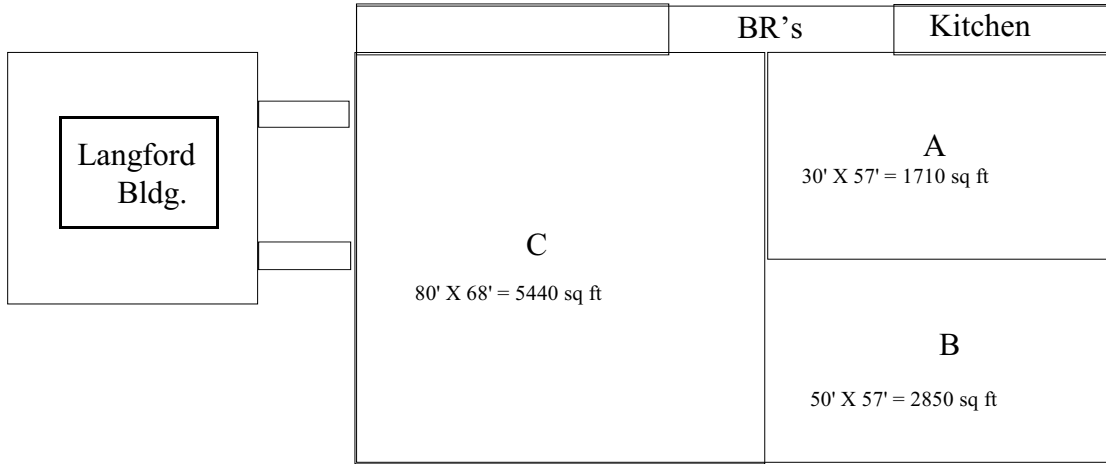


**BOOKING AGREEMENT  
SUTTON COUNTY 4-H CIVIC CENTER  
1700 N. Crockett, Sonora TX 76950**



Building 80' x 125' = 10,000 sq ft

<u>Section to Be Rented</u>	<u>Total Rent</u>	<u>Security/Damage Deposit</u>	<u>Booking Fee</u> (applies to total rent)
A + B + K	<b>\$225</b>	<b>\$350</b>	<b>\$100</b>
A + K	<b>\$150</b>	<b>\$200</b>	
C only	<b>\$225</b>	<b>\$350</b>	
A + C + K	<b>\$300</b>	<b>\$350</b>	
A + B + C + K	<b>\$375</b>	<b>\$500</b>	
A+B+C+K+Langford Bldg.	<b>\$425</b>	<b>\$700</b>	
Langford Bldg. only	<b>\$225</b>	<b>\$300</b>	
Langford Bldg. + C	<b>\$325</b>	<b>\$650</b>	

**Total Amount Due:** \_\_\_\_\_

Name \_\_\_\_\_ **Total Paid ck# \_\_\_\_\_ or cash:** \_\_\_\_\_

**Total Balance Due** \_\_\_\_\_

Address \_\_\_\_\_

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

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Section(s) Rented \_\_\_\_\_ Date(s) Rented \_\_\_\_\_

Alcohol will be present.  Yes  No

Please make your check payable to Sutton County. (Returned checks will be charged \$25)  
P.O. Box 1047, Sonora TX 76950

To avoid loss of booking fee cancellation must be made at least 15 days prior to the date of the rental reservation.

*I received a copy of the rules at the time of this booking.*

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

## SUTTON COUNTY 4-H CIVIC CENTER RULES

Sutton County reserves the right to refuse service of the facility to any group, organization, or individual.

Reservations can be made at the Sutton County Extension Office located at 1700 N. Crockett from 8:00am to 12:00pm and 1:00pm to 5:00pm Monday through Friday.

The Sutton County 4-H Civic Center may not be booked more than one year in advance. All bookings are on a first-come, first-serve basis.

\$100 booking fee is required at the time of booking and will be applied to the total rent fee. A security/cleaning/damage deposit is required when the key is picked up and key must be returned within five (5) working days after the event. Deposit fee will be returned to renter provided the building is left clean and everything is in good order and there have been no rule violations. All cleaning must be completed prior to 9:00am the morning following your event. **If the building is not cleaned and in good order, the entire security/cleaning/ damage deposit will be forfeited.** Minor damages to the building will be charged against the deposit. Major damages will result in loss of the entire deposit. Renter will be responsible for any damages that exceed the amount of the deposit. **NOTE: Door locks jammed in open position by any foreign object shall result in the loss of the entire security/cleaning/damage deposit.**

The entire Rental Fee and security/cleaning/damage deposit is due upon receipt of the key, which may be picked up no earlier than one (1) day prior to the rental date. Granted that building is not reserved, renter may use building at 6:00 p.m. the evening prior to the scheduled event for a \$100 fee or to secure use of building you must pay the full amount of rent. NOTE: It is possible for multiple sections of the building complex to be rented simultaneously.

Rentals will be limited to six (6) occasions per year per organization with at least sixty (60) days between rentals.

Booking fee will not be returned in the event of a cancellation unless notification is given to the Sutton County Extension Office at least fifteen (15) days prior to the reservation date.

Events will be allowed use of the building for no more than a three (3) day period.

Written request for variance from these rules shall be submitted to Sutton County Judge's Office for consideration no less than thirty (30) days prior to the rental date.

The Sutton County Sheriff's Department or a certified law enforcement officer or a certified security officer has the authority to enforce the rules. The **Sutton County Sheriff's Department** has the authority to enforce the above rules and to close the Sutton County 4-H Civic Center for any violation of the rules. Contact phone number for Sheriff's Office: (325) 387-2288.

### **RULES:**

1. Nothing is to be taken from the facility and no loan of equipment is allowed.
2. All events at the Civic Center or its grounds must be concluded by 12:00 midnight on week nights and by 1:00 am on Saturday nights.
3. Alcohol usage will be left to the discretion of the group sponsoring the event. If alcohol is allowed to be served or brought into the facility, no less than two (2) security officer are required. A written statement or verbal confirmation from security officer is to be made to the Sutton County Extension Office prior event.

### **VIOLATION OF THIS RULE SHALL RESULT IN THE FORFEITURE OF THE ENTIRE SECURITY/CLEANING/DAMAGE DEPOSIT.**

4. No drinks allowed on dance floor.  
No glass bottles or glass containers shall be allowed anywhere in the Civic Center. Glass serving bottles shall be allowed inside the kitchen area only.
5. Decorations: Decorating strips are installed on the walls for the purpose of attaching decorations. Use thumb tacks only.  
No aluminum or metal confetti is allowed.  
No free floating balloons are allowed. (These may interfere with the heating and air conditioning systems.)  
No nails, screws, hot glue, tape, or staples may be used on any interior walls.  
Do not tie or tape anything to the speakers, lighting, or ceiling.

**THOSE PERSONS, GROUPS, OR ORGANIZATIONS WHO DO NOT COMPLY WITH THESE RULES SHALL LOSE UP TO \$250.00 OF THE SECURITY/CLEANING/DAMAGE DEPOSIT AND MAY NOT BE PERMITTED TO USE THE CIVIC CENTER UNTIL REINSTATED BY SUTTON COUNTY.**

Any further inquiries regarding rules can be made at the Sutton County Judge Office.

Judge Steve Smith  
300 E. Oak St.  
Sonora, TX 76950  
(325)387-2711