



EVENT DATE \_\_\_\_\_ PAID: YES or NO  
WILL ALCOHOL BE SERVED? YES or NO

# CITY OF SUNRISE BEACH VILLAGE

124 Sunrise Drive  
Sunrise Beach, Texas 78643-9283  
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Chellie Stewart, Mayor  
Dan Gower, Mayor Pro Tem  
Mike Byrd, Councilmember  
John Schwin, Councilmember  
Rob Hardy, Councilmember  
Ann Starr, Councilmember

## CIVIC CENTER RENTAL AGREEMENT (A Smoke-Free Facility by City Ordinance)

Date of Submission: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_  
*(Name)* *Telephone Contact*

Address: \_\_\_\_\_  
*(Number & Street)* *(City)* *(State)* *(Zip Code)*

Organization name/address/contact information (If applicable): \_\_\_\_\_

Event Type: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_ Primary Age: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Date of event: \_\_\_\_\_ End Time: \_\_\_\_\_

Use of Kitchen (limited)     Stove/Hot Water     Set-Up     Clean-up     Category Number

Fee Schedule	Category #1	Category #2	Category #3	Total Fees
Rental	5.00/hr (1)	35.00/hr	40.00/hr	
Kitchen (Stove/Wtr Htr)	No	15.00	40.00	
Set-up (Optional)	n/a	65.00	65.00	
Clean-Up(2)	n/a	200.00	200.00	
(1) \$10.00 min./\$15.00 max.				
<b>Security Deposit (2)</b>	None	500.00	500.00	
<b>Total Due:</b>				

(2) Cleanup fees are charged when renters neglect to clean up and may be deducted from security deposit refund.

Make two separate checks (one for rental to be deposited / one for deposit to be held until end of event and clean-up verified)

Rental pay date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Number/Receipt Number: \_\_\_\_\_

Deposit pay date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Number/Receipt Number: \_\_\_\_\_

• Payment of the **Rental Fees** is required to secure the reservation for the confirmed date & time. Payment of the **Security Deposit** is required before the access key is handed over. Please review Ordinance 277.1 attached for specific cancellation/refund and considerations information.

• The Responsible Party must provide proof of the Category they are claiming. Such as proof of residency, proof of birth certificate/guardianship for birthday parties related to residency.

- The City may refuse to approve rental if all foregoing requirements are not met and approved by City Staff; which includes receipt of rental fees, receipt of security deposits, requested documentation to prove request submitted.
- Refunds are mailed within 15 business days following the event unless:
  - (1) Inspection following the event reveals the need for cleanup and/or repairs. Cost will be deducted from the refund or
  - (2) The key is not returned.
  - (3) There is an agreement from the renter that we shall shred the deposit.

The rental fee may be forfeited if the reservation is cancelled less than ten (10) days before the confirmed reserved date.

All restrictions of applicable City Ordinances apply (i.e., Zoning, Noise Abatement, etc.)

By signing below the renter agrees to all above statements/requirements.

**REQUIRED:**

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

## ORDINANCE # 277.1 APPENDIX A

City of Sunrise Beach Village  
124 Sunrise drive  
Sunrise Beach, TX 78643

### **Category # 1 Sunrise Beach Community Groups**

Special use fees are reserved for Sunrise Beach community groups that are open to everyone in Sunrise Beach who wishes to participate, such as Sandy Mountain Fellowship. Community Groups are expected to comprise a minimum of 75% Sunrise Beach residents. The group is responsible for set-up and clean-up, which must occur within the number of hours paid for, but not to exceed three hours. User groups will leave facility as found, replacing chairs and tables, dust mop or sweep floor, and wipe up spills. All trash must be bagged and deposited in outside trash receptacle. Failure to follow the prescribed guidelines may result in disallowing the special use fees for the specific group or activity. No security deposit is required. However, if damage occurs, the City will bill the group's responsible party. The fee charged will be \$20 per hour, with a minimum of \$100. Cleaning fee \$200. Damages will be charged at actual cost.

### **Category # 2 Sunrise beach Property Owners for Personal Use Event, Partial Rate**

This category is for Sunrise Beach property owners wishing to use the Civic Center for a personal use event, e.g., birthday party, anniversary party, fundraiser, or one-time events. This rate does not apply for those wishing to rent the facility on behalf of clubs, organizations, or other groups. Partial rates apply if the time does not exceed four hours including time used for setup and cleanup. Rental time shall not exceed a twelve- hour period, including time for set-up, decorating, and clean up.

### **Category # 3 All Other Events**

This Category will be used for private parties for non-Sunrise Beach residents, and one-time events, fundraisers, special interest groups, and civic or community organizations not covered by any other Category. Rental time shall not exceed a twelve-hour period, including time for setup, decorating, and clean up.

ORDINANCE 277.1 APPENDIX A

City of Sunrise Beach Village  
124 Sunrise Drive  
Sunrise Beach, TX 78643

**CIVIC CENTER RENTAL AGREEMENT  
A Smoke Free Facility by City Ordinance**

Terms of Agreement

Reservations to rent the Civic Center will be made on a first come-first served basis for functions that are deemed to be acceptable use by officials of City of Sunrise Beach Village, hereafter called City. Any activity prohibited by law, ordinance, or other legal mandate will apply. Reservations are not confirmed until the full rental amount is paid. Security deposit is due before the event, but no later than when the key is picked up. If cancellation occurs within 10 or fewer days of the scheduled event, one-half of the rental amounts shall be forfeited. User understands that any refundable rental and security deposits will be returned via U.S. mail within five business days.

The City agrees that the Civic Center, hereinafter called Center, will be clean and agreed upon furnished equipment will be in working order, unless otherwise designated at the start of the planned event. If the renter's fee does not include the setup of tables and chairs, then renter may arrange tables and chairs as desired, taking care not to mar the floor by dragging the chairs and tables. At no time is the Piano to be moved from its current location. Renter agrees to leave the Center clean with all used equipment and furnishings in working order at the end of the event. Cleaning shall include clearing and wiping tables and counters, removing food and related debris, removing decorations, and depositing bagged trash in the outside receptacles. Also, the floor shall be swept/cleared with the push broom and spills mopped or wiped up.

If the renter has elected to pay the applicable cleaning charge, the renter is responsible for clearing tables of food and related debris and bag such trash and deposit in outside receptacles.

Reasonable times for same day setup and clean-up following the event are included in the rental fee. Times for prior day set-up and clean-up are at the discretion of the City and may be constrained by other scheduled events.

The City agrees to provide the renter access to the facility on the day of rental and to furnish receptacles for trash. After the event, the renter agrees to leave all furnished tables and chairs, and other equipment in the same standard setup as prescribed by the city. Also, the renter agrees to turn off lights, ceiling fans, heater/air conditioners, and any other equipment used. If arrangements were made for use of water heater and stove these must be turned off at the circuit box.

Available cleaning supplies are limited to brooms, mops, and vacuum cleaners, as well as a limited supply of trash bags. Other cleaning supplies must be furnished by the renter, e.g., paper towels, dish towels, detergents.

Renter agrees to bag all trash and place it in the outside trash receptacles; turn off all designated equipment and secure the building at the end of the event. The key to the facility must be returned no later than the next business day. Failure to return key by prescribed time results in automatic forfeiture of security deposit.

Renter agrees to police grounds and pick up litter left by event participants.

The Center is not normally decorated in any particular theme. However, if the renter removed any decorations, they must be returned to their original positions at the end of the event. The renter may choose to decorate the Center at their expense. In so doing, the renter will be responsible for removal of the decorations and for any damage to the Center's walls, ceilings or floors.

The Center is a smoke free facility, with appropriate notices posted in the building. The renter is responsible for enforcing this policy. Noncompliance results in automatic forfeiture of security deposit.

The City does not permit the sale of alcoholic beverages on the premises. If alcoholic beverages will be served at an event, The City reserves the right to require additional security at the renter's expense. Any such requirement will be attached to this agreement and will require signatures of both parties. The City also reserves the right to notify the City police department of the event.

The City reserves the right to require multiple mature sponsors at events catering to teenagers/young adults and to notify the City police department of the event.

If the event includes music, the noise level should be checked outside the building. Music noise level should be kept at a reasonable level, meaning reasonable to people that are not inside the building.

Any cleaning or repairs (except for normal wear) required as a direct result of renter's use under this agreement will be performed at the City's direction, with the cost or estimated cost being deducted from the security deposit. Any costs in excess of the security deposit will be billed to the renter.

Except for City sponsored events, the City is not responsible or liable for events being held at the Center by renters, nor is the city responsible or liable for incidents arising from such events.

**REQUIRED:**

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_