

Event Date: \_\_\_\_\_

**Cleburne Conference Center**

Last Name: \_\_\_\_\_

## **Rules and Regulations**

Following are rules and regulations for use of the Cleburne Conference Center.

### **Room Rental and Services**



1. **Event attendees should not roam or loiter in the hallways so as not to disrupt other events in progress. Guests are the Lessee's responsibility.**
2. Children under the age of 12 must be supervised at all times.
3. Lessee is responsible for all post event clean-up to include removal of trash, decorations, and all food and beverage brought into the facility.
4. **In order to have any amplified music in the "A" building you must reserve both A1 room and A2 room so you don't disturb another group that might rent on of the rooms.**
5. The conference center kitchens are designed as prep kitchens only. They should not be used to prepare meals, only to heat, warm or cool items as needed. Only designated people will be allowed in the kitchen. Absolutely **NO CHILDREN under the age of 12** will be allowed. Lessee will be responsible for cleaning the kitchen after the event. Contact the Operations Manager or his/her representative regarding deposit (if required).
6. **Due to the fact that the conference center may have multiple events taking place at the same time it will be necessary to control sound levels at the event. Conference center staff will monitor sound levels so if there are any questions concerning this issue please check with them. Events that plan on using a band will need to meet facility requirements and prior notification to the Operations Manager will be required. Failure to meet these requirements may result in event cancellation.**
7. No holes may be drilled, cored or punched in the building. Painting is prohibited anywhere on premises. In any instance where there is risk of damage to the carpet, a protective coating, such as plastic, must be used. Lessee is responsible for the repair or replacement of any damage or disfiguration to the facility.
8. Banners, posters or signs are prohibited for distribution either inside or outside the facility. No signs, fliers, or banners may be hung with adhesives or adhesive tape on inside or outside walls. Banners must be hung by center staff.
9. **The following is a list of things which cannot be done or used on the conference center premises:**
  - a. **Glitter, hay, silly string or confetti**
  - b. **No balloons**
  - c. **No tape may be used on the walls or floors.**
  - d. **Throwing of rice, rose petals, birdseed or the use of sparklers**
  - e. **Candles must be glass encased and cannot be left unattended at any time**
  - f. **No fog machines**
  - g. **Other restrictions may apply so check with the Operations Manager or his/her representative**
10. Room temperature will be preset by conference center personnel. If you need it changed during your event please contact a staff member.
11. All loading and unloading must be done through designated areas. Please contact the Operations Manager or his/her representative for directions.
12. Lessee must assign a designated representative to be present at the conclusion of an event. Lessee or their representative is responsible for a final walk thru of the rented room (s) to ensure all areas are clean and all vendors (when applicable) have vacated. **All events will be subject to after hour fees when vendors or client exceed contracted hours. This may include forfeit of deposit.**
13. **Only certified sound and lighting technicians provided by the conference center will be allowed to operate the equipment in the performing arts center and a fee of \$25 per hour (minimum of 3 hours) will be charged and all fees must be paid prior to the event taking place.**
14. Corridors and hallways are considered common areas and are not part of any leased area. They may only used with permission of the Operations Manager or his/her representative.
15. The Cleburne Conference Center staff must have complete accessibility to all event spaces, kitchen areas, corridors and hallways before, during and after all events. The Operations Manager must grant permission in writing for any exclusivity of any area.
16. All pre-event freight must be signed for by the lessee or designated person. Lessee or designated person must send all post event freight out of the center. Any freight left in the leased space after the leased time will be stored by the conference center staff and be charged a storage fee of \$100.00 per day. The Cleburne Conference Center will not be held liable for any pre or post event freight.
17. Lessee shall leave the facility in the same clean condition in which it took possession. The time it takes to clean the leased area is part of the event time and if more time is needed an additional fee will be charged. Any cleaning performed by the Cleburne Conference Center will be billed to Lessee. Trash bags can be furnished by the center. All trash receptacles must have trash bags inside at all times.
18. Each room rental fee will include one room set per event.
19.  $\frac{1}{2}$  day rates are based on a 5 hour period and full day rates are based on a 10 hour period. All events end at midnight and/or contracted time. No event can go past 12:00 am without permission of the Operations Manager. Any event going past the contracted time will be subject to forfeiture of deposit.

20. Set-ups and extra items are available as long as proper arrangements have been made, fees paid and proper paperwork submitted in a timely manner.
21. Signs and all items to be hung from any part of the building or premises are subject to approval by the Operations Manager.
22. Items may be hung by staff at a rate of \$25 per hour. All items must be approved with the customer being present when items are being hung. The customer must rent the facility prior to the event to ensure privileges.

**Vendors and Catering**

1. Events providing catered food or vendors giving food samples away must comply with current City of Cleburne Health Department health codes.
2. Food catered from an outside restaurant or person is responsible for a \$25.00 annual fee.
3. Concessions restrictions apply, please check with facility staff.

**Cancellations**

1. A date is not considered firm until a signed agreement and a deposit equal to the amount of the room rental is received by staff. Final payment must be received at least 2 weeks prior to first day of event. Failure to make payments may result in event cancellation.
2. **Notification of cancellation of an event must be received no later than 45 days prior to the event date to receive deposit back or approval of Operations Manager. Notification or cancellation given after this deadline will result in forfeiture of the entire deposit amount. Notification of cancellation must be given to staff in writing. All cancellations will be subject to a \$25.00 administrative cancellation fee.**
3. **The Operations Manager or City of Cleburne may cancel any event at any time for any reason.**

**Indemnities, Insurance, and Laws**

1. **Absolutely NO ALCOHOL, will be allowed in the facility except as authorized by the Conference Center alcohol policy.**
2. Absolutely **NO ANIMALS** will be allowed on premises other than those authorized by law.
3. No vehicle(s) including RV's and travel trailers are to be left on the premises overnight without prior permission of the Operations Manager or his/her representative. The Conference Center parking areas are not equipped for temporary electric power and there are not water/sewer facilities available.
4. All electrical equipment must be U.L. and City of Cleburne approved. Accessibility to equipment rooms and utility boxes is prohibited without authorization from the Operations Manager or his/her representative.
5. It shall be the responsibility of the Lessee to submit to the Operations Manager, in writing no later than 30 days prior to the first move-in day, a list of the service contractors the Lessee intends on using. All contractors must be properly licensed and permitted before they can enter the center. A contractor's certificate of insurance must be on file at the Cleburne Conference Center.
6. Flammable liquids such as, but limited to, gasoline, kerosene, bottled gas and oil are not permitted in the Cleburne Conference Center. Materials under high pressure are prohibited unless approved in writing by the Cleburne Fire Department and the Operations Manager.
7. If the Operations Manager of the Cleburne Conference Center determines a possible need for insurance due to number of participants or the activity of an event, the Lessee will provide or see that there is provided to the Cleburne Conference Center, a certificate of insurance proving that the Lessee has in force and effect the requested amount of insurance.
8. It is the responsibility of the Lessee to obtain the necessary permits/permission for their event. This includes, but not limited to health permits, pyrotechnics, music licensing, building official approval, etc.
9. All security used in the Cleburne Conference Center will be acquired through the Cleburne Police Department via Center staff. Any event serving alcoholic beverages must follow the guidelines determined by the Alcohol Policy of the center.
10. The Cleburne Conference Center is a smoke-free facility. Outside smoking is permitted in designated areas only.
11. Lessee may not store equipment of any kind in or on the grounds without permission of the Operations Manager or approved by the City of Cleburne.
12. Lessee is responsible for paying any fees directly to ASCAP/BMI.
13. All outdoor signage including but not limited to, banners, balloons and inflatable devices must have a permit from the Building and Inspections Department, 10 N. Robinson St., Cleburne, TX 76033. Department telephone is (817) 645-0956. All items to be hung must be brought to the Cleburne Conference Center 72 hours prior to the scheduled event.

**Upon acceptance of the above guidelines by a designated representative of the event it is important to understand that if these guidelines are not complied with the event will be cancelled. Your cooperation in helping to have a safe and enjoyable event is appreciated.**

\_\_\_\_\_Date

\_\_\_\_\_Print Customer Name

\_\_\_\_\_Customer Signature