

City of Ivanhoe Building Rental Policy

By signing below the renter enters into an agreement with the City of Ivanhoe to abide by this policy or forfeit the full deposit; the deposit will be held until the Tuesday after the event and returned only when the building passes inspection.

1. This is a non-smoking Facility.
2. Tables and chairs will be placed back in their pre rental positions.
3. Tables and chairs cannot be removed from inside the Facility.
4. Tables, chairs and other equipment or furnishings are to be carried, do not drag them across the floor.
5. Do not stand on the tables or chairs.
6. The building floors, bathrooms, kitchen and other areas will be cleaned to pre rental condition.
7. Nothing will be hung, taped, tacked or otherwise suspended from the ceilings or walls without consultation.
8. Trash will be removed and taken from the Facility by the renter.
9. Loud music which disturbs neighboring properties is not allowed.
10. No event will go past midnight. This includes clean-up time.
11. Failure to adhere to any one of the above may result in partial or full forfeiture of deposit.
12. Renter agrees to be responsible and liable for any and all damages to the Center or any additional cleaning needed. The liability of the user is not limited to the amount of the Security Deposit provided.

Print Name: _____ Signature: _____

Driver's License#: _____ Street Address: _____

City/State/Zip: _____ Phone: _____

Email Address: _____ Event Date: _____

Event type: _____ Duration in hours: _____

Reunion/Birthday party/Reception, Etc

Will alcohol be served? Yes _____ No _____

Fees and Deposits Paid:

4 hours or less: \$100.00 _____ 4 to 8 hours: \$200.00 _____ Other: _____

Facility Deposit: \$200.00 _____ Key deposit: \$ 50.00 _____

I have read, agree to and accept the above described conditions.

Renters Signature _____ Date _____

The City of Ivanhoe wishes to remind you that the rental of the Community Center does not include the use of the Private Swim Area, Piers or Boat Launch.

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Addendum for events serving alcohol.

The following guidelines apply for events serving alcohol:

Security Cost:

If alcohol is to be served the renter must go through the City of Ivanhoe Marshal's office and arrange for a state of Texas licensed law enforcement officer to provide building security for the entire rental period.

Security cost will be **\$30.00* per hour with a minimum of 2 hours.**

Number of Hours: _____ **Total Security Cost:** _____

Additional Deposit:

An additional \$200.00 refundable deposit will be made for events serving alcohol.

Deposit amount: _____

Total amount collected for this addendum: _____

Date Paid: _____ **Received by:** _____

Approved by: _____
City Marshal or Deputy City Marshal

Renters Printed Name: _____

Signature: _____ **Date** _____

*Fee must be paid in cash.