

Jewett Area Chamber of Commerce
P.O. Box 220
Jewett, Texas 75846
903-626-4202
Revised 4.24.13

Community Room and Civic Center Rules and Regulations

1. Observation of Local, State and Federal Laws and Regulations
 - All users of the community room, civic center or the grounds of the civic center must comply with city ordinances, federal and state laws.

2. Reservations
 - You must be 21 years of age to reserve any area of the civic center, sign the rental agreement or to pick up the keys.
 - **The deposit must be paid within 48 hours of booking the event.**
 - All rental fees must be paid in full 30 days prior to the event.
 - **Rental and deposit fees must be paid in full when you book an event less than 30 days away.**
 - Reservations are on a first come, first serve basis
 - Reservations may only be made through the Executive Director Monday-Friday, 9:00 a.m.-3:00 p.m.

3. Alcohol Policy
 - All events must comply with the Texas Alcoholic Beverage Commission rules and regulations.
 - **The sale of alcoholic beverages is not permitted at any time. No admission fee, tickets, or fee of any kind can be charged when alcohol (beer wine, liquor) is present as per the Texas Alcohol Beverage Commission.**
 - Certified Texas Peace Officers are required at any function serving alcoholic beverages and must be present at the beginning of the event. All security used in the facility will be acquired through the Jewett Chamber of Commerce. Two officers are required for the Civic Center and one officer when leasing the Community Room for your event
 - **If at any time it is determined alcohol is present at your event and you have not paid the deposit, officers are not present or you sold tickets or charged a fee of anytime you will be required to end the event immediately.**
 - **No Alcohol is to be consumed outside of the building.**
 - **Alcohol may not be served to any person under the age of 21**
 - **Violations of the alcohol policy will result in your event ending immediately**

4. Rental Hours

- All music must cease at 11:00 p.m. as per the City Ordinance.
- The building/grounds must be vacated by 12:00. This includes all occupants, equipment, and decorations unless you have received authorization from the JACC to clean the building after the event.
- **If you are going to decorate for your event:**
 1. **You may rent the area the day before at the rate of \$75.00 per day for the main area and \$30.00 per day for the community room.**

5. Cancellation Policy

- If you cancel 30 days prior to your event you will receive 100% refund.
- If you cancel 15 days prior to your event you will receive 50% of your deposit and 100% of your rental fees.
- If you cancel 7 days prior to your event you will forfeit your deposit but will receive 100% of your rental fees.

6. Decoration and Clean Up

- Do not use nails, scotch tape, or tacks when decorating. **You may use push pins in the Community Room only. No items may be placed on the Civic Center walls.**
- **The following items are not allowed; gum, confetti, glitter, birdseed, rice, water balloons, dirt, sawdust, propane tanks or candles.**
- Nothing may be hung or suspended from the ceiling
- All trash must be removed and placed in the dumpster located by the Community Room. Trash cans must be left clean and new bags placed in each can. The Chamber will provide trash bags.
- Tables and chairs should be free of all food, trash, and decorations.
- Floors need to be swept and mopped.
- Stove, microwave, countertops, vent hood and refrigerator must be cleaned.
- All food products must be removed from the kitchen area and refrigerator.
- Tables and chairs must be replaced in the designated areas.
- The restrooms must be left in sanitary condition.
- The parking lot must be free of all litter, cans and cigarette butts.
- **If there is ANY damage to the walls, including dirt, peeling paint, or violations of the decoration and clean up policy you will forfeit your entire deposit.**

The deposit will be refunded within 15 days if the area is clean as per cleaning instructions, no damage is found and the key is returned within 72 hours of your event. When extra cleaning is required the lessee will be billed any amount that is in excess of the deposit. Cleaning services are available through the Chamber. The rate will be determined by the size, type and length of your event.

7. Smoke and Tobacco Free

- The Civic Center and Community Room are smoke and tobacco free facilities. Please use the provided containers to extinguish your cigarette before entering.

8. Safety and Security

- Weapons of any kind are prohibited except for local, state or federal law enforcement officers.
- Officers are required at any function involving teenage dances, parties, events where a band is present and events where admission is charged.
- **Law enforcement officers have the authority to stop an event and ask all parties to leave if at any time any person's conduct becomes abusive, disorderly, intoxicated, fighting, threatening, or unlawful.**
- **The Jewett Area Chamber of Commerce reserves the right to require law enforcement officers at any function based on type and size of the event.**
- **All fire exits must remain clear at all times**
- Occupancy limits:
 - Community Room 75 people
 - Main Area 450 people
- Animals are not allowed except for seeing eye or other similar animals used for assistance.
- Children are not allowed to play on the stairs or stage.
- Events cancelled by the Chamber due to inclement weather (ice, snow, hurricane, etc) will receive a full refund and the right to reschedule.

9. Power Source

- **Power source for bands or DJ's must be a standard 110 or 220 power.**

10. Lost and Found/Abandoned Equipment

- The Jewett Area Chamber of Commerce will not be responsible for any lost or stolen items or for any property left on the premises.
- Lost and found articles will be held for two weeks.
- All property and or equipment must be removed at the close of the event. Failure to do so may result in forfeiture of your deposit.

10. **Right to Cancel**

- The Jewett Area Chamber of Commerce reserves the right to cancel any reservation due to local, state or federal emergency need. A full refund will be given.

The Jewett Area Chamber of Commerce reserves the right to refuse to rent the facility to any person or organization that in their opinion have damaged, misused or violated any part of the rules and regulations.

The Jewett Area Chamber of Commerce reserves the right to have a representative inspect the building at any time. If you are found in violation of any rule or regulation, you may be asked to end your event immediately.

I have read the above rules and regulations and agree to the terms of this rental agreement. I accept full responsibility for the actions of my guests and for any claims, damages, injuries or accidents that may occur in the facility or during the event and agree to hold harmless the Jewett Area Chamber of Commerce, its agents, employees, officials and volunteers for any such action or damage.

Lessee Signature

Date

Address

City, State

Phone (Home)

Phone (Work or Cell)

Lessor Signature

Date

Date of Event

Civic Center Deposit Paid/Date

Civic Center Rental Paid/Date

Community Room Rental Paid/Date

Community Room Deposit Paid/Date

Alcohol Deposit Paid/Date

Officer Fee Paid/ Date