

2024 CIVIC CENTER RENTAL CONTRACT

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

RENTAL FEES & DEPOSITS:

ONE DAY RENTAL FEE: Non-Profit Organization or Business \$250.00 / All others: \$350.00

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

RENTAL DATE REQUESTED: / /

RENTAL PAYMENT \$250/\$350: DATE PAID: CASH: CHECK#:

ALL Deposits all listed below are due in full at time of reservation to guarantee date requested. Cancellation made more than 14 days prior to reserved date will receive full deposit refund. For cancellation less than 14 days prior to reserved date, deposit will be refunded less the rental fee.

BUILDING DEPOSIT \$250.00

TABLE/CHAIR (DAMAGE) DEPOSIT: \$100.00

CLEANING DEPOSIT: \$100.00

UTILITY DEPOSIT: \$100.00

ALCOHOL (OPTIONAL): \$500.00

RENTER MUST PROVIDE AT THEIR EXPENSE TWO CITY OF BUFFALO APPROVED SECURITY OFFICERS (2) RENTER INITIALS _____

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BUILDING + TABLE/CHAIR DEPOSIT PAYMENT: \$350.00 DATE PAID: CASH CHECK#

CLEANING + UTILITY DEPOSIT PAYMENT: \$200.00 DATE PAID: CASH CHECK#

ALCOHOL DEPOSIT PAYMENT: \$500.00 DATE PAID: CASH CHECK#

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

*REASON (AND AMOUNT) FOR REDUCTION (IF ANY)

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

ADDITIONAL NOTES:

WE WILL HOLD YOUR DEPOSIT CHECK 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. ALL LIGHTS AND AIR CONDITIONING OR HEATER MUST BE TURNED OFF AFTER YOUR EVENT.
3. THE PARKING LOT MUST BE CLEAN AND FREE OF ANY TRASH OR DEBRIS.
4. ALL TRASH CANS MUST BE EMPTIED AND TRASH PUT IN DUMPSTER BEHIND CIVIC CENTER.
5. THE KITCHEN AND BATHROOMS MUST BE CLEANED, ALL FAUCETS TURNED OFF, AND LIGHTS TURNED OFF.
6. ALL DIRTY SMUDGES ON THE WALLS MUST BE WIPED OFF.
7. ANY TAPE, STRING, WIRE, OR ETC. USED FOR DECORATING MUST BE REMOVED.
8. YOU MUST PROVIDE YOUR OWN PAPER TOWELS, TOLIET TISSUE, SOAP, TRASH BAGS, & CLEANING SUPPLIES.
9. YOUR EVENT MUST END BY 1:00AM & ALL GUESTS OF YOUR EVENT SHOULD LEAVE. ONLY CLEANING PEOPLE ALLOWED.
10. NO SMOKING IN CIVIC CENTER.
11. KEY MUST BE RETURNED TO THE CHAMBER OFFICE BY THE NEXT BUSINESS DAY. KEY# ISSUED: _____
12. NO TRASH, ALCOHOL, OR PARKING ALLOWED IN THE MIRACLE CHRISTIAN CENTER CHURCH PROPERTY.
13. NO OUTSIDE BATHROOM USAGE.
14. NO ANIMALS ALLOWED IN CIVIC CENTER.
15. ALL DOORS AND WINDOWS TO BE LOCKED UPON EXITING THE PROPERTY.
16. 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.
17. 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 \$150.00. 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. COPY PROVIDED TO RENTER _____ .

MAILING ADDRESS: PHYSICAL ADDRESS: _____

CITY: STATE: ZIP: _____

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

SIGNATURE: (RENTER) SIGNATURE: (CHAMBER REP.) DATE SIGNED: _____

Effective 5/1/2024