

Brazos Center Operational Policies

ALCOHOL

Alcohol must be provided by an approved alcohol vendor. **ABSOLUTELY NO OUTSIDE ALCOHOL IS ALLOWED ON THE PROPERTY. "Bring your own bottle" is prohibited at the Brazos Center. ALL ALCOHOL SERVED ON THE PREMISES MUST BE SERVED PURSUANT TO A CURRENT TABC TEMPORARY EVENT PERMIT. PROVIDING "FREE" ALCOHOL WITHOUT A CURRENT TABC TEMPORARY EVENT PERMIT IS PROHIBITED.** All alcohol service will close a minimum of 30 minutes prior to the scheduled end of your event. *Security will be required for all events serving alcohol.*

ANIMALS

No animals or pets are allowed in the facility, except for service animals for visual impairment, disability, or medical reasons. All other animals must be previously approved by Brazos Center Director.

CANCELATIONS

To receive a deposit refund, notification of cancellation must be given no later than **90 days prior to the event date**. Notification of cancellation received after this deadline will result in a forfeiture of the entire deposit. No cancellation on a setup day unless both days are canceled 90 days before the event. The lessee will forfeit their fees if cancellation is received less than 72 hours before the time of occupancy. *Lessor reserves the right to cancel any event that has not met all criteria outlined in the Brazos Center policies.*

CATERING

All caterers must have a signed catering contract, a separate deposit from the customer, permits and required insurance(s) on file with the Brazos Center prior to the event date to cater on the premises. Caterers who do not provide the necessary documents before the event will be asked to leave. *Customers who opt in to "self-serve" may not have a catering service on site at any time.*

CLEAN-UP

Brazos Center staff will pick up tables and chairs, empty trash cans, clean floors and attend to restrooms. Brazos Center staff is not responsible for bussing tables during or after events. General cleaning of the contracted area is the responsibility of the Lessee. Contracted areas should be left in the state in which they were found. If clean-up is not performed adequately the lessee's deposit may be retained or a cleaning fee may apply. *The Brazos Center is not responsible for any items left in the building after an event.*

COOKING

Minimal cooking on the premises is allowed only by prior approval of the Brazos Center Director.

CONCESSIONS

The sale of soft drinks and food items (cooked or pre-packaged) will require a concession fee of **\$30 per day per vendor**.

DECORATIONS

The Lessee is responsible for their own safety and the safety of those associated with their event during the installation, display, and removal of all decorations. Decorations causing damage to the floors, walls or other structures are not permitted. This includes the use of tape, tack, nails, command strips, or staples. No open flame candles are allowed. All decorations hung from ceilings or decorations that require the use of equipment will need prior approval from the Brazos Center. Helium tanks must be secured to a load bearing structure upon arrival and remain secured until their departure. Prohibited from use on the Brazos Center premises are as follows: straw, hay, glitter, orbeez, and confetti. The throwing of sterilized birdseed, sparklers, and bubbles are restricted to the outside area only.

DEPOSITS

A deposit is required upon booking. "Tentative" holds or a deposit does not guarantee roll over or future date(s) without a signed contract in place. Security deposits are never applied to fees. The deposit will be used to cover damage or insufficient clean-up resulting from the event. If no damage is done to the facility, operational policies are followed and clean-up is satisfactory, the deposit will be refunded approximately three weeks after the event to the address listed on the deposit agreement upon booking. Customers are responsible for updating addresses if changed.

ELECTRICAL

Lessee may use 25 amps of 110-volt electricity. Events requiring additional electric hook-ups must give the Brazos Center notice in advance and have a detailed layout of the electrical needs prior to the event. Lessee will be charged an electrical use fee for the number of plugs used. (See page 4)

EQUIPMENT

If the Brazos Center does not have adequate equipment suitable to the proposed use or meet the needs of the lessee, the lessee may supply such equipment with Brazos Center approval. *Brazos County is not responsible for such property in any manner.*

EXIT DOORS

A 10' clearance on both sides of the exit doors, (egress and ingress) with no physical obstruction, must be always maintained. No lighted exit sign or accompanying door can be blocked or locked during an event. All discrepancies arising out of fire code will be decided upon by the Brazos Center staff.

FEES

All rental fees are due a minimum of two weeks (14 days) prior to the event. This includes room fees and additional rentals found on page 4. Scheduled events secured by a contract of six months or more may be discounted 10% on every day of use after the initial date if the total fees are paid in full prior to use.

FIRE CODE SPACE REQUIREMENTS

Assemblage 7sq. ft. per person (2 aisles for every 14 chairs)

Tables & Chairs 15sq. ft per person

Standing 3sq. ft. per person

FOOD TRUCKS

The sale of merchandise out of a registered vehicle requires a daily vending fee of **\$30 per food truck** to the lessee. All food trucks must have a signed contract, permits and required insurance(s) on file with the Brazos Center a minimum of **30 days** before the event.

HOURS FOR EVENTS

Brazos Center: 6am-12am

Events must end (lights turned on, music stops, clean up begins) an hour prior to your contracted "out" time.

Events must end in accordance with their contracted finish time. The lessee will forfeit one-half of their deposit if the "out" time is exceeded by thirty minutes or more.

INSURANCE REQUIREMENTS

Comprehensive Public Liability Insurance – Special Event Insurance

Proof of current comprehensive public liability insurance is required for all events booked at the Brazos Center. Five hundred thousand (\$500,000) public liability insurance for bodily injury or death is required. The policy must name the Brazos Center with address as a certificate holder and/or additionally insured. The policy must be effective during the lease dates as stated in the contract, including set up days and be on file at the Brazos Center no later than two weeks prior to event.

INTERNET ACCESS

Brazos Center has free Wi-Fi access to paying customers. Wi-Fi is password protected. If customers need access, please see Brazos Center staff.

LINENS

Brazos Center does not provide linens of any kind. Linens will not be removed or handled by Brazos Center staff at any time before, during or after an event. Tables will not be picked up Brazos Center staff at end of night until linens are removed.

NON-CONFORMING EVENTS

Events not conforming to accepted community standards or any event that has been scheduled using untrue or misleading information provided by the Lessee shall be rejected or canceled.

PARK PAVILION

The Brazos Center Park includes a four-acre lake which borders the Brazos Center parking lot to the South, a covered pavilion that provides a picnic shelter with tables seating up to 100 people, grills, and 2 restrooms which are adjacent to the picnic shelter. The park is available on a first-come-first served basis and is open to the public. The park is available for rent Sunday - Saturday from 6am - 10pm. To reserve the park, a \$75 deposit and a signed agreement are required. Reserving the park ensures the restrooms are supplied and unlocked, a sign is posted in the park shadow box and electricity is turned on. The deposit is refundable if the park and park amenities are left in the condition in which they were found, the lessee removes their trash and disposes of it in the dumpsters at the rear of the Brazos Center, and all policies listed on the signed agreement were followed. *Separate fees apply when renting the Brazos Center parking lot.*

PROHIBITED EVENTS

Dances, initiations, mixers or parties, held by social fraternities or sororities are prohibited. Events held by scholastic or professional fraternities or sororities may be permitted on an individual basis. Events may be subject to approval by Brazos Center director prior to booking.

RENTAL TO CHURCHES

Rentals to churches are limited by Brazos County. IRS certified and established congregations that experience an emergency due to natural causes (fire, flood or storm) may rent up to three months or less on an available space basis.

RV PARKING

There are no RV hookups on Brazos Center grounds.

SECURITY

Brazos County establishes security requirements based on alcohol and attendance. Brazos Center Event Coordinator will schedule all security through the Brazos County Sheriff's Department or county approved security company. For Sheriff's Department, lessee must pay officers individually at the commencement of the event. For outside security companies, an invoice will be given to lessee prior to the event. Officers must be paid the exact amount listed on the invoice upon arrival, day of the event. Number of officers required is as follows:

	<u>Events with alcohol</u>	<u>Events without alcohol</u>
0 - 100 people	1	0
101 - 300 people	2	1
301 - 450 people	3	2
451 - 600 people	4	3
601 - 750 people	5	4
751 - 900 people	6	5

Security officers are required for any event of any size that is primarily geared towards minors, events where alcohol is supplied, events over 100 people and events open to the public. Brazos Center Event Coordinator may deem additional security be required due to elements specific to event.

SET-UP DAYS

Set up days are Monday - Friday 8am - 5pm only. Additional hours outside Monday - Friday 8am - 5pm will be charged on the current hourly rate or full room rate.

SOUND LIMITATIONS

The Brazos Center prohibits band's or DJ's from exceeding an 80dB level. The customer is responsible for informing their hired entertainment of the approved ap level of decibel. Failure of entertainment to keep sound at this level will result in a retainment of Lessee's security deposit. Brazos Center can regulate the number of speakers in the lessee's contracted space to ensure this policy is withheld.