

RENTAL CONTRACT

OSCAR DELUNA COMMUNITY CENTER

14085 FM 2209 N San Perlita, TX 78590

San Perlita City Hall

14168 7th Street/P.O. Box 121 San Perlita, TX 78590

Phone: 956-248-5725 • Fax: 956-248-5348 • E-mail: Cityhall12@yahoo.com

NAME: _____

ADDRESS: _____

1ST PHONE # (____)-____-____ 2ND PHONE # (____)-____-____ EMAIL: _____

DATE OF EVENT: _____ TYPE OF EVENT: _____ # HOURS: _____

FEES

- \$75.00 non- refundable deposit is required to reserve the date.
- 4 HOUR MINIMUM ON WEEKENDS
 - 4 hours- \$375
 - 6 hours- \$475
 - Additional hour \$50
- Contract should also be signed and dated the date of your deposit.
- Total rental fees be paid 4 days prior to event.
- *Keys will be picked up at City Hall before 3:00 pm on Friday*
- *If for any reason contract is broken Deposit will be kept by City of San Perlita.*

ALLOTTED TIMES

- No later than 12 a.m. allowed.
- Cancellation notice needed 4 days prior to day of event
 - With exception of any spontaneous mishap
 - *Any and all moneys collected will be refunded upon cancellation if advised within time frame.*

FACILITY

- Return keys on next business day at City Hall or thru drop box.
- Turn air conditioning /heating units on and off only.
 - DO NOT MOVE THERMOSTAT SETTINGS.
 - Thermostat should always be set at AUTO/COOL
- Outside Security lights need to be turned on BREAKER 23 &24 at night
- Turn off all electricity, heating and cooling units at the end of event.
- DO NOT BLOCK EXIT DOORS
- Walk-through of the building before and after event, if anything is broken please note.
- Limit number of people allowed in building as permitted by FIRE CODE: 300
 - May differ with current state guideline at time of event
- Recreational activities
 - Piñatas allowed
 - Small moon jump allowed
 - No waterslides
 - Place kegs in water proof containers

- As a safety precaution children should not be allowed in kitchen area
- City of San Perlita will not furnish any supplies including but not limited to small appliances, extra tables/chairs, food, decorations, etc.
- Do not use tacks, staples, or nails for decorations on walls. Clear tape is permissible. No free flowing balloons or confetti.
- Use south side or west side doors for loading and unloading equipment.
- Repair and or replace any and/or all items damaged during the event if necessary.
- Facility must be cleared of all trash, personal items, food in refrigerator & decorations at the end of event
- All trash must be placed outside in blue trash bins
- **Note: If you hire a decorator, you must remove all linen from tables and chairs at the end of event. Cleaning personnel goes in at 7am the following morning to clean. They are instructed to throw away any decorations left behind.*

INVENTORY LIST: (ITEMS AVAILABLE IN BUILDNG)

- STOVE
- ICE MACHINE
- REFRIGERATOR
- MICROWAVE
- FLOOR FAN
- 4 INSIDE TRASH CANS
- 5 BLUE OUTSIDE TRASHC ANS
- TABLES:
 - 16 8 ft. tables
 - 8 6 ft. tables
- CHAIRS
 - 182 metal folding chairs

APPLICANT AGREES TO: Adhere to all current and State orders regarding Covid-19 at the time of event.
 (initials) *Face coverings are not required by City of San Perlita, however they are recommended by the CDC along with social distancing.*

*The City of San Perlita does not represent that the Community Center or premises are suitable for the purposes for which the applicant plans to use them. Therefore, the City of San Perlita shall not be responsible for any injuries, losses or damages to property of applicant, guests, or invites; all such responsibility will be assumed by the applicant. The City of San Perlita and its representatives are not liable for injuries, losses, or damages in connection with event mentioned above. **For dances, it is recommended that the client hired security guard.***

Signature: _____ Date: _____

City Representative _____ Date: _____

Hall Rental Date _____ Hours _____ Total Amount: _____

Deposit Date: _____ Receipt# _____ Amount _____ Type CASH/MO/CK/CC

Online payment option www.go2gov.net/go/sanperlita