

City of Devine

"The Name Says it All"

1. You must be over twenty-one years of age to reserve the community center and sign this contract.
2. Applicant will assume all responsibility for any damages to equipment, furniture or building.
3. **SMOKING IS NOT PERMITTED IN THIS FACILITY!!!**
4. Decorations may be applied to the wall with masking tape only. The stage area and also the tack boards may be used for additional decorations, but only with use of thumb tacks and staples, and they **MUST BE REMOVED** prior to leaving.
5. **PLEASE DO NOT PLUG** food warmers / roasters in the same outlets. Space them out around the kitchen area or building if needed. **Trips electrical breakers!** In the event that the breaker goes out, contact Devine Police Dept. at 830-663-4403, and ask that they contact the city on-call worker to fix breaker.
6. **There MUST be two security officers if alcoholic beverages are to be served. No exceptions!** The person scheduling this event will be responsible for contacting our Devine Police Department for scheduling the security. You can contact them at (830) 663-4403 for information on security and for payment arrangements.
7. **It is the responsibility of the individual signing this contract to leave the community center in the same condition it was in before setting up. All crumbs, spills, etc., must be cleaned and spot mopped. The kitchen must be cleaned and mopped before leaving the building. Garbage (including trash in restrooms) must be bagged in plastic bags and placed in dumpster outside.**
8. The rental fee – See attachment.
9. A \$300 deposit is required to reserve the center for Devine Residents and Non-Devine Residents. The deposit will be refunded (**only after cleaning and leaving the hall in the same condition-see #7**) within 10 days after the event to the person signing this form, less any fees deducted for damages. The balance and any additional charges must be paid **two (2) weeks prior to event date**. This may be done by mail to: 303 S. Teel Drive, Devine TX 78016; you may also use the nightdrop slot by the drive-thru window, or pay in person inside the city hall office. Make checks payable to City of Devine, and reference "Community Center" and date of event.
10. An extra charge will be deducted from the renters deposit refund if the thermostats are not turned off.
11. Maximum Seating: 250 Chairs – (269) available * Tables – (44) 6' foot rectangular & (6) 72" round.

Name: _____	Contact Person _____
Address _____	City _____ State _____ Zip _____
Day Phone _____	Evening Phone _____
Event _____	Event Date _____
Alcoholic beverages served _____	Security Provided/Contact Name _____
Security Deposit \$ _____	Date Deposit Paid: _____
Fee for Center \$ _____	Date Fee for Center Paid: _____
½ day Fee prior to event \$ _____	Date ½ day Fee prior to event Paid: _____
½ day Fee after event \$ _____	Date ½ day Fee after event Paid: _____
Total Due \$ _____	Due Date _____

I agree to all the above mentioned conditions.

Signature of Applicant: _____

Date: _____

City Representative: _____

Date: _____