



**City of Early**

**Venue Booking Policy**



## Facility Rental Summary

**\*THIS FORM MUST BE COMPLETED AND DEPOSITS MUST BE PAID IN FULL AND HALF THE RENTAL FEE, BEFORE RESERVATIONS CAN BE CONFIRMED.**

Person Requesting Information: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

### Tell us about your Event:

Rental Location: Early Business Complex \_\_\_\_\_ Early Visitors & Events Center \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Details: \_\_\_\_\_

Public Event \_\_\_Yes \_\_\_No      Private Event \_\_\_Yes \_\_\_No

# of local guests \_\_\_\_\_ # of out-of-town guests \_\_\_\_\_ # of Hotel Rooms Needed \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Will Alcohol be allowed/served \_\_\_Yes \_\_\_No BYOB \_\_\_Yes \_\_\_No Open Bar \_\_\_Yes \_\_\_No

Live Band \_\_\_Yes \_\_\_No DJ \_\_\_Yes \_\_\_No      Presale Tickets Yes    No    N/A

Vendors \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ # of Vendors

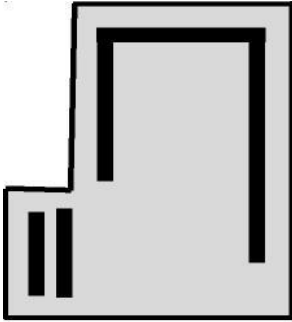
Food Caterers \_\_\_\_\_ Yes \_\_\_\_\_ No      Merchandise Sales \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Disclaimer: Receipt of this paper does not secure your event rental.

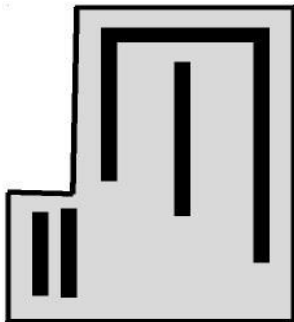
\***ALL** tours of the facility or walk-throughs for events **MUST** be scheduled in advance.



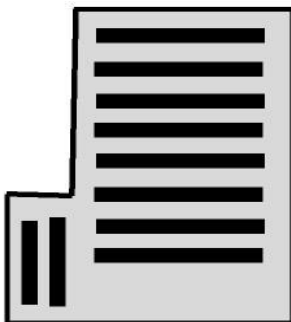
Select a room layout style Early Visitors & Events Center Rental:



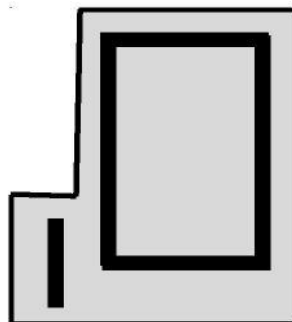
Seats up to 60



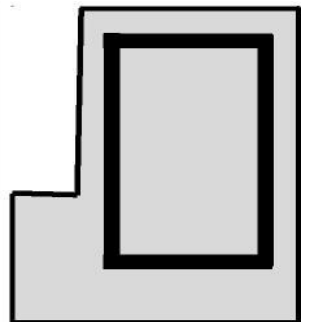
Seats up to 75



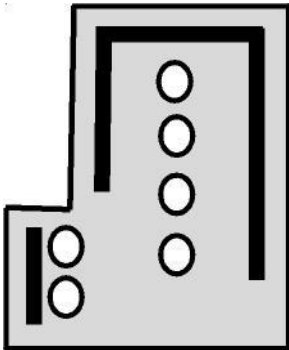
Seats up to 50



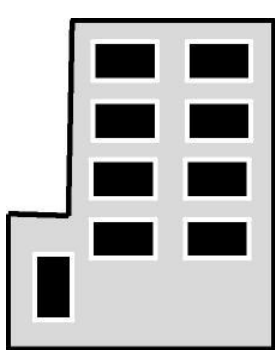
Seats up to 48



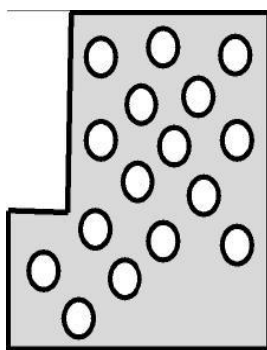
Seats up to 35



Seats up to 120



Seats up to 56

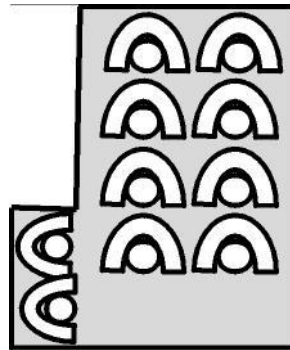


Buffet @ 8 = 120

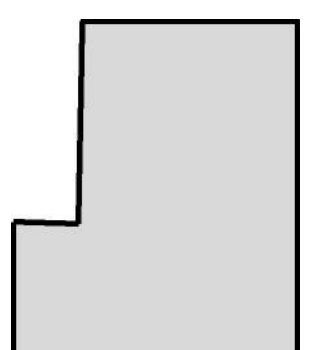
Buffet @ 6 = 132

w/o Buffet @ 8 = 176

w/o Buffet @ 6 = 150



Seats up to 95



Open Space

Table Clothes are available for \$9 each. (This fee is to have them professionally cleaned after use)

You do not have to use our table clothes but the tables **MUST** be covered at all times during use!

Please Check all equipment needed:

Audio/Video Equipment will be needed

Wireless Microphone

Round Tables (12) # needed \_\_\_\_\_

Cocktail Tables (6 available) # needed \_\_\_\_\_

Indoor/Outdoor Games

Podium

Kitchen & Serving area

Rectangle Tables (12) # needed \_\_\_\_\_

Chairs (96 available) # needed \_\_\_\_\_

Table Clothes: 12 black & 12 white both round & rectangle: # needed \_\_\_\_\_ Color needed \_\_\_\_\_



Early Consolidate Business Complex – Bill King Conference Room Rental

Equipment provided with rental:

8FT Rectangle Tables (10)

Cloth Chairs (53 available)

Metal Chairs (22 available)

Refrigerator/Microwave

Sink

Projector Screen

Tables **MUST** be covered at all times during use!

**You must leave the room as you find.**

- All chairs and tables placed neatly back where you found them
- All counter tops cleaned
- Lights Out
- If you produced trash, it must be emptied (dumpster NW end of the building)
- If necessary, the floor must be vacuumed (Vacuum located near women’s restroom)
- Doors locked – Building secured

**Early Consolidate Business Complex Training Room Rental Menu**

In order to secure your reservation:

- The facility rental agreement must be completed and approved by the City of Early Property Manager.
- The Rental Fee must be paid full at the time of rental
- A \$10 key deposit is required when the key is issued. The key deposit is returned to the renter when the key is returned within 48 hours after the rental.

**RENTAL FEES:**    4 HOURS \$35.00            UP TO 8 HOURS \$70.00            UP TO 12 HOURS \$100.00

**ALCOHOL DEPOSIT: \$250 (Required if alcohol is going to be consumed or served during event)**

- Proof of Law Enforcement Presence and Security Plan will be required and approved by the Early Chief of Police as well as the City Administrator, before the event start time.
- Cleaning Fee of \$200 will be charged if facility is not left adequately cleaned



## Early Visitors & Events Center Facility Rental Menu

### In order to secure your reservation:

\* The facility rental agreement must be completed and approved by the City of Early Event Staff.

\* **Security Deposit:** Refundable Security Deposit is due upon reservation of the venue. The deposit will be returned once all rental fees are paid in full and the facility has been checked by City Staff to make sure no damages were incurred during the Event.

\*Half of the Rental Fee is due upon reservation of the venue with the balance due no less than 30 days prior to the Event Date.

If the event date is less than 30 days out, FULL deposit & rental fee will be due at time of reservation.

**Hotel Room Night Stays Discount:** Groups with 26-50 room night stays will receive a 25% off of the rental fee, groups with 51-75 room nights stays will receive 50% off of the rental fee, groups with 76-100 room night stays will receive 75% off of the rental fee and groups with 101 or more room night stays will have their rentals fees waived.

<b>Full Day</b>	<b>Deposit</b>	<b>Rental Fee</b>	<b>Total</b>
<i>Monday-Thursday</i>	<i>\$150.00</i>	<i>\$300.00</i>	<i>\$450.00</i>
<i>Friday-Sunday-Holiday</i>	<i>250.00</i>	<i>\$500.00</i>	<i>\$750.00</i>

<b>4 Hours</b>	<b>Deposit</b>	<b>Rental Fee</b>	<b>Total</b>
<i>Monday-Thursday 8am-12p</i>	<i>\$75.00</i>	<i>\$150.00</i>	<i>\$225.00</i>
<i>Friday-Sunday-Holiday 8am-12pm</i>	<i>\$125.00</i>	<i>\$250.00</i>	<i>\$375.00</i>
<i>Monday-Thursday 1pm-5pm</i>	<i>\$75.00</i>	<i>\$150.00</i>	<i>\$225.00</i>
<i>Friday-Sunday-Holiday 1pm-5pm</i>	<i>\$125.00</i>	<i>\$250.00</i>	<i>\$375.00</i>
<i>Monday-Thursday 6pm-10pm</i>	<i>\$75.00</i>	<i>\$150.00</i>	<i>\$225.00</i>
<i>Friday-Sunday-Holiday 6pm-10pm</i>	<i>\$125.00</i>	<i>\$250.00</i>	<i>\$375.00</i>

<b>Courtyard/Patio</b>	<b>Deposit</b>	<b>Rental Fee</b>	<b>Total</b>
<i>Monday-Thursday</i>	<i>\$32.50</i>	<i>\$75.00</i>	<i>107.50</i>
<i>Friday-Sunday-Holiday</i>	<i>\$75.00</i>	<i>\$150.00</i>	<i>\$225.00</i>

**ALCOHOL DEPOSIT: \$250 required if any amount of alcohol is going to be consumed or served during event.**

\*Table Clothes are available for \$9 each. (This fee is to have them professionally cleaned after use)

\*Outside Projector Use - \$25 per hour for Technical Operator

\*Courtyard/Patio cannot be reserved more than 30 days prior to the event date.

\*Cleaning Fee of \$200 will be charged if facility is not left adequately cleaned.

\*Rental time includes set up/tear down



## Early Visitors & Events Center Rental Timeline

Time Line	Documentation Due	Payment Due
At Booking	Completed Facility Rental Summary	Security Deposit
	Signed Facility Rental Agreement	1/2 Rental Fee
		Alcohol Deposit if Applicable
30 days prior to Event Date	Signed Caterer's Guidelines & Agreement	Remainder of Rental Fee
	Proof of Security Plan and proof of Law Enforcement presence – with signed Alcohol Policy (all signed & approved by the Early Chief of Police and City Administrator)	

**\*NOTE:** Security & Alcohol Deposit is refundable assuming Rental Agreement terms are adhered and no damages occur to the facility, rental equipment, rental accessories, parking area or facility grounds.



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## Alcohol Policy

Any and all liabilities arising from the consumption of alcoholic beverages or illegal narcotics on the premises are the responsibility of the Client.

Alcohol consumption must cease **30 MINUTES** before Client's tear-down time begins.

Specific behavior that will not be tolerated at any facility/property owned by the City of Early can include, but are not limited to, the following;

- Fighting
- Destruction of property
- Disrespectful conduct (to other Guests, Vendors or City of Early Staff)
- Allowing minor persons to consume alcohol
- Possession and/or consumption of a personal supply of alcohol-this includes private vehicles located in the parking areas

At the City of Early's sole discretion, we reserve the right to:

- Evict any person(s) engaging in unacceptable activities outlined above, or not complying with the decision of the City of Early Staff.
- Remove ALL alcoholic beverages from the City of Early's facility/property.
- Withhold Client's Security Deposit

All Texas State Laws and Federal Laws must be adhered to at all times.

Lessee Signature: \_\_\_\_\_

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

Early Chief of Police Signature: \_\_\_\_\_

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

Early City Administrators Signature: \_\_\_\_\_

This Permit is issued and dated: \_\_\_\_\_



## **I. General Booking Policies for City of Early Meeting Facilities**

For the purposes of this policy, the term *City of Early Meeting Facility* will mean facilities owned and operated by the City of Early, which are made available for public use on a rental/reservation basis. These include: Early Visitors and Events Center, and the Early Business Complex, but is not limited to. The term "Customer" as used herein shall mean the lessee of the EVEC/EBC for the Event described in "Lessees' Events Contract."

- A. Prices/fees related to use of City-owned meeting facilities will be established by the Early City Council in the adopted fee schedule.
- B. Rental of all City-owned meeting spaces, will be administered by the City.

### **C. City Use of Facilities**

The City of Early may utilize any City-owned meeting space without remitting rental fees for the conduct of official City business, including: public meetings hosted by the City; internal business meetings; Events to recognize City staff, boards, commissions; professional development/training seminars for City employees; and other Events of which the City is an official host or sponsor.

### **D. Non-Profit Rate**

Any local non-profit organization [as defined under section 501(c) of Internal Revenue Service regulations] may utilize the meeting facilities at the Early Visitors & Events Center and Early Business Complex Monday-Thursday at a rental rate that is 35% less than the published rental rates for the facility. A local non-profit organization is defined as one which is located in or has a principal place of business in Brown County, and which through its stated mission and purpose benefits the residents of Brown County. The organization will be required to provide management with proof of its non-profit status prior to execution of a rental contract for use of the facility. Events hosted by non-profit organizations will be subject to the same Booking Timeline Policies established in Section II.D below for Events at the Early Visitors & Events Center and Early Business Complex.

## **II. Additional Booking Policies for the Early Visitors & Events Center and Early Business Complex.**

The following policies apply specifically to the Early Visitors & Events Center and Early Business Complex, and any other rentable property owned by the City of Early.



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#### A. Alcohol Policies

1. Alcohol may be served at an event with a \$250 deposit, which will be refunded so long as the customer follows the meeting facilities' alcohol policies and the Texas Alcoholic Beverage Commission regulations and guidelines.
2. Security will be required for all events for which alcohol is served (or for other events at the discretion of property manager). The customer will hire off-duty police officers as prescribed by the alcohol security policy. Officers must be contracted to work beginning thirty (30) minutes prior to the start of the event, and must work the security detail until thirty (30) minutes after the event has concluded.

#### B. Food and Beverage Policies

1. Events that sell tickets for a profit are required to use a catering vendor that is on the City of Early approved catering list. A catering vendor is defined as one who provides food and drinks in a professional capacity.

#### C. Setup/Move In/Out Policies

1. For multi day events, if move in is required 24 hours in advance, the facility may be rented for the additional day at 50% of the daily rate quoted for the event provided it is available.
2. For all single day events, setup/move in may occur 1 hour prior to the event if available.
3. For Events, that move out will occur the next day, the facility may be rented for additional specified time at 50% of the daily rate quoted for the event, provided it is available.

#### D. Booking Timeline Policies.

Group meetings/Events may not be booked more than nine (9) months prior to the date of their event, with the following exceptions:

1. Weddings may be booked up to twelve (12) months in advance.
2. Events hosted by local non-profits (see Section I.E above), which have previously been held at the Early Visitors & Events Center or Early Business Complex and which occur annually may be booked up to twelve (12) months in advance.
3. Group Events that contract for at least 25 local hotel room nights.

#### E. Reservations

1. Before entering into a Facility Rental Agreement, a completed and signed Events Center Facility Reservation Application must be submitted.
2. In order for an event to be guaranteed, the facility must receive a deposit of at least fifty percent (50%) of the facility/room rental fee as well as a refundable security deposit of half the rate. The remainder of any rental fee is required thirty (30) days prior to the event.
3. If event date is less than 30 days out. FULL rental fee & security deposit MUST be paid at the time of reservation.

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## F. Hours of Operation

1. Events may not last beyond 12am without prior approval. A charge of \$50 per hour will be charged if the event and/or cleanup time exceeds 1:00am or if it exceeds an agreed upon deadline previously approved by staff. The customer is responsible for making sure guests leave the building at an appropriate time in order for the customer to have all rental equipment picked up and removed from the facility the same day as the events before the events' time deadline unless there is prior approval. The City of Early is not responsible for any damage or theft of any items left by the customer or any guests attending the customer's event.

## G. Services Provided

2. The staff member will do a walk through at an agreed upon time and provide information and direction as needed. The staff member will issue a code to retrieve a key to be used no more than an hour before rented time unless otherwise agreed upon with City of Early Staff. The staff member will not be available to serve or decorate and will not be involved in the event unless it is a City Event or CVB sponsored Event. Staff member will not be available to return to the facility during the event to retrieve items forgotten by renter.
3. Tables, Chairs, Tablecloths: such items are provided upon request and will be set up and taken down by City of Early staff. Customer must provide a layout for event staff. Tables and chairs are not to be taken outside by the customer or any guest attending the events.
4. Customer is responsible to remove anything brought in by self, guest or hired vendors.

## H. BBQ Usage

BBQ grill can only be used in designated area and must have a drop cloth under the pit. The customer is responsible for cleanup of any grease stains left and will be billed for cleanup if City staff has to clean it.

## I. Decorations

1. Decorations may not be fastened to the walls with thumb tacks, nails, pushpins or staples. Command strips and masking tape are permitted but must be removed at the conclusion of the event.
2. Candles must be completely enclosed in a glass or non-flammable holder.
3. The use of glitter, metallic confetti, straw, rice, or birdseed is prohibited inside.
4. No rice, or other similar items shall be thrown in or around the facility.
5. The following items may be used OUTDOORS ONLY: bubbles, bird seeds and real flower petals
6. Facility décor may not be moved by renter at ANY TIME.

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J. Clean-Up Responsibilities

1. Clean-up is the customers' responsibility. Customer is expected to provide sufficient supervision to minimize spillage of food and beverages on the facility floors during the rental Events.
2. Any customer leaving excessive trash is subject to additional charges. All or a portion of the security deposit will be withheld if the Facility is not adequately cleaned, or if damage occurs.
3. All tables must be cleared of all items such as dishes, decorations, etc.
4. Tables and chairs must be wiped down and clear of all food particles or debris.
5. All trash must be placed in the receptacles provided and taken to the dumpsters.
6. Ovens, refrigerators, freezers, microwaves, coffee pot, and counters must be thoroughly cleaned after use.
7. Floors must be swept.
8. FOLLOW CLEAN UP LIST POSTED IN KITCHEN AREA.

K. Smoking

Smoking or electronic cigarettes are not allowed inside the facility and within 20 feet of any doors.

L. Miscellaneous

1. Live animals, except for service animals, may not be brought onto the premises.
2. Customer and guests are restricted to the rental area.
3. The facility will not be responsible for items left behind, before, during or after an event.
4. No overnight parking.
5. RV parking only in designated areas.
6. No overnight camping inside or outside the facility.
7. City staff may enter any of the rented premises at any time on any occasion.
8. The facility reserves the right to take photographs of rental events for its own records and for use in the future.

M. Music/Entertainment

1. Volumes must be kept at a reasonable volume at all times
2. No music is allowed outside after 11:00pm without prior approval.
3. All equipment must have felt/rubber bottoms or be placed on a carpet or other protective material  
equipment that gets hot during use must be mounted on appropriate fireproof materials
4. All equipment must be installed and removed during access period.
5. The use of fog machines must be approved by Facility Coordinator prior to event.
6. The City reserves the right to end music/entertainment for not following the rules

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## N. Cancellation Policy

1. Customer must provide a dated, written request for cancellation. Upon cancellation by customer the following fee schedule will apply:
  - a. 72 hours after signing contract: \$100 administration fee deducted
  - b. 90 days prior to event: one quarter (25%) of the rental fee and security deposit is nonrefundable
  - c. 60 days prior to event: one half (50%) of rental fee and security deposit is nonrefundable
  - d. 30 days prior to event: total (100%) of security deposit and rental fee is nonrefundable
  - e. No refunds will be made when the event is canceled by the City of Early due to the customers' noncompliance with terms and conditions.
  
2. Refunds will be issued within 10 days.



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## **Early Visitors & Events Center Caterer Guidelines and Agreement**

All caterers wanting to cater in Early Visitors and Events Center (EVEC) must be listed on an “Approved Caterer List.” This is considered a service offering of the EVEC and is greatly valued by our customers. The Approved Caterer List is provided in hard copy to customers who come into the EVEC and is included as a part of the regular sales and service process. The term “Customer” as used herein shall mean the lessee of the EVEC for the event described in “Lessee’s Event Contract.”

In order to be listed on the Approved Caterer List, all caterers must comply with the following:

1. All Caterers must deliver to the EVEC prior to the event the following documents:
  - a. A copy of a current and valid Certificate of Insurance;
  - b. A copy of the Caterer’s current health permits which may be obtained from the Brown County Health Department;

### **Caterers Duties:**

1. Caterer must clean the prep kitchen, all serving areas, and banquet halls where food was served after each event. This includes, but is not limited to, sweeping, mopping, breaking down cardboard boxes and placing trash into trash containers.
2. Caterer will comply with the following procedures at a minimum with respect to the removal and disposal of trash and debris:
  - a. Trash containers will not be overfilled.
  - b. Liquids (tea, coffee, water, etc.) should not be poured into trash containers.
  - c. All trash and food must be removed from tabletops before table covers are removed.
  - d. Ice sculptures must be disposed of after each event. Water from ice sculptures is to be removed by caterer.
  - e. Any dishes brought in must not be left on premises dirty.
  - f. Grease must not be poured into drains but must be properly disposed of after each event.

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3. The failure of caterer to comply with caterer's clean-up duties under this contract may result in a clean-up fee being charged to customer up to, but not to exceed, the sum of \$1000.00, depending on the severity of the mess left by caterer and the amount of time and resources expended by EVEC to fulfill caterer's duties hereunder. Such failure may also result in caterer's catering privileges being suspended or revoked by City of Early;

a. Examples of unreasonable mess left by caterers and which will result in extra charges, include, but are not limited to – food left on tables, dirty dishes being left in any form, grease poured in drains, sinks or on floor, outside the facility, etc.;

4. Caterer must be aware of the customer's contracted date and time for utilization of the EVEC.

5. Caterer must be aware of the start date and time under the customer's contract.

**BBQ Usage:**

1. BBQ Grill can only be used in designated area and must have a drop cloth under the pit. The Cater/Customer is responsible for cleanup of any grease stains left and will be billed for cleanup if City staff has to clean it.

**Carters Set-up Times and Load-In/Load-Out:**

1. Caterers should notify the Venue Event Coordinator during regular business hours (8:00 a.m. – 5:00 p.m. Monday-Friday) of the fact that a customer has hired caterer to cater an event in the EVEC;

2. Caterers should also provide the expected time they will need to gain entry into the EVEC. The EVEC is equipped with a loading/unloading area which should be utilized by caterer as the primary access into and out of the premises. When more than one vendor or supplier is providing service at the EVEC, caterer must load-in/load-out their vehicle(s) and park in the parking lot or other designated area.

**Early Visitors and Events Center Resources:**

1. EVEC will make the kitchen and prep areas available and accessible to caterer at the time requested by caterer. EVEC will reasonably accommodate caterer's needs while working with the customer's set-up requirements.



ACKNOWLEDGEMENT: I have read and understand these Caterer Guidelines and Contract for the Early Visitor and Event Center and agree to comply with the terms and conditions of this contract.

Signature of Caterer \_\_\_\_\_

Date \_\_\_\_\_

Name of Catering Business \_\_\_\_\_

Signature of Customer \_\_\_\_\_

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

*TO BE SIGNED BY CATERER AND KEPT ON FILE IN THE EARLY VISITORS AND EVENTS CENTER OFFICE*



The Lessee, by signing below, acknowledge that the above conditions, guidelines, policies, timelines and rules have been read by the Lessee and are agreed to and understood. Breach of this contract could result in default of Security and/or Alcohol Deposit and or possible refusal in the future.

Lessee Name Printed: \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

City of Early Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

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