



Revised December 11, 2019

**CITY OF MINERAL WELLS
PARKS AND RECREATION DEPARTMENT
ACTIVITY CENTER CONTRACT**

The signature of renter on this contract verifies that the renter understands and agrees to all provisions of this contract.

1. No person, group or organization may have more than two future rentals reserved. If there are two future rentals, a separate deposit is required for each rental. If a group has two rentals scheduled, they may schedule another rental the next business day after the first of the two rentals is completed. Reservations will not be accepted more than 15 months (one year and three months) in advance of the rental date.
2. A cashier's check, cash, or money order for \$200.00 for the building deposit must be presented to the Parks and Recreation Department at the time the Activity Center is reserved. An additional \$300.00 deposit or a total of \$500.00 is required if alcohol will be consumed during the event. The deposit will be returned within thirty (30) business days after the rental, provided that the building is left clean and undamaged. All areas in the vicinity of the Activity Center must be cleared of all forms of trash, including cigarette butts. Clean up of all inside areas of the Activity Center must be performed by a janitorial service, approved in advance by the Parks and Recreation Department, at the renter's expense. The renter must remove all decorations after the rental. The renter will be responsible for restoring the Activity Center to its previous condition and furnishing arrangements to those prior to the rental. Any deviations from these requests will result in either a partial or complete forfeiture of the building deposit. If the building keys are not returned by the next business day following the rental, \$20.00 of the building deposit will be forfeited.
3. Payment of the building use fee must be made at least five (5) business days prior to the rental date. The building use fee will be \$400.00 for any event that does not charge an admission charge. The building use fee will be \$450.00 for any renter that charges an admission charge. If the renter has not paid the building use fee by five (5) business days prior to the event, the City of Mineral Wells reserves the right to terminate the rental contract and retain the deposit. When the building deposit is paid and the use fee is paid, it is good for a one-day rental only unless otherwise specified.
4. A maintenance person is required for all rentals, from the beginning of the event until everyone has left the building. The renter must pay the maintenance person \$30.00

per hour. Payment must be made when the building use fee is made (a minimum of five days prior to the event). A key to the Activity Center may be picked up after 5:00 p.m. on the day before the rental date. A maintenance or security personnel are not needed during the decorating time, provided that decorating is done during normal operating hours of the City Gym.

5. Police officers are required at all rentals. The renter must pay each officer \$40.00 per hour. The number of police officers required for an event shall be based on the number of persons attending the event, the type of event and whether or not alcohol will be consumed at the event. The **minimum** number of police officers will be **two** for events without alcohol, and **four** police officers for events with alcohol consumption allowed. The Mineral Wells Police Department reserves the right to call additional officers at the renter's expense, if the renter grossly underestimates the number of persons attending the event. **THE RENTER MUST CONTACT DUSTIN RICHARDSON OF THE MINERAL WELLS POLICE DEPARTMENT (MWP) TO PROVIDE THE SECURITY FOR THE EVENT.** The number to contact is (817) 733-4240, between 8:00 am and 5:00 pm, Monday through Friday. If Mineral Wells police officers are not available, you may contact Parker County Sheriff's Department (817) 594-8845 to schedule security officers.

The required number of security officers are as follows:

301 - 400 guests with alcohol requires 6 officers, 301-400 guests without alcohol requires 4 officers.

201-300 guests with alcohol requires 5 officers, 201-300 guests without alcohol = requires 3 officers.

Up to 200 guests with alcohol requires 4 officers, up to 200 guests without alcohol requires 2 officers.

The minimum number of security officers required for an event that does allow alcohol is four (4) security officers

6. Any event, in which the renting group wishes to allow the consumption of alcohol, it will be necessary to obtain an Alcohol Consumption Permit. The permit fee is \$25.00 and the Parks and Recreation Superintendent or their designee will issue it. The permit will be valid for only one event and will not be issued for more than 72 consecutive hours. The permit only allows for the consumption of alcoholic beverages. **The permit does not authorize the building renter the authority to sell alcoholic beverages.** Selling alcoholic beverages is subject to Texas State law as defined by the Texas Alcoholic Beverage Code.
7. **The use of any form of tobacco is not allowed inside the Activity Center.**
8. If the rental is cancelled five (5) business days in advance of the rental date, all fees will be returned. If the rental is cancelled prior to the date of the rental, but with less than five (5) business day's notice, the rental fee will be returned only. The Parks and Recreation Department will keep the deposit, since other parties would be unable to rent the Activity Center. There will be no refunds if the event is cancelled on the date of the rental.
9. User agrees to indemnify and hold the City of Mineral Wells, its officers, agents and employees safe and harmless from any and all claims for damages, injuries or death to

property or persons arising out of or resulting from the use of the premises by the user. User shall be responsible for conducting all activities in a safe manner so as to avoid any damages to property or persons.

10. **No glass bottles of any kind are allowed in the Activity Center.**
11. Failure to comply with the terms of this contract may result in termination of the event.
12. The user acknowledges by their signature below that they are aware that the Mineral Wells Activity Center is not a fully accessible building for those with physical handicaps. By signing below, the user agrees to hold the City of Mineral Wells harmless for the Activity Center not being fully accessible for handicapped persons and the user agrees to inform their guests that the Mineral Wells Activity Center is not fully accessible for physically handicapped persons prior to the event. By signing the agreement, the user agrees to rent the building "as is", without modifications.

Activity Center Contract

User's Name _____

Name to appear on admission ticket _____

User's Signature _____

User's Address _____

City _____ Zip Code _____

User's Phone (Cellular) _____ (Other Phone) _____

Use Date _____

Type of Event _____

Estimated Number Attending Event _____

Will there be an admission charge to your function? YES NO

Time Event Begins _____ a.m. / p.m. (circle one)

Time Event Ends _____ a.m. / p.m. (circle one)

Name of Janitorial Service _____
(Receipt may be required)

_____ \$200.00 or \$500.00 Building Deposit
Date Paid / PARD Initials / Receipt #

_____ \$400.00 or \$450.00 Building Use Fee
Date Paid / PARD Initials / Receipt #

Maintenance Person: _____ Hours (hours start when the event begins and lasts until the building is locked after the event) X \$30.00 per hour.

_____ Date Paid / PARD Initials / Receipt #

ADDITIONAL CHARGES WHEN ALCOHOL PERMIT IS PURCHASED

_____ \$25.00 Alcohol Permit Fee
Date Paid / PARD Initials / Receipt #

_____ \$300.00 Alcohol Security Deposit
Date Paid / PARD Initials / Receipt #

Date: _____

Witness _____

ALCOHOL PERMIT

This permit allows _____ party to legally possess
and consume alcohol at the City of Mineral Wells Activity Center for a period of
hours beginning _____, 20____, at _____ AM/PM
(Month / Day) (Time)
and ending _____, 20____, at _____ AM/PM.
(Month / Day) (Time)

Signature of Permit Applicant _____

Date Fee Paid _____

Authorized Signature
City of Mineral Wells _____

Renters Responsibilities:

1. The renter must provide workers at all entrances (front and back doors) as needed by your group. Back doors must remain unlocked due to the fire codes.
2. The building capacity is 400 people in the activity center ballroom. The city maintenance person will keep a running total. The renter will be notified when the building is at capacity and shall be responsible for limiting occupancy until it falls below capacity.
3. All children must be supervised at all times. It is the responsibility of the renter to assure all children are supervised at all times.
4. The Activity Center is a non-smoking facility, therefore there will be no smoking and no artificial smoke makers (i.e. smoke machines) allowed. It will be the renter's responsibility to enforce the no smoking policy.
5. A contractor will repair any damages to the building caused by your group with the cost being paid by the renter.
6. Items cannot be hung from any ceiling in the Activity Center. If any objects are hung from the ceiling, it may result in a \$100.00 forfeiture of your deposit.
7. If any tables are missing or damaged from the Activity Center a charge of \$150.00 will be deducted from your deposit.
8. Only approved janitorial service is allowed and clean building renter will notify Parks and Recreation Department of the service being used.
9. Renter will contact law enforcement agency and arrange for security officers at \$40.00 per hour. **Security officers will be paid CASH ONLY at start of event.**
10. Maintenance personnel from Parks and Recreation Department will work event from start to finish at \$30.00 per hour. **The maintenance personnel fee is paid at the time that the building rental fee is paid.**

If you have read and understand all of the above renter's responsibilities please sign below.

Renter's Signature

Parks and Recreation Department

Activity Center Attendance Rules

Wristbands will be put on every person that comes in the door, including children. Every person who is in attendance counts toward capacity limit. This includes persons present for the dinner. If they are not planning on staying, they may stop at the front door and remove their wristband for later use.

400 wristbands are provided for guests.

60 wristbands are provided for immediate family, ceremony participants, and band members.

Any person not wearing a wristband will be required to acquire one from the staff at the front door. If no more bands are available that person will not be allowed to stay. This applies to band members, as well as all family members and guests.

When all bands are distributed, no one will be allowed in the facility until someone leaves.

Everyone, including children, coming through the door for the event must have a ticket. If a ticket is not provided, admittance will not be allowed unless permission from the family is given.

Back row of lights in ballroom must remain on "AT ALL TIMES". No Exceptions.

The lights will be turned on at 12:45 a.m., to allow time for the band to wind down and guests to start gathering their things to depart, to ensure the event is ended on time.

Please tell your guests no glass bottles are allowed. This includes beer bottles and hard liquor bottles. If glass bottles are present, they will be removed by staff.

I have read, and understand, the rules regarding attendance.

Renter's Signature

Date

CLEANING REQUIREMENTS for ACTIVITY CENTER

Ballroom

Sweep and mop floor (there should be no streaks or sticky places on the floor when you are finished).*

Sweep and mop stage area and behind curtain.

Clean stair wells leading to stage.

Clean glass doors and windows.

Scrape up any gum that is on the floor.

Sweep and mop table room and chair room.

Wash walls if there are shoe marks or any other marks on them.

Kitchen

Clean counter, floor, sink, and stove.

Mop floors with a *neutral degreaser*.

Lobby and Front Rooms

Sweep and mop floor (including under vendor machines). *

Vacuum carpet in front area (including both hallways).

Clean glass doors and windows.

Scrape up any gum that is on the floor.

Restrooms

Sweep and mop floors. *

Clean all fixtures (toilets, sinks and mirrors) and walls with a *neutral disinfectant*.

All trash must be picked up, inside and outside the Activity Center building, including the front and back parking lot, and across the street on gym grounds. **Pick up trash behind the hedges.**

Tables and chairs must be wiped clean before stacking.

You must supply your own cleaning supplies and equipment.

If you have any questions, please call the Mineral Wells Parks and Recreation Department @ 940-328-7803.

I have read, and understand, the rules regarding the cleaning requirements.

Renter's Signature _____ Date _____

Parks and Recreation Department Signature _____ Date _____