

PARKER COUNTY SHERIFF'S POSSE (PCSP) BUILDING RENTAL
RENTAL POLICIES, RENTAL FORMS AND FEE SCHEDULES

Event Policies and Procedures

Any event held at the Parker County Sheriff's Posse must not impose a hardship on the Posse's property, premises, staff, visitors, or neighbors. The individual signing the contract is responsible for conforming to the following rules and regulations.

Any party seeking to use the Parker County Sheriff's Posse for an event will assume full responsibility for the conduct of all persons attending the event. The renter will be responsible for any damage to the premises caused by guests, attendees, caterers, or other independent contractors. The renter will also be required to conduct the event in an orderly manner in full compliance with all applicable laws, codes, rules, and regulations.

The Parker County Sheriff's Posse reserves the right to exclude any activity, group, or individual deemed a risk to PCSP property or interests. Groups or individuals shall be given equal opportunity regardless of race, color, sex, religion or national origin.

The PCSP reserves the right to terminate a reservation during the activity if conditions so warrant. Any items left on the premises for thirty days become the property of the PCSP.

Damage Deposit and Cleaning Fee

In order to secure a date, a completed and signed reservation form must be on file accompanied by a reservation/damage deposit of 50% of the rental fee, and the person signing the contract must be 21 years of age or older. The deposit is a separate fee from the rental fee.

Deposits will be refunded if the facility is left in the same condition as it was prior to the rental. (Allow up to two weeks to process return of deposit). Deposits will be kept if the facility has been left in an unacceptable manner as determined by Facility Coordinator. Any damage to PCSP property or interests that is assessed to be greater than the amount of the deposit will be charged to the individual signing the contract.

Cancellations

When cancellations are received at least 45 days before the event, any paid rental fees will be returned, however, the reservation/damage deposit fee will not be refunded. If a cancellation is made less than 45 days before the event, the reservation/damage deposit and any paid rental fees will not be returned. Exceptions to this policy must be approved by the Facility Coordinator.

Limitations

Your event is limited to the exact space and time scheduled as specified by your contract. Event set up will begin no earlier than the scheduled rental time and cleanup must be completed by 7:00 AM the following day. This includes any setup or takedown provided by the renter, guests, caterers or independent contractors. If additional time is required, appropriate fees will be assessed and are due before departing the premises. **If you need the facility the day before the event to set up there will be a charge of 50% of the rental price. If you need the next day to clean up there will be a charge of 50% of the rental price.**

The PCSP is not responsible for any equipment, supplies or personal items brought onto the property or left behind after an event. All rentals must end and cleanup must be started not later than 12:00 am Sunday-Friday and 1:00 A.M Saturday.

Decorations

Decorations, table settings, and other such displays, if used, must be on a table or freestanding. Nothing may be attached to the ceiling, walls, drapes, fixtures, windows, etc. No candles or other open flames are allowed in any area of the building. *However, unity candles are permitted for weddings and candles on cakes are permitted for birthdays.* **Fog machines, fans, or other devices that my affect the building's humidity levels are prohibited.** All decorations must be approved by the Facility Coordinator. Setup and removal of decorations are the responsibility of the renter.

Parking

Vehicles parked inappropriately (e.g., in fire lanes, on the grass, etc.) will be towed at the owners expense and parking on the grass at any place is prohibited. The PCSP is not responsible for vehicles belonging to renter,

their guests, invitees, caterers or other independent contractors either during the event or left on the parking lot after the event has ended.

Security Officers

With each event an appropriate number of security officers are required. PCSP will provide the officers at a cost of \$35.00 per hour per officer due day of the event and payable to the officer. The number of officers and the length of their presence will be determined by the type of event being held, the number of guests attending, and the duration of the event.

In order to maintain crowd control the security officers request that you provide armbands for your guests to wear at the event. This will help control your party and prevent party crashers. If anyone arrives without an armband the security officer has the right to ask the person(s) to leave the premises.

Alcohol

Alcohol may be served to guests; however, under no circumstances can it be sold, redeemed for tickets, etc. **Glass beer bottles are not allowed.** The renter must accept responsibility for monitoring alcohol consumption of guests and must obey all state laws and regulations. PCSP will not be responsible or liable for any incidents, accidents or damages of any type involving or brought about by the consumption of alcohol.

Approval for alcohol consumption is given by the Facility Coordinator upon scheduling the rental.

The renter agrees to indemnify and hold the PCSP harmless for any damages resulting to any person or property due to consumption of alcohol by renter, their guests, attendees, caterers or other persons on the property due in whole or part from renters use of the PCSP property.

Animals

No animals will be permitted on the premises except those assisting mobility-challenged individuals.

Sound

If renter intends to provide music during the rental period, a sound system test must occur no later than two hours before the event and be approved

by the Facility Coordinator. Live music or music provided by a disc jockey is permitted. Please discuss this with the Facility Coordinator. All music must end by 12:00 am Sunday-Friday and 1:00 am Saturday.

Catering

While the caterer, if any, must leave the catering kitchen and serving areas in the same condition in which they were found, the ultimate responsibility for cleanup of all the rented areas rests with the renter. Catering kitchen may be used for the warming of food only and may not be used for cooking of any type by renter or caterer. The large kitchen may not be used by renter and is to remain locked at all times.

PCSP Board Room and Other Areas

Renter and guests may not enter the PCSP Board Room, main kitchen or any areas other than the meeting area, bathrooms and catering kitchen for any reason unless cleared by the Facility Coordinator.

Scheduling Your event

The PCSP recommends booking an event at least three to six months in advance. For information or to make reservations, please call the Facility Coordinator at 817-565-3950.

Right of Refusal

The Parker County Sheriff's Posse staff and board reserve the right to refuse rental of the building for any reason.

FACILITY RENTAL RESTRICTIONS

- * No smoking. The PCSP building is a smoke free facility. This includes all covered porch areas and public entrances.
- * The renter, their invitees and guests shall not sell or distribute anything of value without the prior consent of the PCSP. This includes raffles, silent auctions, etc.
- * No event shall interfere with the operation of the PCSP.
- * No renter will be allowed to print any information, including programs and invitations, containing the PCSP image or logo without prior approval of

the PCSP. All printed material associated with the event must be submitted to the PCSP for approval.

- * No signage or any other material shall be attached to any surface of the building either inside or outside.
- * All deliveries and setup must be confirmed with the Facility Coordinator.

Weddings & General Policies

- * NO BIRDSEED, RICE, HELIUM FILLED BALLOONS, BUBBLES, ROSE PETALS, SPARKLERS, OR ANY KIND OF CONFETTI OR FOG MACHINES are allowed to be used or dispersed inside the building.
- * BIRDSEED, BUBBLES, or SPARKLERS may be used outside the building
- * All deliveries and setup must be coordinated with the Facility Coordinator.
- * Bridal portrait date and time must be coordinated by the Facility Coordinator.
- * For scheduled weddings, the PCSP building may be rented for the rehearsal dinner.
- * A maximum of 450 guests can be accommodated in the building.
- * Renters are responsible for setup and cleanup of event and this must take place within the scheduled rental fee period.

Food and Beverage

- * The caterer is responsible for cleanup and removal of all food, equipment, and garbage from the building upon completion of the event.
- * Catering kitchen may not be used by renter or caterer for cooking and may only be used for the warming of food.

Equipment

- The building has tables and chairs available for the client's use. Arrangements for their use should be made in advance of the event.
- 24 Round tables 60 inches or 5 foot
- 17 Long tables 6 foot by 30 inches
- Seating 6 at each table=246 people
- Seating 8 at each table=328 people

SPECIAL NOTE: The antique bar may be used by the renter but it is imperative that it is protected. **NO METAL OR SHARP OBJECTS ARE TO BE PLACED ON THE BAR** as these could damage the finish.

Initials _____

**PARKER COUNTY SHERIFF'S POSSE
RENTAL FEES**

Base rental fee..... \$1,500.00

Each additional hour\$200.00

* Sunday through Friday rentals begin at 8:00 am. and end at 12:00 am.

• Saturday rentals begin at 8:00 am and end at 1:00 am.

* **Following a rental, the renter will have until 7:00 am the next morning to have the building cleaned and be gone. Should the renter still be in clean up mode there will be a 50% charge of the rental fee. The deposit may be retained for this charge.**

* Any client going over the rental time will pay an hourly rate of \$200.00 for each additional hour, including clean up time. Additional rental fees are due and must be paid prior to renter leaving the premises.

* Setup for the event must be performed within the scheduled rental period. This includes any rental equipment from another vendor.

* A reservation/damage deposit of 50% of the rental fee is required for all events due at signing and will be deposited. The reservation/damage deposit holds the date requested.

* Fifty percent of the rental fee is due 90 days prior to the event and the other fifty percent is due ten days before the event. If there is to be an overtime charge, it must be paid prior to the end of the event and before departing the premises.

**PARKER COUNTY SHERIFF'S POSSE
RESERVATION AGREEMENT**

Organization/Renter: _____

Contact
Person: _____

Address: _____

Email: _____

Telephone:
Home _____ Cell: _____

Day/Date/Time Event
Begins: _____

Room(s) to be
used: _____

Attendance
estimate: _____

Purpose of
rental: _____

Is meeting open to the public? Yes _____ No _____

Is admission to be charged? Yes _____ No _____

Initials _____

Admission amount: _____

Will alcohol be served? Yes _____ No _____

If you answered "yes" to the previous question, are you aware that security officers will be needed? Yes _____ No _____

What items listed can the PCSP provide for your event?

Chairs: _____

Tables: _____

Other: _____

**PARKER COUNTY SHERIFF'S POSSE
PROPOSAL AND TERMS OF AGREEMENT**

Rental Fee	_____
50% Due 90 days prior to event	
50% Due 10 days prior to event	
Reservation/damage/cleanup Deposit (50% of rental fee due at signing)	_____
Preceding day (setup - 50% of rental fee)	_____
Following day (cleanup - 50% of rental fee)	_____
Extra Hour Charge (\$200 ea/hr due at signing)	_____
Table covers (\$4 ea due at signing)	_____
 Total to PCSP	 _____

Security Fee	_____ Payable to security officer in cash prior to event
Due day of event (security fee @ \$35/hr/officer)	

By signing this contract, the Renter / Contact Person for the organization acknowledges that he/she:

Has read and agrees to abide by the Rules and Regulations of the Parker County Sheriff's Posse;

Initials _____

Certifies that the information above is complete and correct;

Is authorized by the organization, if applicable, to sign on its behalf;

Assumes full personal liability for any and all damages, cleanup costs, or incidents connected with the scheduled event and agrees to indemnify and hold the PCSP, its officers, directors, members and employees safe and harmless from any and all claims for damages, injuries or death to property or persons arising out of or resulting from the use of the PCSP premises and property by the renter;

Renter assumes full responsibility for conducting all activities in a safe manner so as to avoid any damages to property or persons.

Date: _____

Organization: _____

Renter: _____

PCSP Representative: _____

Make Check Payable to: Parker County Sheriff's Posse

Mailing Address:

Parker County Sheriff's Posse
P.O. Box 28
Weatherford, Texas 76086

Physical Address:

2251 Mineral Wells Highway

**PARKER COUNTY SHERIFF'S POSSE
POLICIES FOR CATERERS**

1. Caterers are responsible for all catering materials brought in the building, food preparation, all busing (including barware) during and after the event, breakdown immediately following the event (except materials owned by PCSP, e.g. chairs, tables, etc.) and cleanup. All catering supplies and equipment must be removed from the premises immediately following the event. The PCSP will not be responsible for loss or damage to catering supplies, equipment, or any other property which is under the care and control of the caterer.
2. The removal of leftover ice, foodstuff, catering trash, etc. is the responsibility of caterer. All trash bags (bags must be provided by the caterer) must be left in dumpster or taken away upon completion of event.
3. The PCSP Facility Coordinator must approve setup for seating; buffet, equipment, decorations, etc., at least one week prior to the event.
4. Caterers are not allowed to cook with open flames in the building. Use of sterno under chafing dishes and use of the ovens for heating is permitted. Caterers may warm prepared foods in the catering kitchen. No cooking is allowed.
5. Prior to the event and at the conclusion of the event breakdown and cleanup, the caterer will perform a walk through of the event site with the Coordinator.

Revised 6/8/2009

I have read the above Guidelines for Caterers, understand my company's responsibility, and agree to the conditions set forth.

Name of cater (please print or type)

Authorized signature

Date

Event patron

Date

Please sign and return this document to:

Parker County Sheriff's Posse, Attn Facility Coordinator
P.O. Box 28
Weatherford, Texas 76086