

CITY OF SHAMROCK CONVENTION CENTER
400 E Railroad Ave. Shamrock, TX 79079
(806)256-3281

BUILDING FEES & DEPOSIT PRICING

	Deposit	Standard Rate	Civic Organization/ School/Church
BALLROOM	\$300	\$250/day	\$150/day
MEETING ROOM	\$100	\$100/day	\$50/day
ALCOHOL	\$750		

Materials Storage Fee: \$50 per day

Deposits and Fees require payment by cash or cashier's check

Cancelling less than ten (10) days in advance results in forfeiture of the security deposit

Building Keys lost/not returned: \$25 charge per key taken from the deposit

City of Shamrock

305 North Main Street • Shamrock, Texas 79079

CITY OF SHAMROCK CONVENTION CENTER

400 E. Railroad Shamrock, TX 79079

806-256-3281

RENTAL AGREEMENT

NAME: _____ GROUP/ORGANIZATION: _____

ADDRESS: _____ CITY & STATE: _____

ZIP: _____ CONTACT PHONE NO: _____

TYPE OF ORGANIZATION/RENTAL: _____

Please list the name, address and phone number of two responsible adults who will be present at the function:

Rental Date(s): _____ Day(s) of the Week: _____

Type of Function: _____

Total Projected Number of Attendees: _____

Ballroom: _____ Meeting Room: _____ Kitchen: _____

Food Served: _____ Alcohol: _____ Public Event: _____ Holiday: _____

The undersigned applicant/user hereby applies for a reservation at the City of Shamrock Convention Center for the above listed date(s) and time(s). By signing below, applicant/user agrees that he/she is authorized to negotiate and sign the agreement on behalf of the individual, group, or organization renting the facility. Applicant/user agrees and the individual, group, or organization will observe the policies stated on the attached document. The City of Shamrock is not responsible or liable for any accident, injury, or illness that may occur during the use of the Convention Center. The City of Shamrock is not responsible or liable for any lost, stolen or damaged property belonging to the applicant/user or any person or persons attending an event at the Convention Center.

Lessee hereby releases and shall indemnify and hold harmless Lessor, its officers, employees and agents, from and against any and all claims, losses, damages, caused or actions, suits and liability of every kind, including expenses of litigations, court costs and attorney's fees, for injure to or death of any person, or for damages to any property, arising out of or in connection with Lease, where such injuries, death or damages are caused by Lessor's sole negligence of Lessor and any person or entity.

Applicant/user states that he/she has read the rules and regulations attached to agreement and agrees to abide by them:

Signed this _____ day of _____, 20_____.

Applicant/User: _____

City of Shamrock: _____

	Date:	Amount:
Room Deposit:	_____	_____
Alcohol Deposit:	_____	_____
Rental Fee:	_____	_____

Wheeler County Sheriff's Dept. Off-Duty Officer working event if alcohol is present:

Officer's Name: _____

Phone Number: _____

Chaperones for Youth Functions (one (1) for each ten (10) guests):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

**CITY OF SHAMROCK CONVENTION CENTER
RULES AND REGULATIONS**

- A.) Smoking is prohibited in all interior areas of the building including restrooms, foyer, kitchen, storage rooms, ballroom and meeting room.
- B.) Applicants must be twenty-one (21) years of age or older.
- C.) Reservations are on a first come, first served basis. To reserve the facilities, the rental application must be accompanied by the appropriate deposit. The security deposit will be forfeited if the applicant cancels without a ten (10) days' notice, does not show up, or does not comply with the facility use policies.
- D.) Rental fees are due no later than seventy-two (72) hours prior to the scheduled functions.
- E.) The City of Shamrock reserves the right to refuse service or increase fees of deposit based on applicants past rental history.
- F.) Arrangements for the rental of the Shamrock Convention Center will be made between 7:30 A.M. and 5:00 P.M. Monday through Thursday and 8:00 A.M. and 12:00 P.M. on Friday at the City Hall location. All fees and deposits must be paid by cash or cashier's check only.
- G.) Requested dates for use must include the time it will take to set up, hold the function, pack up and clean up. Applicants are solely liable for the building and its equipment at all times during the reserved time. Any and all property missing during this time will be charged against the reserving party. Applicant must be present during the function.
- H.) Applicants renting the facility are limited to the dates specified on their application.
- I.) Applicants are not allowed to store equipment or supplies in the facility other than the dates that are specified on the application. A storage fee will be assessed if equipment or materials remain in the building after the scheduled function. The city is not responsible for lost or stolen articles. Items left on site will only be kept for seven (7) days after the event and will then be disposed of.
- J.) Following the use of the premises, all areas of the building and outside grounds will be cleaned. Tables and chairs will be wiped down. All cabinet and counter surfaces in the kitchen must be cleaned. Any dishes and utensils must be cleaned, dried and put away. All trash must be taken outside the building and placed in the dumpster. The building should be vacated by 1:00 A.M. In the event that the persons and/or organization renting the building do not completely perform such functions, as noted on the provided Cleanup Checklist, an hourly rate (\$50.00/hr.) for the required cleanup shall be forfeited from the deposit.
- K.) All cleaning supplies, materials, equipment, paper goods and plastic liners shall be furnished by the City of Shamrock.
- L.) The use of nails, thumbtacks, staples, confetti, glue, scotch tape or masking tape for decorations is not allowed. Command strip type adhesive is the only product allowed for decorations.
- M.) The person signing the rental agreement shall be responsible for any damage to the building, furniture, fixtures or equipment in the facility. In the event of damages, there will be reasonable charges for repair or replacement deducted from the deposit. Any remaining balance will be billed to the responsible party.

- N.) All food and beverages are to remain inside the building. The serving, consumption, possession, storage, and/or sale of alcoholic beverages must be in compliance with all State and local laws, including the Texas Alcohol and Beverage Commission (TABC). It is the applicant's responsibility to assure compliance within these regulations.
- O.) Any and all such events taking place on the premises of the Shamrock Convention Center in which the consumption or serving of alcohol is a part shall have a licensed peace officer on duty for corresponding hours of said event. Said peace officer shall be a current officer of the Wheeler County Sheriff's Department. It is the responsibility of the renter to hire and make payment for this officer.
- P.) All activities/events shall cease at midnight (12:00 A.M.). Excessively loud music is not permitted, and volume must be reduced after 10:00 P.M. Should complaints be received concerning the music volume, after the first complaint the renter will be notified to lower the volume, and upon receipt of the second complaint, the event will be cancelled, and all deposits forfeited.
- Q.) If the facility is clean and all requirements met, the deposit will be refunded within ten (10) working days from the date of the event.
- R.) Building keys must be returned to City Hall on the first business day after the scheduled event. Any building key not returned will be assessed a charge of twenty-five (\$25) dollars deducted from the deposit.
- S.) Youth functions, defined as persons eighteen (18) years of age or younger, must have at least one (1) adult chaperone for each ten (10) guests. Chaperones must be present through the duration of the event, set up and clean up time included.
- T.) The center is a multi-use facility, and the City of Shamrock will make every effort to schedule events that do not conflict.
- U.) Regularly Scheduled or Continuous Events shall be defined as use of the facility at a predetermined recurring time, on a predetermined recurring day of the week. Such organizations will be permitted to provide a storage locker for the storage of equipment or supplies. Any civic organization that intends to rent the Convention Center for a regularly scheduled or continuous event shall enter into an agreement with the City of Shamrock concerning the terms and conditions of such rental. The ability of a civic organization to schedule the use of the facilities is subject to rental of the facility by another organization for a one (1) day, eight (8) hour or longer, period. Reservations of the facility of the longer period, made at least three (3) weeks in advance of the scheduled event, will preempt a civic organization's use of the facility for a regularly scheduled or continuous event.
- V.) The user shall indemnify and hold harmless the City of Shamrock, its agents, servants and employees, from all suits, actions, or claims of any character, type, or description brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by, the use of the premises, including without limitation the generality of the foregoing, including attorney's fees.

**CITY OF SHAMROCK CONVENTION CENTER
CLOSING / CLEANUP CHECKLIST**

1. All areas of the building shall be picked up and all trash disposed of and placed in the outside dumpsters.
2. All tables and chairs shall be wiped down, placed on storage carts and moved to the appropriate storage room.
3. All cabinets, countertops, stove and refrigerator shall be cleaned in the kitchen area.
4. Any dishes and utensils used must be cleaned, dried and stored in the appropriate drawers or cabinets.
5. All floor areas shall be swept. Mopping required as needed.
6. Bathrooms shall be cleaned and mopped, and any empty paper goods receptacles shall be refilled.
7. All trash receptacles shall have new plastic liners installed.
8. Banquet room fans shall be turned off.
9. All exterior doors shall be locked and secured.
10. Exterior grounds area shall be picked up and all trash disposed of and placed in the outside dumpsters.
11. All decorations and adhesives shall be removed and disposed of.
12. All event materials shall be removed from the building.
13. All cleaning supplies, materials, and equipment shall be returned to the appropriate storage area.
14. Ensure all lighting (other than emergency) is turned off prior to leaving the building.
15. Return all keys to City Hall on first business day after event.

CONVENTION CENTER KEYS CHECKLIST

- Breakout Room
- Banquet Exterior Doors
- Kitchen Doors
- Kitchen Counter Window
- Front Door and Receiving
- Receiving Overhead Door
- Janitor Room
- Mechanical and Electrical Room

Building Keys lost/not returned: \$25 charge per key taken from the deposit.

All keys must be returned to City Hall on the first business day after the event.

Signature: _____

Date: _____