

Fannie Mae Vernon Room Contract

Please call for rates- 903-872-7600

I. Hours of Rental:

1. The rental hours are from **8:00 am – 2:00 am**. Example: 8:00 am Saturday morning until 2:00 am Sunday morning
2. Everything that belongs to you should be out of the Vernon Room the night of your rental. We are not responsible for anything that is left at the Vernon Room after your rental date.

II. Rates:

	Rental Rate	Deposit (Refundable)
Large Vernon Room	/day Mon – Thurs /day Fri – Sun	
Small Vernon Room	/day Mon – Thurs /day Fri – Sun	
Combined Rental (Large & Small Vernon Rooms)	/day Mon – Thurs /day Fri – Sun	
Alcohol Deposit		
NCEC Set Up Fee/Take Down Fee		
Early Set Up		
Late Clean Up		
Security	/hr/officer no alcohol /hr/officer alcohol /hr NCEC monitor	

III. Reservations and Fees:

1. Fees may be paid for one week prior to the event by check with driver's license identification. Checks returned for any reason will be charged \$25.00. Fees paid for when keys are picked up must be paid for with cash, cashier's check or money order.
2. No rental is recognized without a paid deposit and a signed contract on file with the NCEC Office.
3. Cancellation of a reservation less than 30 days prior to the rental will result in a forfeiture of the deposit.
4. Rental fees must be paid on/or before the day keys are picked up. Contact the NCEC Office for times to pick keys up.
5. Rental rates and fees are subject to an annual adjustment of 3-5 % annually. Rate/fee adjustments will be voted on in July

IV. Rules:

1. **Early Set Up:** Renter may set up the morning of the rental date. Setting up prior to the 8:00 am rental time requires an Early Set-Up Fee.
2. **Late Clean Up:** Renter must have all belongings removed from the NCEC by 2:00 am of the rental date. Late clean up will require a Late Clean-Up Fee.

LESSEE INTIALS _____ **Date** _____

3. **Damage:** The Vernon room(s) is inspected before and after each rental. The renter is responsible for paying for any damage incurred while the room is rented. The Deposit will be held to cover any damage that occurs during the rental. If the damage exceeds the Deposit the Renter will be billed for the balance. Inspect the facility and report any areas of damage concern to the Navarro County Exposition Office prior to use.
4. **Cleaning:** The Vernon rooms are cleaned after each rental by a cleaning service and inspected to ensure it is clean. The renter is responsible for cleaning tables and placing in the "table closet". Chairs are to be placed in the "chair room" on the racks. All decorations including tape, staples, etc are to be removed. Remove all food items from the NCEC facility. Trash is to be bagged and carried to the dumpster on the west side of the building. An 8 x 8 dumpster is available for one fill at no extra charge, additional dumps will be billed following the rental.
5. **Arrangements:** The NCEC does not guarantee any special arrangements unless it is in writing and signed by an NCEC representative.
6. All lights, appliances (except refrigerator), and heat/air conditioning are to be turned off following the rental. If they are not the deposit will be held
7. All entrances are to be locked following the rental. If they are not locked the deposit will be held.
8. **Alcoholic Beverages:** With regard to the serving or consumption of alcoholic beverages at the center, the Navarro County Exposition Center requires all renters and/or users of the premises who plan on serving or having alcoholic beverages to do so in compliance with the laws and statues of the State of Texas as controlled, monitored and enforced by the Texas Alcohol Beverage Commission. In addition, specifically, **no alcoholic beverage will be SOLD to any individual on the center's premises and no alcoholic beverage will be served to or consumed by any minor on the premises, regardless of parental consent. Rentals in which alcohol will be consumed will be required to have an additional \$200 deposit.** The \$200 alcohol deposit will be refunded with the rental deposit if there is no damage, tables and chairs are put in the closets correctly and all trash is removed. **(There can not be any glass bottles on the premises)**
9. **Security:**
 - 1) Private Events: Wedding receptions, anniversary parties, birthday parties, family reunions, class reunions, etc are not required to hire Certified Police Officers unless it is deemed necessary by the NCEC management in writing in this contract under "Special Arrangements/Agreements". If it is deemed necessary by the NCEC management, a security officer(s) will be employed by the Navarro County Sheriffs Department. The fee is \$20.00/hour/officer for events without alcohol and \$25.00/hour/officer for events with alcohol with a 4-hour minimum. The renter is responsible for paying all security charges in advance. If Certified Police Officers are not deemed necessary and the event will have alcohol present, the event is required to be monitored by an NCEC representative at a rate of \$10.00/hour.
 - 2) Public Events:
 - a) Alcohol Served: Dances, parties, etc that serve or consume alcohol are **REQUIRED** to have security by a Certified Peace Officer. The security officer will be employed by the Navarro County Sheriffs Department. For 0-300 people 2 security officers will be required at a rate of \$25.00/officer/hour with a 4-hour minimum. A security officer will be authorized to terminate a function at any point that he/she determines it necessary. (There will be no return of any portion of the rental fee if this occurs.) The security officer may also call in additional officers in the event the attendance exceeds 300. The additional fee will be due the next business day after the rental. Security requirements will be listed under the "Special Arrangements/Agreements" section of this contract.
 - b) No Alcohol Served: Other public events that do not serve alcohol will be reviewed by the NCEC management on a case-by-case basis to determine if security is necessary. If Certified Peace Officers are deemed necessary by the NCEC the rate will be \$25.00/hour/officer with a 4-hour minimum. If Certified Peace Officers are not deemed necessary by the NCEC then a NCEC representative will monitor the event. Security requirements will be listed under the "Special Arrangements/Agreements" section of this contract.
10. **Laws:** All Federal, State and Local laws must be adhered to. Violations of laws will cancel the rental (without return of the rental fee) and result in forfeiture of the deposit.
11. **Accidents and injuries:** The Navarro County Exposition Center is not responsible for any accidents or injuries to persons or property.
12. **Right to refuse:** The Navarro County Exposition Center or designee has the right to refuse rental if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facility.
13. **Right to Terminate:** The NCEC retains the right to terminate an event at any time if the NCEC management or representative deems the event to be physically detrimental to the NCEC facilities or endangering individuals on the premises. The rental fee will not be refunded if the event is terminated prior to completion.

LESSEE INITIALS _____ Date _____

V. Deposit:

1. Forfeiture of the Deposit can occur if there is an infraction of any item listed under **IV. Rules**
2. **Deposits will be refunded after inspection, not before, and only if the room(s) is left in clean condition, no damage has occurred and the keys have been returned. Allow 5 working days after the rental before return of the deposit.**

VI. Renter Information:

Statement of Certification

I, _____ certify that I have read and agree to abide by the terms of this contract

RENTAL DATE(S): _____

TYPE OF EVENT: _____

TIME OF EVENT: _____

NAME OF RENTER: _____

ADDRESS: _____

PHONE: _____

E-MAIL ADDRESS: _____

DRIVERS LICENSES NUMBER: _____

* Photocopy of drivers license required

V. Rental Information:

Deposits:	Date Received/Sent	Check or CR #	Amount	NCEC Initials
Large Vernon Room				
Small Vernon Room				
Combined Rental				
Alcohol Deposit				
Deposit Return				

Rental:	Days	Rate	Date Received /Sent	Check or CR #	Amount	NCEC Initials
Large Vernon Room						
Small Vernon Room						
Combined Rental						
NCEC Set Up Fee						
Early Set Up						
Late Clean Up						

Alcohol: Will alcohol be served or consumed? Yes No
 Number of Guests: _____

Security	# Hours	Rate	# Officers	Total	Date Received/Sent	Check or CR #	Amount	NCEC Initials
No Alcohol								
Alcohol								

Special Arrangements/Agreements:

LESSE SIGNATURE
DATE

NCEC SIGNATURE
DATE

