



MEETING CENTER RENTAL AGREEMENT

CITY OF BURNET, TEXAS

P.O. Box 1369
Burnet, TX 78611

The City of Burnet does not discriminate on the basis of race, color, religion, sex, or national origin. City of Burnet facilities may not be used for discriminatory, immoral, or illegal purposes.

PURPOSE AND USE

- The Meeting Center can be used for meetings, training or gatherings for business related purposes only. The building shall not be used for personal gatherings.
- The building is designed for meetings of 30 or fewer persons. Any group larger than that must use one of the City's other facilities.
- WHERE PUBLIC NOTICES ARE REQUIRED all notices shall be posted through the City Secretary's office in accordance with federal, state and local law.
- All scheduling shall be coordinated through the City Secretary's office at (512) 715-3209

RESERVATIONS

- Reservations are taken on a first paid, first served basis.
- You must be at least 18 years of age to rent this facility.
- The City of Burnet accepts cash, money order or cashiers check as forms of payment.
- Reservations are not confirmed until rental is paid.
- The rental rate for private business functions shall be \$35 per day.
- Rental must be paid no less than 24 hours from the time of the event if the event is scheduled Tuesday through Saturday and by Friday at noon for events held Sunday and Monday.
- Keys must be picked up from City Hall, Monday through Friday between 8-5.

SET-UP AND CLEAN UP

- You are responsible for setting up before use and cleaning up the building after use.
- You must leave the building in the configuration you found it in.
- **NO FOOD** shall be prepared in the building. Light refreshments or take-out can be served as long as all traces are cleaned up immediately after the meeting. **NOTE: THIS BUILDING IS NOT CLEANED BY STAFF. YOU ARE RESPONSIBLE FOR REMOVING ALL TRACES OF FOOD AND TRASH FROM THE BUILDING AFTER YOUR MEETING.** An outside trash cart is provided for your convenience.

ADDITIONAL RULES AND PROHIBITIONS

- **SMOKING IS STRICTLY PROHIBITED BY CITY ORDINANCE IN ANY INDOOR FACILITY.**
- Renters are responsible for the behavior of all attendees.
- Hanging anything on or attaching anything to the walls is prohibited.
- Damage to the building, failure to clean and/or setup the building after use will result in additional charges and/or prohibition from further use of the facility.

RETURN TO RENTAL FACILITY (Please Print)

NAME OF GROUP: _____ CONTACT PERSON: _____

BILLING ADDRESS: _____ CITY _____ ST _____ ZIP _____

PHONE OF CONTACT PERSON: _____ 2ND CONTACT NUMBER _____

DATE OF RENTAL: _____ BEGINNING TIME _____ ENDING TIME _____

FUNCTION: _____

I have read and understand the rules and regulations for the use of the facility and agree with the conditions. I assume all responsibility for the condition of the facility and understand that I may be responsible for additional expenses if there are any damages to the facility above and beyond normal usage.

Signature _____

Date _____

FOR OFFICE USE ONLY

RENTER: _____ CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ ALTERNATE PHONE: _____

KEY ISSUED: _____

AUTHORIZATIONS:

CITY SECRETARY: _____ DATE: _____

AFTER EVENT INSPECTION BY: _____ DATE: _____

CONDITION: _____

ADDITIONAL DAMAGE FEES: \$ _____ DATE PAID \$ _____