



*FACILITY LEASE AGREEMENT  
AND  
INFORMATION PACKET*

**IN SUPPORT OF THE YOUTH IN GOLIAD COUNTY**

# EVENT INFORMATION FORM

*(Please print)*

Date(s) of Use: \_\_\_\_\_

Individual(s)/  
Organization Leasing Facility: \_\_\_\_\_

\_\_\_\_\_

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

Non-Profit: Yes \_\_\_\_\_ (501c may be required) No \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

\_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

# FACILITY USE FORM

*(Please print)*

Date(s) of Event: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Beginning & Ending hours of event: \_\_\_\_\_

Will music be provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Live performers? Yes \_\_\_\_\_ No \_\_\_\_\_

Will alcoholic beverages be served and/or consumed? Yes \_\_\_\_\_ No \_\_\_\_\_

## **Space Required for Event (check all that apply)**

\_\_\_\_\_ Hall

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Stage

\_\_\_\_\_ Rifle range

## **Equipment Required for Event (check all that apply)**

\_\_\_\_\_ Kitchen facility

\_\_\_\_\_ Tables

\_\_\_\_\_ Chairs

**FEE SCHEDULE  
FOR THE  
JULIE WIMBERLY MEMORIAL HOMEMAKING BUILDING**

*Please Note: All deposits and fees must be paid in full 2 weeks prior to event.*

<u>Complete Facility Rental</u>	<u>Private</u>	<u>Non-Profit</u>
Rental Fee per day	\$500.00	\$300.00
Non-Compliance with Contract Provisions / Damage Deposit	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$600.00</b>	<b>\$400.00</b>

I have read, understand, and agree to the provisions of this Fee Schedule:

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
JWMHB Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# RULES AND REGULATIONS FOR USE OF THE JULIE WIMBERLY MEMORIAL HOMEMAKING BUILDING

1. The Lessee must be at least 18 years of age.
2. A rental day is 7:00 a.m. until 1:00 a.m.
3. Occupancy limits as determined by the State law must be observed. Under current Southern Building Code Standards, the maximum occupancy limit for the facility is 300 persons.
4. All marked and lighted Exit doors must be unlocked and remain unlocked for the duration of the event.
5. The JWMHB is a smoke-free facility.
6. Children must be supervised by an adult at all times. Running in any and all areas of the facility is not allowed.
7. Electric beer kegs, soda dispensers, slush machines, ice chests, etc., must be in good working order whereby no water and/or liquids leak on the floor and create a safety hazard.
8. Tables and chair will be lifted and carried, never dragged, to protect the flooring surface.
9. Lessee will immediately report any electrical, plumbing, or mechanical problems that arise at the facility during the rental period to the Event Supervisor or the JWMHB Representative.
10. Contractual points:
  - a. Non-Compliance with Contract Provisions / Damages Deposit.
    - This fee is fully refunded to the Lessee within 7 days following the event provided the Lessee is in compliance with all rules, regulations, and guidelines outlined in the Rental Agreement Packet and no damage to the facility occurred during the rental period.
    - Should the Lessee fail to comply with all rules, regulations, and guidelines outlined in the Rental Agreement Packet, the deposit will not be refunded.
    - If any damage occurs to the facility during the rental period, the cost of repairs will be deducted from the deposit.
    - Lessee will pay any and all damage repair costs that exceed the deposit.
  - b. Date Hold Deposit - \$100.00
    - Should another individual/organization wish to reserve the facility on the same day, a deposit in the amount of \$100.00 will be required to hold the date of event.

- This deposit will be applied to the total amount of the rental charges.
- If the event is cancelled, the \$100.00 Date Hold Deposit will be forfeited.

c. Event Supervisor

- An Event Supervisor, hired and paid by the Goliad County Fair Association, is onsite for all events held at the facility.
- He/She is not responsible for assisting with any clean up during or following the event.
- He/She monitors all aspects of the event to assure compliance of rules, regulations, and guidelines outlined in the Rental Agreement Packet.
- He/She inspects the facility immediately following the event for compliance of rules and regulations and documents any damages to the facility that may occur during the event.

I have received, read, understand and agree to the rules and regulations outline above.

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Lessee

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JWMHB Representative

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Date

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Date

**DECORATING RULES AND REGULATIONS  
OF THE  
JULIE WIMBERLY MEMORIAL HOMEMAKING BUILDING**

1. All decorations must be freestanding and not attached in any way to the doors, walls, ceiling, floors, windows, woodwork, or tables. Acceptable decorations include freestanding plants in pots, candelabras, arches, etc.
2. **No** staples, thumbtacks, nails, tape or glue may be used **anywhere** in the facility.
3. Tables will be decorated with fabric or non-taped plastic or paper tablecloths and/or centerpieces only. Table skirts must be pinned to the tablecloths.
4. **No** confetti, glitter, bird seed, or rice will be used in decorating as it is very difficult to clean up.

**ADVANCE KEY AGREEMENT**

\_\_\_\_\_ I agree not to enter the facility at any time prior to 7:00 a.m. on the date of my event. I also understand that I may not store any of my decorations, equipment, or personal belongings for my event prior to the date I have rented the facility.

\_\_\_\_\_ I request to enter the facility on the day prior to my event for the purpose of decorating if the facility is not rented or will not be in use the day prior to my event. I further understand and agree that permission is granted for my entry into the facility on the day prior to my event and I shall pay an additional rental charge of \$10.00 per hour for \_\_\_\_\_ hours for use of the facility.

I have received, read and understand the provisions outlined in the Decorating Rules and Regulations and the Advance Key Agreement.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
JWMHB Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **LESSEE'S RESPONSIBILITIES IMMEDIATELY FOLLOWING EVENT**

1. The Lessee is to place two (2) plastic trash cans with liners outside the JWMHB near the front doors to encourage attendees to dispose of their beverage containers/trash as they are leaving the event. Trash bags are to be tied and placed in the dumpster.
2. If the Kitchen is rented, all food and supplies shall be removed from the premises and the refrigerator shall be cleaned out.
3. All food and beverage containers (plates, bowls, cups, etc.) must be placed in trash bags, tied, and placed in the outside dumpster.
4. All tables and chairs must be returned to the storage area.
5. All table coverings are removed, and tables and chairs wiped clean and ready to be stacked and stored. (Candle wax must be scraped off without damaging surface.)
6. All items brought to the JWMHB by the Lessee (decorations, table clothes, dishes, etc.) shall be removed from the facility immediately following the event. Arrangements may be made in advance if the facility is not scheduled for use on the following day; however, the items must be removed by 10:00 a.m. on the following day to allow for regular maintenance, cleaning, and preparation of the facility. Please contact the JWMHB Representative if special arrangements are necessary. Please note that any items left at the JWMHB will be thrown away.
7. When two events are scheduled back to back, the Lessee of the first event will be required to remove all items at the end of their event. This is necessary in order for the facility to be cleaned for the second event. The Lessee for the second event will not be allowed to enter the facility until 7:00 a.m. on the day of his/her event.
8. All doors are locked appropriately and the keys must be returned to the JWMHB Representative (at the County Agent's office) on the first business day following the event.

I have read, understand, and agree to the Lessee's Responsibilities Immediately Following Event, and further understand that the Non-Compliance Deposit will be forfeited if the list above is not completed:

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
JWMHB Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## FEE SUMMARY

***PLEASE NOTE: All fees, charges and deposits must be paid two (2) weeks prior to the event date.***

Date(s) of event: \_\_\_\_\_

Total Rental Fee \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Projected Decorating Hours Charges \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

Less Date Hold Deposit Paid \$ \_\_\_\_\_

**ADJUSTED TOTAL DUE** \$ \_\_\_\_\_

Documentation of Payments:

# EVENT SUPERVISOR CHECK LIST

This form will be completed by the Event Supervisor at the end of the event or 1:00 a.m., whichever comes first.

## **Bathrooms:**

### **No Damage to:**

- Walls     Floors     Doors     Stalls     Fixtures
- 

## **Rifle Range Viewing Area:**

- All personal items removed

### **No Damage to:**

- Walls     Floor     Doors     Windows     Fixtures     Lights
- 

## **Hall:**

- All personal items removed

- All tables and chairs brought from storage area have been returned

### **No Damage to:**

- Walls     Floor     Doors     Windows     Fixtures     Fans     Lights
- 

## **Stage:**

- All personal items removed

### **No Damage to:**

- Walls     Floor     Doors     Windows     Fixtures     Curtain     Lights
- 

## **Kitchen:**

- All personal items removed  
 All food removed  
 Refrigerator empty and cleaned  
 Stove empty and clean

### **No Damage to:**

- Walls     Floor     Doors     Cabinets/Drawers     Fixtures     Stove     Lights  
 Refrigerator     Counters     Electrical Outlets
- 

## **Rifle Range / Outside Area:**

- All personal items removed  
 All trash picked up and put into trash bags, tied and placed in dumpster

### **No Damage to:**

- Walls     Doors
- 

## **General:**

- All food and beverage containers placed in trash bags, tied and placed in dumpster  
 All locks intact (Lessee reminded to return keys to County Agent's Office)  
 No damage to thermostats  
 No damage to floors caused by leaking ice chests, beverage dispensers, etc
- 

Event Supervisor

Date

Lessee

Date

*(Please use the back of this form to document any damages found.)*

**RECEIPT OF DOCUMENTS  
AND  
RELEASE AND INDEMNIFICATION AGREEMENT**

**Receipt of Documents:**

I have received, read, understand, and agree to the provisions outlined in the following documents contained in the Rental Agreement Packet for the JWMHB.

Event Information Form	_____
Facility Use Form	_____
Fee Schedule	_____
Notice to Lessee	_____
Rules and Regulations for Use	_____
Decorating Rules and Regulations / Advance Key Agreement	_____
Lessee's Responsibilities Immediately Following Event	_____
Checklist Form	_____

**Release and Indemnification Agreement:**

In consideration of the use of the JWMHB, Goliad, Texas, owned by the Goliad County Fair Association, Lessee agrees to defend, indemnify, and hold harmless the County of Goliad, the City of Goliad, Goliad County Fair Association, their officers, agents and employees from and against all liabilities, claims, and suits or demands for injuries to any person and / or damage to any property arising from the Lessee's use of the JWMHB. Lessee further agrees to pay for any damages to the facility arising out of the use of the JWMHB.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
JWMHB Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Trash:**

The building has 1 large trash dumpster. Do not leave bagged trash inside of the building. Please replace bags in trash bins inside of building. Trash bags are found in the store room adjacent to the kitchen.