SIGNATURE OF CHAMBER REP. GIVING REFUND: ☒ _____

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SIGNATURE: (RENTOR) _____ **SIGNATURE:** (CHAMBER REP.) _____ **DATE SIGNED:** _____