



City of Dilley _____

**CITY OF DILLEY LIONS CLUB
RENTAL AGREEMENT FORM
1035 S B IH 35 D, DILLEY, TX. 78017**

DATE: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Telephone: _____

Estimated Attendance: _____ Date of Event: _____ Type of Event: _____

TOTAL: DEPOSIT \$ _____ RENTAL FEE \$ _____

DATE PAID: _____ DATE PAID: _____

SECURITY: \$ _____ DATE PAID: _____

SECURITY PERSONNEL: _____

ALL FEES MUST BE PAID IN FULL 15 DAYS PRIOR TO THE EVENT

NOTE: TABLES AND CHAIRS ARE PROVIDED AT NO CHARGE.

Event Official starting and ending times: From _____ TO _____

(INCLUDES SET UP AND CLEAN UP TIME)

Friday's until 12:00 a.m. Saturday's until 1:00 a.m. Sundays until 12: 00 a.m.

NO EXCEPTIONS ON TIME EXTENSIONS!

Parties/Events- Deposit Fee- \$200.00 Rental Fee- \$350.00

Funeral - \$ 50.00 Flat Rate

School, Church, and Youth Events- Free of charge

Comments: _____

**On Call
Checklist for Cleanup**

- Sinks, counters, and stovetop must be left clean if used.
- Floors must be left clean (No spills on floors.)
- Check that kitchen, restroom, and hall trash have been disposed outside in dumpster no trash should be left inside the building **Note: DO NOT drag trash cans or trash bags across floor when taking out trash to dumpster!**
- Restrooms must be left clean, make sure toilets are clear and flushed.
- Check all kitchen appliances is left clean inside & out, and nothing left on top of refrigerator
- Tables must be left clean of any decorations or spills (tables must be left out.)
- Chairs must be picked up and placed up against the wall to the right side of the building.
- Any and all debris/ashes from use of BBQ Pit must be cleaned up.

CHECKLIST FOR CLEANUP WILL DETERMINE REFUND OF DEPOSIT

Deposit return to customer } \$ 200.00 (parties/other events)

Was area left clean after the event? YES NO

On Duty Personnel: _____ Date: _____

Notes: _____

Administrator Approval: _____ Date: _____

Event Security: Rules and Regulations

Security at City Facilities. It is City policy that renters of City facilities must provide security under certain circumstances when renting these facilities. Security will be required under the following circumstances unless waived in writing by the Police Chief or City Administrator:

- A. Based on the expected number of attendees and the type of event;
- B. If the rental agreement is signed by a lessee within the ages of 18-20 years old; and/or
- C. When the Chief of Police or City Administrator deems it is in the best interest of City to ensure the safety of those using the facility or in the best interest of the safety of the community based upon the size of the group or type of event.
- D. If rental will have alcohol/open bar/ bartender services at event to promote public safety, Security will be needed. **NO EXCEPTIONS!!**

Alcohol Consumption: Alcoholic beverages will be allowed in the Dilley Lions Club

Event Security: Security Officers may be required. The cost for security is a minimum four (4) hours at fifty (\$50) per hour, per officer. The contract will be submitted to the Event Security Coordinator for review.

Payment for security officers will be made 15 days before the event. Should payment not be rendered at this time, the City reserves the right to immediately cancel the event resulting in the forfeiture of any and all deposit(s) and/or rental payments.

All security at City facilities will be provided by the Dilley Police Department either using off-duty officers or by adding on-duty officers who will be working in an overtime capacity. Rates for off-duty officers may be determined by the Event Security Coordinator. In the event on-duty officers are used, City may bill the renter the overtime rate for the individual officers being used.

The City reserves the right to increase number of officers required when it is in the best interest to ensure the safety of those using the facility or in the best interest of the safety of the community, or waive security.

Clean-Up Requirements

****The Deposit will NOT be refunded if the Clean-up requirements are violated****

The Lessee will be Responsible for the following:

- Facility must be left in the condition it was received.
- All spills must be mopped up.
- All table and counter tops as well as chairs must be wiped down.
- All trash must be taken out to the dumpster.
- All personal items must be removed from the facility. (The City is not responsible for loss/stolen/damaged personal property)
- One hour at the conclusion of the end of the event will be granted for clean-up. Each additional hour will be \$75.00 per hour.
- Litter: All paper, cups, plates, foil, and decorations, etc. must be picked up and placed in a trash receptable.
- Tables and Chairs: Must be cleaned of litter and wiped of to rid them of spilled drinks and food stuff.
- Lessee will be required to dismantle or fold tables and chairs.
- Restrooms: All personal items, paper products, etc. Must be picked up and removed or placed in a trash receptable. (The city only provides the first roll of toilet paper)
- Kitchen: All appliances must be wiped down. All food stuff must be removed or placed in a trash receptacle.
- Lessee will be required to remove all personal effects and decorations from the facility.
- The Person named below will be responsible to see that the leased facility is clean and to check for damages. The security/cancellation/damage deposit refund will be mailed to the person who signed the Rental Agreement.

Customer Forfeits deposit for Cleaning

Printed Name: _____

Customer Signature: _____

Event Security: Rules and Regulations

City of Dilley, rental facilities

116 E. Miller Dilley, Texas 78017

Phone: 830-965-1624 Fax: 830-965-1920

This information is not the lease agreement

Security at City Facilities. It is City policy that renters of City facilities must provide security under certain circumstances when renting these facilities. Security will be required under the following circumstances unless waived in writing by the Police Chief or City Administrator:

- A. Based on the type of event; large or small event
- B. If the rental agreement is signed by a lessee within the ages of 18-20 years old; and/or
- C. When the Chief of Police or City Administrator deems it is in the best interest of City to ensure the safety of those using the facility or in the best interest of the safety of the community based upon the size of the group or type of event.
- D. If Rental will have alcohol/ open bar/bartender services at event to promote public safety, Security will be needed. **NO EXCEPTIONS!!**

Alcohol Consumption. Alcoholic beverages will be allowed in the Dilley Convention Center

Event Security. Security Officers will be required for large events The cost for security is a minimum of **four (4) hours** at fifty (\$50) per hour, per officer. The contract will be submitted to the Event Security Coordinator for review. **Payment for security officers will be made 15 days before the event. Should payment not be rendered at this time, the City reserves the right to immediately cancel the event resulting in the forfeiture of any and all deposit(s) and or rental payments.**

All security at City facilities will be provided by the Dilley Police Department either using off-duty officers or by adding on-duty officers who will be working in an overtime capacity. Rates for off-duty officers may be determined by the Event Security Coordinator. In the event on-duty officers are used, City may bill the renter the overtime rate for the individual officers being used.

The City reserves the right to increase number of officers required when it is in the best interest to ensure the safety of those using the facility or in the best interest of the safety of the community, or waive security, depending on size and type of event.

Private Functions (Not Open to the Public). Providing an inaccurate headcount will result in a penalty fee and/or shutting down of the event. If the headcount during the event exceeds approximately fifty (50) people more than is estimated in the rental agreement, from what is stated in the contract, the damage deposit will be forfeited. If the headcount exceeds approximately 100 more than is estimated in the rental agreement, the event will be shut down by the Dilley Police Department.

If Alcohol will be consumed at private function, security will be needed. If event is stated that there will be no alcohol present, security will not be needed. The Dilley Police Department reserves the right to check for alcohol at event, if alcohol is present, the Dilley Police Department will shut down event.

In addition to the damage deposit, the rental fee will not be refunded if the event is shut down for any reason.

Contract details regarding security must be finalized at least **fifteen (15)** days prior to the date of the event to allow City sufficient time to arrange for security. These contract details include the following:

1. Event start time;
2. Check out time (check out time is the time you are ready to leave the building after all necessary clean-up and decoration removal has been completed—not later than 1:00 am);
3. RSVP count for event; and

There will not be any changes allowed to be made to the contract details within **fifteen (15)** days of your event; provided, if Lessee knows or believes the estimated attendance count has increased within **fifteen (15)** days of the event, Lessee must notify City staff immediately for adjustments.

Security Questionnaire:

Please complete the following form so that we may determine if you are required to have security at your function.

Name: _____

Address: _____

City, St, Zip: _____

Telephone: _____

Facility Rental information:

1. Date of event _____

2. Type of event _____

3. Number of attendees _____

Duration of event:

FROM: _____ TO: _____
(Actual event start time) (Event end time plus 1 hour for clean-up)

Please sign and date this request:

Signature _____ Date _____

If security is required for your event, payment for the security will be made 15 days before the event. Should payment not be rendered at that time, the City reserves the right to immediately cancel the event resulting in the forfeiture of any and all deposit(s) and rental payments.

