

Civic Center Rules and Regulations

Bay City Civic Center
201 Seventh St. / Bay City, Texas 77414
979-245-8333/1-800-806-8333/Fax 979-245-1622

1) OBSERVANCE OF THE LAWS AND REGULATIONS

- Users of the Civic Center will comply with all City of Bay City ordinances, federal and state laws.

2) RESERVATIONS

- All rentals of the Civic Center facilities or grounds will require a signed rental agreement.
- **Reservations are confirmed only upon receipt of the signed agreement accompanied by the required deposit. No oral agreements will be valid.**
- **All rental fees must be paid in full thirty (30) days prior to the event.**
- **All deposits, and rental fees must be paid In Full upon booking an event that is less than 30 days away. The only payment methods accepted will be cash, credit card, or money order.**
- Reservations may be made up to twelve (12) months in advance.
- Reservations will be taken Monday through Friday from 9 a.m. to 12 noon and 1-5 p.m. except on official holidays.
- Programs conducted by the City of Bay City and held at the Civic Center will be given priority status.
- Individuals or groups leasing the Civic Center should be aware that this is a multi-use facility where several events can be scheduled concurrently in different parts of the building. Renters are encouraged to use their discretion when booking the facility.
- All reservations must be made through the Managing Entity and are on a first-come, first-serve basis.
- You must be 21 or older to reserve any rooms in The Civic Center.
- **Room diagrams are required no later than seven (7) days prior to the event. Failure to submit a floor plan before the deadline will result in a \$60 late fee. Any changes requested by the renter after the deadline will be subject to a \$60 change fee.**

3) DEPOSIT POLICY

- A deposit of \$200 will be paid for the Main Hall, \$50 will be paid for all other rooms. Combination rooms as listed on fee schedule will be charged a deposit of \$300. **A \$500 deposit will be required when alcohol is served.**

4) FEE SCHEDULE

- The fee schedule will be set by the Bay City Council and reviewed annually at their first meeting of the fiscal year to adjust if necessary. (See attached fee schedule for current rates.)
- All returned checks will be assessed a \$30 return check fee.

5) RENTAL HOURS

- The facility closes at 1 a.m. All guests and equipment/decorations must be out of the building. The lights should be turned on in ample time to facilitate general clean up required by rental contract. All doors will be locked promptly at 1 a.m.
- When reserving the room you have the following 2 options:
 - (a) An individual can reserve the room the day before the event at half price of the rent fee, and have full access all day between 8am-12am.
 - (b) An individual can pay an \$80 hourly decorating fee between the hours of 8am-4pm, as long as that room and date are available.
- There is a possibility that another event could be booked the day before your event. Therefore, to secure all dates required, reservations for all rooms and dates must be made at initial contract signing. Reservations are made on a strictly enforced first come, first serve basis.

6) RIGHT TO ALTER

- Any exceptions to Rules and Regulations or Fee Schedule must be approved by vote of the Bay City Council at its regularly scheduled meeting time.
- The City has the full authority to refuse the use of the Civic Center to any person, group or organization who, in their opinion and/or on the recommendation of Managing Entity, will or has previously misused or damaged the facility, refused to cooperate, or otherwise violated the Civic Center's rules and purposes.

7) CANCELLATION REFUNDS

- **Main Hall** – 50% up to fifteen (15) days prior to the event – No refunds if cancelled fourteen (14) days or less prior to the event.
- **All Other Rooms** – 50% up to eight (8) days prior to the event – No refunds if cancelled seven (7) days prior to the event.

8) BASIC REQUIREMENTS AND CLEANUP

- User of the Civic Center agrees to:
 - a. Clear tables of any debris or food**
 - b. Bag and remove trash to outside containers – Any trash which will create odors must be removed (shrimp, fish, crawfish, etc.)**

- c. **Use of nails, tacks, staples or scotch tape when decorating walls is strictly prohibited.**
- d. **Remove decorations and personal belongings at end of event**
- e. **No tape such as duct, electrical or other is allowed on floors**
- f. **Clean up spills on tables, chairs and floors**
- g. **Pick up trash in parking lot**
- h. **All guests are the responsibility of the renter and should remain inside room of event, unless using facilities outside of rented area. (i.e. restrooms, telephones, vending machines or outside smoking areas)**
- i. **No use or throwing of bird seed, rice, confetti, etc. is allowed inside or outside the Civic Center. Any non-compliance and the charge for extra clean-up will be taken out of your remaining deposit.**
- If facility is clean and no damage is done, the deposit will be mailed no later than thirty (30) days after the event.
- If extra clean up is required; charges in excess of deposit will be billed to the user.
- **Absolutely no smoking is permitted in the Civic Center. Full deposit will be forfeited for non-compliance. Please notify guests of this regulation.**

9) **BASIC SERVICE**

- The Civic Center includes the following services in the rental agreement:
 - a. Electricity
 - b. Lights
 - c. Heat/Air Conditioning
 - d. Water
 - e. Public Address System
 - f. Tables, Chairs and Stage as needed for the event.
- Failure to furnish any of these services resulting from circumstances beyond the control of the Civic Center will not be considered a breach of contract by the City.

10) **SPECIAL ELECTRICAL USE**

- In the event a band or any user of the Civic Center requires electrical power other than that which is available using regular electrical outlets or source, a licensed electrician will be required. Only a licensed electrician may wire directly into the electrical source and disconnect from it. It will be the responsibility of the user of the Civic Center to secure the services of a licensed electrician.

11) **ALCOHOLIC BEVERAGE POLICY**

- All events held at the Bay City Civic Center must comply with the Texas Alcoholic Beverage Commission guidelines.
- All sales of alcoholic beverages are strictly prohibited by city ordinance.
- User holding a function at the Civic Center where alcoholic beverages will be consumed is required to have police officers present at the event.

- Use of glass beer bottles is prohibited.

12) SECURITY

- All security officers are to be arranged by the Bay City Police Department using local law enforcement agencies, including number of security personnel required for the event.
- Security must be provided for events consuming alcoholic beverages, dances and any event that the City of Bay City/Managing Entity deems necessary.
- **Security forms are available from the Managing Entity and must be returned to same one (1) week prior to the event. Failure to do so will result in forfeiture of rental and deposit.**
- **Security has the right to close any event due to continuous non-compliance of rules by renter and/or its guests.**
- **Security further has the right to eject any renter and/or its guest not abiding by the rules and regulations set forth in this contract.**

13) OBJECTIONAL CONDUCT

- **Any person at the Civic Center whose conduct is disorderly or disruptive in one or more of the following respects, may be ejected from the premises:**
 - a. Intoxication
 - b. Use of abusive, indecent, profane or vulgar language
 - c. Making offensive gestures or displays
 - d. Abusing or threatening another in a obviously offensive manner
 - e. Making unreasonable loud noises
 - f. Fighting with another person
 - g. Vandalism

14) LOST AND FOUND ITEMS/ABANDONED EQUIPMENT

- City and Managing Entity will not be responsible for any lost or stolen items.
- Lost and found items will be kept for one week only.
- The City and Managing Entity shall not be responsible for property left on the premises.
- All property of the user shall be removed at the close of their event. Non-compliance may result in forfeiture of deposit.

15) RIGHT TO CANCEL

- City Council reserves the right to cancel any reservation for the use of the Civic Center due to local, state or federal emergency needs. A full refund will be given in this event.

- User may not use the facility for any other than the stated purpose. Failure to comply can cause cancellation of the event.

16) FIRE SECURITY

- The user shall not store any motor fuel in the Civic Center.
- Fuel tanks, boats, vehicles or other equipment on display will be secured in accordance with the instructions of the Fire Marshall.
- Regular exit doors, walkways and fire extinguishers shall not be blocked.
- Marked fire lanes will be kept open at all times.
- Cooking is not allowed in the Civic Center. A catering kitchen is available.
- It is the user's responsibility to conform to capacity ratings.

17) INSURANCE

- Applicants for use of the Civic Center assume liability for the cost of repairing damage to property and/or equipment.
- Insurance will be added, as needed, to the user fee to protect the property of the City.

18) NON-PROFIT/NON-COMMERCIAL EVENT

- A function sponsored by any of the following categories when the entire net proceeds are bestowed on or retained by the sponsoring organizations.
- Organizations claiming non-profit status must present a certificate of registration issued by the Secretary of State of Texas upon request.
- EXAMPLES:
 - a. Non-profit chartered civic organizations
 - b. Non-profit fraternal organizations
 - c. Governmental organizations
 - d. Non-profit educational organizations
 - e. Non-profit religious organizations
 - f. Chartered charitable organizations
 - g. Organizations with a 501(c) designation with the Internal Revenue Code
 - h. Organizations exempt from Ad Valorem taxes for religious or charitable organization as provided in Chapter 11 of the Property Tax Code of the State of Texas.
 - i. Individuals
- Events held by an individual for purposes such as private dances or family celebrations, not open to the public, will automatically qualify for the non-profit category.
- Commercial events will not be permitted bookings in the Civic Center.
- No individual, or organization is allowed to charge for admittance into their event.