

Rental Application/Agreement

Wellborn Community Center - P. O. Box 68 - Wellborn, TX 77881

Name of Facilitator: _____
 Name of Organization: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Phone: (cell) _____
 Drivers Lic # & State: _____ (wk) _____
 E-mail address: _____
 Place of employment: _____
 Date of Rental: _____ Time: from _____ to _____
 Total hours of rental: _____ Number expected: _____ (maximum 300)

Adequate supervision is required for attendees under 18 years of age.

Type of event _____

****WEDDINGS/RECEPTIONS REQUIRE FULL DAY RENTAL****

Will alcohol be consumed: _____yes _____no

Sworn Security Officers are required at ALL events involving alcohol consumption. The number of officers will be based on attendance – 1 officer per 100 people. To arrange for Officers, you must contact Constable Jeff Reeves with the Brazos County Precinct 1 Constable’s Office at 979-324-0036. At the discretion of the board, peace officers may be required at non-alcohol events.

Rental amount: _____ check _____ money order

Damage Deposit amount: _____ check _____ money order

(Damage Deposit is held for a minimum of 30 days after rental.)

FEES FOR USE OF WELLBORN COMMUNITY CENTER		
Time Slots	Sun-Thurs Rental	**Damage Deposit
8:00am-noon	\$350	\$500
noon-4:00pm	\$350	\$500
4:00pm-11pm	\$525	\$500
Time Slots	Friday Rental	**Damage Deposit
4:00pm-11pm	\$600	\$500
Full Day	Saturday Rental	**Damage Deposit
8a-11p Sat	\$1,000	\$500
8a-11p Fri & Sat	\$1,850	\$500
** Refundable with full compliance to agreement terms.		

I have read and agree to all Policies, Procedures, and Guidelines for the Center.

Facilitator’s Signature: _____

Rental Agent: _____ Date: _____

Summary of Important Guidelines for the Center & Pavilion

1. Per Fire Code, occupancy of the Community Center is limited to 300.
2. **NO** firearms.
3. **NO** smoking, vaping, or tobacco products are to be used inside the Center.
4. Music will be kept at a reasonable level and turned off by **10:00pm**.
5. All attendees of full-day/evening events must be out of building and off premises at **11:00pm**, no exceptions.
6. No early entry allowed. Entry code will be emailed within 24 hours of rental date.
7. **All** fees must be paid 14 days prior to the event.
8. **All** Facilitators are required to pay a Damage Deposit prior to the event. Damage Deposits are held for a minimum of 30 days after event.
9. **Cancellations** – A **full refund** of the Damage Deposit will be given for events canceled **30 or more days before** the beginning of such event. **One-half** the Damage Deposit will be given for events **canceled 15 -29 days prior** to event start. **No refund** of Damage Deposit will be given for events canceled **14 or less days** prior to event start. All cancellations must be given by **written notice** and received during normal business hours.
10. There will be a **\$35.00** charge for all returned checks. If a check is returned, all future rentals must be paid for with money order or certified check.
11. **Sworn Security Officers are required at ALL events involving alcohol consumption.** The number of peace officers will be based on attendance – 1 officer per 100 people. To arrange for officers, contact Officer Jeff Reeves with the Brazos County Precinct 1 Constables Office at 979-979-324-0036. Security Officers must be present at least 30 minutes prior to the event, during the entire event, and up to 30 minutes thereafter. At the discretion of the board, Sworn Security Officers may be required at non-alcohol events.
12. **Fees for broken or damaged items –**

Tables	\$125.00 each
Folding Chairs	\$ 50.00 each
13. Decorating reminders:

ACCEPTABLE

1. Painter's tape **ONLY** to secure any decorations to tables and/or walls.
2. Contained votive-type candles **ONLY**. (Top of the flame must be within glass container.
3. Birdseed to be used only on the outside of building.

UNACCEPTABLE

1. **DO NOT** use nails, staples, tacks, duct tape or scotch tape to secure decorations on tables and/or walls.
2. **DO NOT** raise the ceiling tiles to attach decorations as damage may occur.
3. **NO** rice, confetti, glitter of any kind is to be used inside or outside the building.