

TWIN CREEKS EVENT CENTER  
RENTAL AGREEMENT  
12113 TWIN CREEKS RD, MANCHACA TX 78652

EVENT DATE: \_\_\_\_\_ EVENT TYPE: \_\_\_\_\_ TIME: \_\_\_\_\_

LESSEE: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**LIABILITY INSURANCE**

ORDERED

\_\_\_\_/\_\_\_\_/\_\_\_\_

CONFIRMED

1. PARTIES: The parties of this agreement are: \_\_\_\_\_ (LESSEE) and TWIN CREEKS EVENT CENTER– MANCHACA (CENTER)
  
2. FACILITY: This rental agreement is for the normal business use of following space and equipment on the campus of the TWIN CREEKS EVENT CENTER– MANCHACA, located at 12113 Twin Creeks Rd,  
This lease includes the use of:  
 MAIN HALL       KITCHEN       BREAK-OUT ROOM(S)       TABLE & CHAIRS       WI-FI  
 AUDIO & VISUAL EQUIPMENT       LINENS       OTHER: \_\_\_\_\_;  
For the purpose of (EVENT): \_\_\_\_\_, Between the hours of: \_\_\_\_\_.
  
3. RENT: LESSEE will pay a Security Deposit of \$\_\_\_\_\_ at the time of reservation. Reservations are not final until a full deposit payment is made. LESSEE will pay rent in the amount of \$\_\_\_\_\_ payable no later than 7 days before the event. Payment may be made in U.S. dollars in the form of cash or cashier check or other means acceptable to Twin Creeks Event Center. Partial payments are acceptable with final payment due no later than 7 days before the event.
  
4. CATERING & BEVERAGE SERVICE: The kitchen is for food service, plating and staging catered events. The kitchen is not permitted for commercial on-site food preparation. LESSEE is responsible for the set-up, break-down, and clean-up of the food service area. LESSEE may delegate this responsibility to a vendor, or event coordinator. Parties are allowed to serve alcohol but must declare their intent on the insurance application. BYOB by guests is permitted. The event host is responsible for the legal service of all alcohol.
  
5. SAFETY & SECURITY: LESSEE will ensure the safety and security of the guests during the setup and duration of the event. The CENTER event manager reserves the right to direct any person or group of people acting unruly to leave the premises. Assistance from law enforcement will be called if necessary. The CENTER reserves the right to require professional security officers to assist with crowd safety and or traffic flow. This expense will be paid for by the LESSEE if it is determined necessary prior to the event.
  
6. DATE CHANGES & CANCELLATIONS: If a change of date is required, the CENTER will work with the LESSEE to reserve a new date, pending availability. The rental rate will be honored for up to one year from the original reservation date. Cancellations are subject to a \$200 penalty and will be deducted from the Security Deposit. The remainder of deposited funds will be refunded by check and mailed to the address provided by the LESSEE.
  
7. DECORATIONS & ENTERTAINMENT: LESSEE will share an event plan (Exhibit A) with the CENTER event manager prior to the event. This plan is required to ensure that none of the planned decorations, accessories, special effects and entertainment are safe to people and property. The CENTER's event manager reserves the right to approve, modify or disallow all or part of the event plan. General guidelines are detailed in the event plan.
  
8. BUILDING CARE & CLEANING: LESSEE will exercise good judgement and care to avoid damaging the building, property and surrounding grounds of TWIN CREEKS EVENT CENTER and its surrounding grounds. LESSEE will return the building in a clean condition; and will remove all trash and personal items after the event. LESSEE will appoint an on-site event coordinator to deal with pre- and post- event setup, busing, trash monitoring and striking tasks for the event. This coordinator will be responsible for on-going cleaning, and trash collection/removal during the event. The event coordinator will ensure that tasks listed on the BUILDING CLEANING CHECKLIST (Exhibit B) are completed before leaving the CENTER. The CENTER event manager will conduct a post-event walkthrough to determine and itemize any damages or additional cleaning charges. LESSEE can delegate this responsibility to the event center manager attending the party, for an additional fee of \$\_\_\_\_\_.

9. **INSURANCE & INDEMNITY:** All events are required to carry a GENERAL LIABILITY POLICY if at least \$1,000,000 and name the LESSEE and as insured parties. LESSEE agrees to indemnify and hold TWIN CREEKS EVENT CENTER, and its agents harmless from any claim, liability, loss, damage, cost, expense, including reasonable attorneys' fees, award, fine or judgment with respect to, or arising out of, the use of the facilities. This includes, without limitation, any such claims, liability, loss, damage, cost, expense, award, fine or judgment arising by reason of death or bodily injury to persons, injury to property arising by reason of client's alleged or actual negligent act, regardless of whether such act is active or passive.

ADDENDUM:

**SUMMARY OF CHARGES:**

|                                 |                 |
|---------------------------------|-----------------|
| SECURITY DEPOSIT                | \$ _____        |
| RENTAL FEE                      | \$ _____        |
| RENTED EQUIPMENT & LINEN CHARGE | \$ _____        |
| ADDITIONAL SERVICES             | \$ _____        |
| <b>TOTAL CHARGES</b>            | <b>\$ _____</b> |

Checks should be made payable to: TWIN CREEKS EVENT CENTER.  
 Credit and Debit Card Payments are accepted. To make credit/debit card payments, call:

LESSEE: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_

LESSOR: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_  
 Representative for TWIN CREEKS EVENT CENTER

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>----- OFFICE USE ONLY -----</b> |                                       |
| Security Deposit: \$ _____         |                                       |
| Payments:                          |                                       |
| Date: _____                        | Amount: _____ Type: _____ Date: _____ |
| _____                              | Amount: _____ Type: _____             |
| Date: _____                        | Amount: _____ Type: _____             |
| Date: _____                        | Amount: _____ Type: _____             |
| Date: _____                        | Amount: _____ Type: _____             |

TWIN CREEKS EVENT CENTER

# EVENT PLAN

EVENT NAME: \_\_\_\_\_

EVENT DATE/TIME: \_\_\_\_\_ LESSEE: \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SET UP PLAN:**

*(BUILDING ACCESS FOR VENDORS, SET-UP STAFF, CATERING, ETC.)*

**CATERING:**

*FOOD SERVICE:*

*BEVERAGE SERVICE:*

**DECORATIONS:**

**ENTERTAINMENT:**

**AUDIO/VISUAL SUPPORT:**

The purpose of this plan is to ensure the Center can support your use of the space, furniture and equipment available for your event. It is also required to ensure that your planned event meets the guidelines of our insurance carrier to protect your liability as the event host.

LESSEE is responsible for the removal of all personal or rented items brought in for the event Any damage caused by event decorations, appliances, special effects, or furnishings will be charged against the Security Deposit. Unremoved decorations will result in a \$50 fee if management must remove them or return later to the CENTER for the LESSEE or designated vendor to remove. Any music or multi-media presentations must be kept under 70 decibels inside the building and outdoors after 10 pm. The use of live animals inside the building is prohibited. The use of pyrotechnics, laser lights, and special effects are subject to approval by the CENTER event manager. The CENTER manager reserves the right to approve, modify or disallow any decorations that pose a danger to people or property.

TWIN CREEKS EVENT CENTER  
BUILDING CLEANING TASK CHECK LIST

KITCHEN

- FOOD REMOVED or LABELED & STORED
- COUNTERS WIPED AND SANITIZED
- STOVES & OVENS CLEANED
- SINKS CLEANED
- ALL TRASH REMOVED
- FLOORS SWEEPED & MOPPED
- BOXES FLATTENED – RECYCLE BIN
- MOPS, BROOMS, VACUUMS PUT UP
- KITCHEN SOAP & PAPER STOCKED
- TRASH CANS EMPTIED ARE RE-LINED AND PLACED OUT

MAIN HALL PLACED BACK TO PRE-SET STATUS

- TABLES WIPED PUT AWAY
- CHAIRS PUT AWAY
- LINENS COLLECTED AND SENT FOR CLEANING
- FLOORS SWEEPED & MOPPED
- CARPETS & RUGS (STAGE) VACUUMED
- BREAK OUT ROOMS PLACED BACK TO PRE-SET STATUS

RESTROOMS

- TOILETS CLEANED
- SINKS & MIRROR CLEANED
- FLOORS SWEEPED & MOPPED
- ALL TRASH REMOVED
- SOAP & PAPER STOCKED

A/V EQUIPMENT RETURNED TO PRE-SET STATUS

CONFIRM BUILDING LIGHTS OFF and DOORS LOCKED and ALARM SET

DAMAGES & DEDUCTIONS FROM DEPOSIT FOR THE FOLLOWING:

LESSEE: \_\_\_\_\_

CENTER MANAGER: \_\_\_\_\_