

# CIVIC CENTER RENTAL AGREEMENT

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Purpose of use or Event \_\_\_\_\_  
(birthday, reunion, wedding, etc.)

- ☐ Private Party  
☐ Community Event  
☐ Tourism Event

Name \_\_\_\_\_ DL or ID # \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_ Emer. # \_\_\_\_\_

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**EVENT:** Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ # of People \_\_\_\_\_

**\*\* Will alcohol be allowed or served? Yes / No \*\* (see back)**

**Will you need to use our sound equipment? Yes / No** (You will be responsible for any damages.)

**Will you be bringing in sound equipment? Yes / No** (Key to remove back door bar will be available)

## **FEES:**

Booking/Damage Deposit: \_\_\_\_\_ \$200.00 (refundable - to be paid to hold reservation date)

Alcohol/Damage Deposit: \_\_\_\_\_ \$200.00 (refundable - if alcohol will be allowed)

Rental Fee: \_\_\_\_\_ \$400.00 Friday or Saturday – all day – Commercial / Business (50% off Jan/Feb)

\_\_\_\_\_ \$300.00 Friday or Saturday – all day – Non-Business (50% off Jan/Feb)

\_\_\_\_\_ \$125.00 Sunday - Thursday - under 4 hours

\_\_\_\_\_ \$250.00 Sunday - Thursday - over 4 hours

\_\_\_\_\_ Add \$100.00 for High Demand surcharge for holidays (Memorial Day/Weekend, Independence Day/Weekend, Labor Day/Weekend, Christmas Eve/Day, New Year's Eve/Day)

Cleaning Fee: \_\_\_\_\_ \$100.00 /day Sunday – Thursday (more than one day rental - \$50/day cleaning during event)

\_\_\_\_\_ \$150.00/day Friday and Saturday

\*501(c) 3 organizations in McCulloch County may receive a \$100 discount(March – December) – 1 time per year

TOTAL RENTAL DUE \$ \_\_\_\_\_

TOTAL DEPOSIT DUE \$ \_\_\_\_\_

**\*\* RESERVATIONS ARE NOT HELD OR CONFIRMED WITHOUT DEPOSIT \*\***

**Hours of Operation:**

Sunday thru Thursday – 7:00 a.m. to 12:00 Midnight (NO alcohol served after 12:00 midnight)  
Friday thru Saturday – 9:00 a.m. to 3:00 a.m. (Saturday or Sunday) (NO alcohol served after 12:00 midnight)  
Closed Saturday and Sunday from 7:00 a.m. to 9:00 a.m. for cleaning services for multi-day events

**Reservations are on a first come, first serve basis.**

Reservations will not be guaranteed until deposit is paid in full. All reservations shall require a written Civic Center Rental Agreement. City of Brady events shall have priority.

Bookings for large tourism events (500+ attendees) may be booked up to three (3) years in advance.

Bookings for private parties may be booked up to 18 months in advance.

Exceptions to the advanced booking policy may be considered by the Brady City Council.

**Deposits may be returned if facility is left in undamaged/clean condition.** “Clean Condition” means to gather and remove trash (inside and outside) to the supplied dumpsters and remove all decorations.

Deposit will be refunded if cancelled three (3) months in advance of rental date. If cancelled less than 3 months, deposit may be refunded if the facility is later rented. If facility is booked on desired date, staff may accept, a “stand by” reservation with the payment of ½ the normal deposit fee paid – will be refunded if stand by reservation is not available.

Renters are expected to gather and remove trash to the supplied dumpsters.

Renter is expected to be on-site and have a copy of this rental agreement with them during the event.

**Decorating:** Day of Event allowed at no charge / Day before event, only allowed IF not rented.

NO wall or ceiling decorations allowed - only table decorations and free-standing backdrops allowed. Any marks on walls or ceiling may result in forfeiture of deposit.

Candles or other devices with open flame are not allowed unless enclosed in glass or used under heating pans. NO pyrotechnics allowed inside facility.

**\*\*Events where alcohol is served or allowed requires security be present.** A minimum of one TCLEOSE certified officer will be required. **RENTER must coordinate security with Brady Police Department (BPD), AT LEAST TWO WEEKS BEFORE EVENT.** Confirmation from BPD will be required before keys are issued. **Failure to comply with this requirement could result in higher security fees or ban of alcohol at event.**

**Keys are to be returned immediately to the night deposit box at City Hall after the event in the completed and signed Building Condition Checklist Envelope.**

**Renter shall report any damage or accidents to the City on the first business day after the event.**

**I HAVE READ THE CIVIC CENTER RENTAL AGREEMENT AND UNDERSTAND THE CONTRACT TERMS:**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**PAYMENT INFORMATION (OFFICE USE ONLY):**

Deposit \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ / Rental Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Cleaning Fee: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ / Alcohol Deposit \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Payment Method: Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

**BPD Security Requirements \_\_\_\_\_ Approval \_\_\_\_\_**