

# TOWN OF HOLIDAY LAKES

Phone 979-849-1136 Fax 979-849-5225

## Community Center Reservation Application

223 N. Texas Ave., Holiday Lakes, Texas 77515

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Applicant's Name: \_\_\_\_\_ (must be 21 years of age or older)

Representative if you are unavailable \_\_\_\_\_

Home Phone Number :(\_\_\_\_) \_\_\_\_-\_\_\_\_ Work Phone :(\_\_\_\_) \_\_\_\_-\_\_\_\_

Cell Phone Number :(\_\_\_\_) \_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

Applicant's Texas D.L. #: \_\_\_\_\_ EXP \_\_\_\_\_

Applicant's Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Mailing Address if Different: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person DURING event: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Is Alcohol to be served? :  Yes  No Hours: From \_\_\_\_\_ to: \_\_\_\_\_

DEPOSIT ..... \$400.00

RENTAL ..... \$ 200.00

I, the Applicant, listed above, agree the information provided is true and valid.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of City Rep.

\_\_\_\_\_  
DATE

## RENTAL RULES AND REGULATIONS

1. Deposit is required, to hold the date you request. The rental fees are due two (2) weeks prior to rental. Please make checks payable to: Town of Holiday Lakes.
2. Refunds for cancellation of event will be made if requested fourteen (14) days or more prior to event, less a \$50.00 cancellation fee. After this time rental fees are non-refundable. Deposit however, is refundable.
3. Applicant is responsible for all damages and/or vandalism that occurs while they are in possession, this includes but is not limited to damages caused by guests. Applicant will be advised of any damages by a City Representative at the time of the post rental walk-through and will be expected to promptly pay for any/all damages. Refusal to do so will result in a Civil Lawsuit being filed in the Brazoria County District Court against Applicant.
4. A key will be provided to Applicant at the time of pre-rental walk-through and must be returned the same night of the rental. The key must be placed in the Payment Drop Box that night, which is located on the south end of City Hall by the Mail Boxes under the Bulletin Board.
5. Music must be maintained at reasonable levels to avoid disturbing nearby local residents. Failure to comply may result in residents contacting the Brazoria County Sheriff's Department. We strongly urge your compliance in order to avoid any interruptions of your event.
6. **ONLY ADULTS 21 AND OLDER MAY RENT THE FACILITY.** All teenage parties require adequate adult supervision.
7. Applicant agrees that in their use of said facility they will indemnify and hold harmless the Town of Holiday Lakes from any neglect or misconduct on the part of any employee or anyone representing the Town. Also, Applicant agrees in their use of said facility they will indemnify and hold harmless the Town of Holiday Lakes from all personal injury, and/or property damage arising from their use of said facility.
8. **NO ALCOHOLIC BEVERAGES MAY BE SOLD AT ANY EVENT. NO ALCOHOLIC BEVERAGES MAY BE DISPENSED FREE AT ANY FUNCTION OPEN TO THE GENERAL PUBLIC.** Alcoholic beverages may be dispensed free at any private function to persons who are age 21 or older.

9. Alcoholic beverages shall only be consumed inside the Community Center or on porches and **NOT** in cars, parking lots or surrounding areas of the Community Center. **ABSOLUTELY NO GLASS CONTAINERS ARE ALLOWED; any glass bottles, etc. shall result in loss of deposit.**
10. **If damages exceed the deposit paid by Applicant, said applicant shall be personally responsible for the full amount. Furthermore, if City Representatives have to clean, replace chairs, tables, etc., Applicant shall be responsible for all costs incurred by the Town of Holiday Lakes.**
11. All decorations must be hung using tape on non-damaging materials, example (command hooks), **nails, screws, tacks and/or staples are NOT allowed.**
12. All food and personal items must be removed from the refrigerator, and cabinets and all trash must be taken out and placed into the dumpster provided.
13. All free standing candles (candelabra, etc.) must sit on a fire proof skirt furnished by Applicant.
14. **RENTAL HOURS** are 6am to 12 midnight. Cleaning must be completed by 1am.
15. The seating capacity of the Community Center is 139 persons when tables and chairs are in use.
16. All doorways must be kept clear. In event of emergency all persons must be able to vacate building.
17. Applicant shall not do, nor allow to be done anything on the property, during rental period, which is a direct violation of the laws of the UNITED STATES, THE STATE OF TEXAS OR THE TOWN OF HOLIDAY LAKES. Further, Applicant shall obey all rules and regulations of the Town of Holiday Lakes, regarding management and use of facility. Should a violation occur, Applicant will immediately STOP and correct any/all such violations.
18. Violation by Applicant of any covenant, agreement or condition herein contained shall be cause for termination hereof by the Town of Holiday Lakes, in which case Applicant will forfeit all monies paid.
19. Should the Town be required to file suit to collect monies due under this agreement for Applicant's use of Community Center Property, the Town shall be entitled to collect and Applicant agrees to pay all reasonable attorney's and legal fees incurred by the Town of Holiday Lakes.

- 20. DO NOT PARK OR DRIVE ON GRASS, THIS WILL RESULT IN LOSS OF YOUR DEPOSIT!**
- 21. Failure to appear for initial walk-thru will result in cancellation of your event by the Town. Failure to appear for post rental walk-through will result in automatic deposit forfeiture. NO EXCEPTIONS!**
- 22. ABSOLUTELY NO DECORATIONS ARE TO BE ATTACHED TO ANY CEILING FANS, BY ANY MEANS, THIS WILL RESULT IN LOSS OF YOUR DEPOSIT!**
- 23. SHOULD YOUR DEPOSIT BE FORFEITED, YOU WILL NO LONGER BE ALLOWED TO RENT THE COMMUNITY CENTER. PLEASE DO NOT LET THIS HAPPEN TO YOU.**

FORCE MAJEURE

IF THE COMMUNUNITY CENTER OR ANY PORTION THEREOF SHALL BE DESTROYED OR DAMAGED BY FIRE OR OTHER CALAMITY SO AS TO PREVENT THE USE OF THE FACILITY FOR THE PURPOSE AND DURING THE PERIOD SPECIFIED IN THIS AGREEMENT, OR IF USE OF THE PROPERTY BY APPLICANT SHALL BE PREVENTED BY ANY ACT OF GOD, OR ANY OTHER CAUSE BEYOND THE CONTROL OF THE TOWN OF HOLIDAY LAKES THEN THIS AGREEMENT SHALL TERMINATE. THE TOWN OF HOLIDAY LAKES SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DAMAGES CAUSED THEREBY AND THE APPLICANT HEREBY WAIVES ANY CLAIM AGAINST THE TOWN FOR DAMAGES BY REASON OF SUCH TERMINATION EXCEPT THAT ANY UNEARNED PORTION OF THE RENTAL DUE HEREUNDER SHALL ABATE, OR, IF PREVIOUSLY PAID, SHALL BE REFUNDED BY THE TOWN OF HOLIDAY LAKES TO APPLICANT.

I have read the above "Rental Agreement" and agree to abide by it.

Applicant	Date
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City Representative	Date
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**HOLIDAY LAKES COMMUNITY CENTER  
CENTER IN/OUT CHECK LIST**

INDIVIDUAL / ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

		IN	OUT
<b>MAIN HALL</b>	SWEEP AND DUST MOP		
	EMPTY AND REMOVE ALL GARBAGE EVEN FROM ALL TRASH CANS		
	CLEAN and STACK TABLES TOP TO TOP & BOTTOM TO BOTTOM		
	CLEAN and STACK CHAIRS ON TROLLEY, UP AGAINST THE WALL		
	ALL CELING FAN ARE TURNED OFF		
	SITTING AREA CLEAN AND ORDERLY		
<b>KITCHEN</b>	COUNTERS and SINKS WIPED CLEAN		
	STORE GARBAGE BAGS, CUPS, ASHTRAYS, ETC.		
	REFRIGERATOR, STOVE, SINKS, ETC. CLEANED		
	SWEEP AND DUST MOP		
	EMPTY AND REMOVE ALL GARBAGE EVEN FROM ALL TRASH CANS		
<b>BATHROOMS</b>	CLEAN TOILETS AND SINKS AND MIRRORS		
	EMPTY AND REMOVE ALL GARBAGE		
	SWEEP AND DUST MOP		
<b>OUTSIDE PREMISES</b>	LOCK FRONT DOOR		
	NO TRASH ON PORCHES OR GROUND AROUND ENTIRE COMMUNITY CENTER, AND NO TIRE TRACKS ON GROUND!		
<b>REMINDERS</b>	LOCK ALL SHUTTERS INSIDE AND OUTSIDE		
	BE SURE BRACE BOARD IS ON BACK DOOR		
	TURN OFF ALL LIGHT		
	CHECKLIST RETURNED		
	KEYS RETURNED		
	VERIFY ALL HEATERS ARE OFF		

**PRE-RENTAL WALK-THROUGH DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **INTL.** \_\_\_\_\_

RENTER: \_\_\_\_\_ DATE \_\_\_\_\_

CITY REP.: \_\_\_\_\_ DATE \_\_\_\_\_

**POST RENTAL WALK-THROUGH DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **INTL.** \_\_\_\_\_

RENTER: \_\_\_\_\_ DATE \_\_\_\_\_

CITY REP.: \_\_\_\_\_ DATE \_\_\_\_\_

DEPOSIT REFUND APPROVED BY CITY REPRESENTATIVE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

**DEPOSIT REFUND HELD**

**REASONS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

I UNDERSTAND AT LEAST A PORTION OF MY DEPOSIT HAS BEEN FORFEITED FOR THE REASON (S) LISTED ABOVE, I ALSO UNDERSTAND THAT I WILL BE BILLED FOR ANY DAMAGES /EXPENCES EXCEEDING MY DEPOSIT (Pursuant to Item number 10).

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date