VENUE POLICIES & EVENT GUIDELINES

RULES AND REGULATIONS

Thank you for choosing to celebrate with us at the Colleyville Center!

The Colleyville Center is governed by the City of Colleyville and the Colleyville City Council. It is managed by the Center Manager and Staff. The rental rates are established by Council ordinances and will remain set until repealed by other ordinances.

The rules and regulations for the Center are established by the City of Colleyville to preserve and respect City property and its community gathering place.

Please review, sign, and return to acknowledge your awareness of the unique nature and expectations of our City Center. Receipt of this acknowledgement should be no less than 30 days prior to the event date.

CONTRACTS / DEPOSIT / RENTAL

1. The City of Colleyville through its authorized representative(s) will enter into contract(s) with the LESSEE.
2. In the event that (1) LESSEE does not comply with the terms and provisions of the contract: or (2) LESSEE causes damage to the premises or any part of the Center, the City may choose to terminate the contract. The City has the right to retain any rental fees or deposits to apply toward payment of repairs and/or replacement costs.
3. All events are booked by event name; however, the LESSEE will be responsible for fulfilling the contract and working with the Colleyville Center event office prior to the event.
4. LESSEE shall pay a damage deposit. All damage deposits will be deposited in a City bank account. This amount will be refunded within thirty (30) days after the scheduled event if all business transactions have been satisfactorily completed including payment of the Outside Catering Fee. If necessary, the City will deduct from the deposit any property damage, additional rental fees, excessive cleaning fees, and unpaid expenses incurred by the LESSEE. Should services and/or damages exceed the deposit amount, the balance will be billed to the LESSEE.
5. The City reserves the right to increase damage deposit or to refuse access to the Center based on the LESSEE'S past rental history.
6. Rental rates shall be the rates which are in effect at signing. Rental rates, fees and policies are established by City Council Ordinance and are subject to change. Any addendum or ordinance shall have precedence over any conflicting provisions of any agreement with the City of Colleyville.
7. Full payment of rental fees are due thirty (30) days in advance of the scheduled event. If an event is scheduled less than thirty (30) days prior to the event, full payment is due upon signature of contract.
8. In the case of last minute changes to the contract, any additional fees received within 30 days prior to the event must be paid by cash, money order or cashier's check or credit card. When LESSEE is unable to pay by the above means, a check may be accepted at the discretion of the City. In this case, the LESSEE deposit will be held until the check clears the bank.
9. When an event surpasses the hour it is scheduled to end, late hour rates will be assessed or deposits withheld on weekend events.
10. Proof of residency is required when requesting local rates. The discount applies to the event planned and coordinated by resident and does not apply to friends or family not living at the Colleyville address. A current Colleyville water bill and current Texas driver's license (with same address) is required when

signing the contract if the discounted rate is requested. Lessee may be required to complete a resident affidavit form.

11. Proof of not-for-profit status may be required at the time the event is booked. The definition of a Local Non-Profit organization is one that is an IRS Exempt Organization. Only a 501(c) written on a Colleyville address, or a GCISD organization, will be considered a Local Non-Profit organization.

12. Any cancellation of a Friday, Saturday or Sunday Entire Building booking, shall result in LESSEE forfeiting deposit. If the cancellation is received less than 120 days prior to the contracted event, the LESSEE will forfeit all fees paid to the Center. All cancellations must be in writing and acknowledged by the Center Manager. Any request for a date change will result in client's loss of **full deposit** as Center has lost opportunity to lease original event date.

13. LESSEE may cancel without any obligation and receive a full refund of monies paid if the Center Manager is notified in writing by the date which is thirty (30) days prior to the contracted event date**, except for Friday, Saturday or Sunday Entire Building or Entire Assembly Hall cancellation.** All contracted rental fees shall be forfeited to the Center whenever LESSEE fails to give said notice.

VENUE USE / DÉCOR / VENDORS

1. All contracted events are staffed by City personnel.
2. Client and vendors will have access to the venue during hours indicated in the contract. Client's possessions may not be on premise, outside of the contracted hours, without prior written approval from Center Staff. Any items not removed after event conclusions will be disposed at Staff's discretion.
3. Center Staff shall be permitted to schedule more than one event to take place on the premises at the same time.
4. Children under the age of 12 must be supervised by an adult at all times.
5. Guests are the responsibility of the Lessee. **No running, jumping, or climbing is allowed inside**.
6. LESSEE will not be permitted to obstruct or interfere with the rights of other users. LESSEE agrees and gives permission for any photographs taken during an activity at Colleyville Center to be utilized for promotional use by the City of Colleyville.
7. LESSEE shall have no attendance greater than the maximum occupancy posted by the Colleyville Fire Department.
8. LESSEE agrees to leave the premises in as good or better condition in which it was found. LESSEE will be assessed for cleanup of any areas which may have been overlooked. Failure to do so may keep LESSEE from using the facilities at a future date and may result of forfeiture of the deposit.
9. The Center has the right to retain the deposit for any violation of these Rules and Regulations. **NOTE:** LESSEE should be aware that enforcement of agreements between client and vendors are client's responsibility. It is the client's responsibility to ensure that all vendors comply with Rules and Regulations and clean up his/her own property.

   ***Trash cleanup and removal of possessions are the responsibility of the LESSEE.**

10. LESSEE agrees to assume all responsibility for any damages to the premises and/or property of the Center as a result of their usage. The City will be allowed a 24-hour period (during normal business hours, 8:00 AM to 5:00 PM, Monday through Friday) following the event, to determine and assess any damages.
11. Smoking is allowed only in designated areas outside of the building. No smoking or use of tobacco products is allowed at any time inside the Center.
12. No gambling, lottery or bingo will be allowed in the Center or surrounding park areas. Exception: IRS designated non-profit organizations may have a Casino Night for charitable causes only. Raffles may be held in accordance with the Charitable Raffle Enabling Act.

13. LESSEE is responsible for notifying the City of intent to use services provided by vendors for catering, décor, audio/visual, etc. The City reserves the right to approve any services on the premises. **The length of time required by the vendor service to set up or take down for an event shall be included in the LESSEE'S rental cost calculation and contract.**

    ALL VENDORS MUST CHECK IN / OUT WITH CENTER STAFF.

    ***It is the client's responsibility to ensure the vendor complies with these Rules and Regulations.**

14. Tables used to hold food or beverages, whether for serving or eating, must be covered.

15. LESSEE is responsible for notifying the Center of room set up at least (10) working days prior to the event. **Only Center personnel or authorized individuals shall be permitted to set up, break down or rearrange Center property**. No changes to the room set will be made the day of the event.

16. **All decorations and event activities must be approved in advance by the Center staff. Decorations and activities which are prohibited include, but are not limited to:**

    - adhesive products of any kind including tape, decals and/or name tags;
    - aerosol sprays for décor. All aerosol spray use for décor purposes (balloons, floral, centerpieces, etc) must occur off-site;
    - straw or hay;
    - glitter, confetti, sequins, potpourri, artificial snow;
    - fog, cloud, or smoke machines;
    - ball activities within the Bluebonnet Courtyard; corn hole and stationary type games are allowed.
    - balloons filled with anything other than helium (i.e. confetti). **No balloon shine sprayed allowed in the venue.** All balloons must be removed from the premises at the end of the event;
    - open flames. Barbeque grills, propane/butane burners, and open fires are prohibited. All taper candles, candelabras and sparklers are prohibited. All candles must be in a votive or contained in a hurricane glass with secure base;
    - throwing rice, confetti, birdseed or any other material, including the spraying of silly string or like product. Throwing rose petals (only white real rose petals allowed) or blowing bubbles is permitted, but restricted to exterior areas only. Exterior entrance must be swept of all petals, etc. LESSEE will be assessed a cleanup fee for any violation of these rules;
    - bounce houses of any kind, neither inside or outside;
    - portable dance floor;
    - eating or drinking on stage, unless otherwise approved in writing by Center staff.

17. **Materials cannot be nailed, stapled, taped or otherwise attached to any part of the Center premises including tables and chairs**. All decorative materials must be flameproof.

18. LESSEE will provide Center with an Event Timeline (7) days prior to the event. The Timeline should include timing for event activities and elements (bar open and close, dinner and dessert served, grand exit) and include the arrival / departure times of vendors. ****Center Staff do not serve as Event Coordinators.***

19. No vehicles are permitted on the walkways, terrace areas, or turf areas of the Center. Loading and unloading must be from the service entrance located at the rear (east side) of building.

20. *Before vacating premises, LESSEE is responsible for removal of any trash or items left by guests / vendors around the Center and on the grounds.*

SECURITY

1. The Center will have final authority to determine the need for security at an event. The Center will also determine the number of officers and the length of time services are required.

2. When the need for security is determined, LESSEE is responsible for security expenses which will be paid PRIOR TO THE START OF THE EVENT. If LESSEE refuses to assume the cost for security, the rental contract shall be void, the reservation will be canceled, and all fees paid will be forfeited.

3. The Center will arrange for security through the Colleyville Police Department. If additional police officers are required to respond to LESSEE'S event due to a disturbance, the LESSEE will be charged for the extra police officer(s) at a rate equal to one and one half times the regular hourly rate.

4. Under most situations, security will be required for any of the following events:

   - Any time alcoholic beverages are served.
   - Any after-hours event involving 100 people or more, regardless of the age of the participants.
   - Any time the City determines there is a high risk involved in an event.
   - Any function on a Friday, Saturday or Sunday with or without alcohol that continues after the 5 PM hour will be required to have at least one uniformed City of Colleyville police officer.
   - When large groups include children at their event, there will be a minimum of one security officer present.

5. Any youth functions for fifth grade and above, which are NOT school functions, require two (2) security officers (one inside the building and one in the parking lot) if there are more than 50 in attendance. One security officer is required if less than 50 in attendance. Center may adjust this requirement based on number of chaperones present. The chaperones must be present through the duration of the rental time monitoring the event, the restrooms, and the parking lot Youth attendees should stay within the designated event space

6. School sponsored functions comprised of people 18 years of age or younger must have at least one (1) adult chaperone for every 10 guests. The chaperones must be present through the duration of the rental time monitoring the event, the restrooms, and the parking lot. Youth attendees should stay within the designated event space.

ALCOHOL

Dispensing of alcoholic beverages at the Center must be in strict accordance with state law as well as rules and regulations of both the Texas Alcoholic Beverage Commission and the City of Colleyville and its agents.

1. **At no time shall anyone be allowed to bring individual bottles and/or cans of alcoholic beverages onto the premises**. The brown bag / BYOB method of consuming alcoholic beverages is not permitted and violations of this policy will close the event and forfeit all fees paid.

2. All dispensing of alcoholic beverages must be from an open, formal bar or a designated bar area and served exclusively by a TABC bartender. The City must approve the method and location for dispensing alcoholic beverages. TABC Certification & government issued ID are required submission prior to event. Consistent with TABC guidelines, the bartender must be present at the bar for the duration of the event and may not be a participant (or guest) of the event.

3. Alcoholic beverages shall only be consumed in the area(s) rented to the LESSEE. It is not permitted in restrooms, cars, or parking lots.

4. All persons must dispose of their drinks before leaving the specific rented area(s). At no time shall anyone leave the Center premises carrying alcoholic beverages.

5. Not for profit organizations may have a cash bar if all TABC regulations are met and approved by Center management.

6. All alcoholic beverages must be poured into a cup/glass. No shots are allowed. Canned beer is permitted. (No bottles.)

7. No bottles of alcohol are allowed on banquet tables and there is no self-serve allowed. Guests must go to bar to get drinks.

Please review, sign, and return to acknowledge your awareness of the unique nature and expectations of our City Center. Your signature acknowledges provisions of these Rules & Regulations to your vendors and planning team.

Provide information for the "Day-Of Contact" below. If desired, provide information for an "Event Designee" below.

This acknowledgement must be provided to the Colleyville Center staff no less than 30 days prior to the event date.

DAY OF CONTACT (a contact for Center staff on the day of the event):

Printed Name

Phone Number Email

EVENT DESIGNEE (Lessee's designee for event coordination and details. Lessee remains responsible for adherence to the contract and Rules & Regulations):

Printed Name

Phone Number Email

LESSEE SIGNATURE **EVENT DATE**

Acknowledgement of Venue Policies and Event Guidelines – Rules & Regulations

COLLEYVILLE CENTER

CITY OF COLLEYVILLE TEXAS

LIVE HERE. WORK HERE. CELEBRATE HERE!