

# CARTHAGE CIVIC CENTER OPERATIONAL POLICIES

## Rental Fees Carthage Civic Center Main Hall

Rental Type	Daily Rate - 8am-12am	Refundable Damage Deposit (Non-Alcohol)	Refundable Damage Deposit (Alcohol)
Regular	\$850	\$800	\$1,200
For Profit/Outside City Limits	\$1,350	\$1,000	\$1,300
Non-Profit Organization/Church	*\$500	\$650	\$1,200
Taxing Entities	1 Free use per calendar year	\$500	\$650

Holiday rates are at 1 ½ times the normal rate (Holidays based on Official City Holidays)

\* Up to (2) per calendar year

## Carthage Civic Center Main Hall & Conference Rooms-Does not include Ross Board Room

Rental Type	Daily Rate - 8am-12am	Refundable Damage Deposit (Non-Alcohol)	Refundable Damage Deposit (Alcohol)
Regular	\$1,200	\$1,300	\$1,750
For Profit/Outside City Limits	\$1,600	\$1,500	\$1,750
Non-Profit Organization/Church	*\$600	\$1,000	\$1,300

Holiday rates are at 1 ½ times the normal rate (Holidays based on Official City Holidays)

\* Up to (2) per calendar year

## Carthage Civic Center Conference Rooms

Rooms	8am-5pm (Day)	5pm-12am (Evening)	8am-12am (All day)	Refundable Damage Deposit
Room A or B (1/2 Room)	\$200	\$200	\$300	\$125
Room A&B (Full Room)	\$300	\$300	\$400	\$125
Ross Room (Limited Use- Authorized by Committee Only)	\$200	\$200	\$300	\$125

Holiday rates are at 1 ½ times the normal rate (Holidays based on Official City Holidays)

## Carthage Civic Center Conference Rooms - Civic Organizations

Rooms	11am-2pm**	Deposit
Room A or B (1/2 Room)	\$80 Monthly/one day per week	\$100 (Hold) ***
Room A&B (Full Room)	\$80 Monthly/one day per week	\$100 (Hold) ***

\*\*\* Subject to use as the schedule allows. In the event of a convention, the club would be given the choice of (1) Texas Country Music Hall of Fame or (2) Davis Community House

**Outside General Use Area is \$25/day**

ADDITIONAL FEES	
Security	\$30 per hour/per officer
Catering Kitchen	\$50 per event
Stage Lighting	\$100 per event plus cost for a trained
Lift Rental (Not rented out to Lessees)	\$50 per event plus cost for a trained
RV Electrical Hook-up	\$25 per day
Banquet Chairs	\$2 each
Set Up Day for Civic Center	\$425 per day
<i>Additional Fees for not fulfilling contract can apply</i>	

**PLEASE NOTE:** Rental includes Civic Center, Dressing Rooms and Stage, up to 20 Round Tables, 15-6' Rectangular Tables, 15-8' Rectangular Tables and 400 Fold out chairs. Optional: Banquet Chairs - \$2.00 each

Civic Center Property CANNOT be used without written permission (\$50.00 Fine per item)

### **HOURS OF OPERATION**

The Carthage Civic Center is available daily for rental from 7:00 AM to 12:00 AM (Midnight)

**NOTE: EVENT TO BE FINISHED, CLEANED-UP AND OUT OF BUILDING AT 12:00 AM MIDNIGHT.**

### **POLICIES AND REGULATIONS**

- A. A signed contract and a non-refundable deposit of the appropriate amount must be submitted when reservation is made. No Verbal agreements for use of center shall be valid.
- B. There is no half (1/2) day rental unless extra setup time is required for a full day event if dates are available; cost is half (1/2) price. (See details under rentals)
- C. It is the exclusive responsibility of the renter to put all trash in trash receptacles and disposed of in the supplied dumpster. Trash bags will be furnished for your use.
- D. Smoking is strictly prohibited inside the Carthage Civic Center.
- E. Carthage Civic Center is not responsible for theft or loss of articles left in Civic Center.
- F. Thermostats are NOT adjustable. We are under an "Automatic Temperature Control System".
- G. No pyrotechnics, fog, smoke or mist machines used in Civic Center (No exceptions).

### **Rentals**

Rentals include the 28,350 Sq. Ft. (15,200 open room) of building space, 1398 bleacher seats, 400 floor chairs, 15-6' rectangular tables, 15-8' rectangular tables and 20-6' round tables and stage. No sound or light technicians, electricians and/or ushers are included in any rental. All technicians, electricians and ushers will be arranged and paid by event sponsor, but must be approved by building management to operate Civic Center equipment. Table and chair layout must be given to Civic Center Management at least fifteen (15) business days from scheduled event for set-up preparation. Any equipment to be used on stage must be approved by management.

**NOTE: Failure to have layout turned in before the event will result in the number of tables and chairs requested on the original contract being out in a general layout. There will be no access to additional tables/chairs on event day.**

Events needing extra time for set-up and/or break-down may rent the day before or after an event providing the dates are available for half the regular rental rate (\$425.00). Events needing the half day rate before an event cannot start before 2 PM. Events needing the half day rate after an event need to be finished by 3 PM. Any event using a half day rate for the actual event will lose the deposit and is subject to refusal for future events.

## Stage Lighting/PA System

**(NOTE: Prior approval is required for stage lighting and/or PA system)**

Stage Lights rental will be a ONE TIME FEE/PER EVENT of \$150.00 plus operator fee. (Stage Lights operator fee is \$50.00 for a minimum of three (3) hours and \$10.00 per hour afterwards. This price will include any rehearsal time as well. Operators have been trained and will be appointed by the City of Carthage.)

Rental of Public Announcement system is included in the rental of the building but is only allowed to be used with prior approval. (PA system is a small system mainly used for small events like school programs, fundraisers, etc. where announcements need to be made)

## Security/Alcohol

ARRANGEMENTS AND PAYMENT FOR SECURITY MUST BE MADE AT LEAST 30 DAYS IN ADVANCE OF YOUR EVENT THROUGH THE CARTHAGE POLICE DEPARTMENT. YOU MAY CONTACT Lt. BLAKE SMITH AT 903-693-3866 TO MAKE THESE ARRANGEMENTS.

A minimum of one (1) off duty, uniformed, Police Officer will be required for EVERY two hundred (200) persons anticipated for any open dance or party where alcohol is served. Example: 1-200, one (1) Officer; 201-400, two (2) Officers; 401-600 three (3) Officers and so forth. The Chief of Police or his designee shall be responsible for getting the uniformed officer. Lessee agrees not to violate any rules of the Texas Alcoholic Beverage Commission. Building management may also require police for other events as deemed necessary. Only off duty officers within the same entity may work events together where security is required at the Carthage Civic Center (unless approved by Civic Center Management). Fees for security are to be paid by the event sponsor at \$30 per hour per officer. Security must be onsite thirty (30) minutes before the event starts and stay thirty (30) minutes after the event ends. Any event with alcohol without an officer will be charged minimum 6 hours for an officer up to 12 hours.

**\*\*\* ALL ALCOHOL IS TO STAY INSIDE THE BUILDING AND CANNOT BE CONSUMED OUTSIDE \*\*\***

NOTE: Any alcohol consumed outside of building is subject to laws pertaining to being in public.

Lessee agrees not to violate any rules of the Texas Alcoholic Beverage Commission. **At NO time shall alcohol be served to individuals younger than twenty-one (21) years of age.** Any violation of this rule (State Law) will result in the immediate closure of the event and loss of payments paid or due.

## Catering

This is a non-cooking facility. **NO GAS OR FIRE IS ALLOWED INSIDE THE CIVIC CENTER KITCHEN.** All caterers and concessionaires will be required to have proper food handling permits. All permits must be turned in to Carthage Civic Center Management at least five (5) business days before scheduled event.

## Decorations

All decorations are the exclusive responsibility of the event sponsor to be approved, put up, taken down, and disposed of. No decorations may be stored at the Carthage Civic Center. No decorations of any kind may be hung from the ceiling by an individual (see hanging below). Taping of cords, etc. may use painter tape that will not pull up the floor paint, any other tape is prohibited.

Nails, tacks, or staples cannot be used on any walls, floor or partitions. No writing on any wall, door, mirror, etc. All balloons must be weighed or tied to keep from floating around. No spray painting is allowed inside the building. No direct painting or spray painting on the grass or any hard surfaces is allowed on the outside of the building or parking area without the protection of the area. All decorations, personal belongings, equipment and supplies are to be removed from building at the end of the scheduled event. Balloons are to be popped and discarded in trash receptacles.

**NOTE:** Decorations owned by the Carthage Civic Center MAY NOT be used for any event without permission by the Civic Center Management. Items used without permission may result in renter being charged a replacement cost even though that party is not responsible for the damage to the item. Getting approval to use the Civic Center items allows the renting party

and the Civic Center management to go over the item and note any previous damage. At the end of the event any items owned by the Civic Center that were used are to be placed back in its designated area. Civic Center does not provide tools, ladders, office supplies or copy service.

### **Hanging**

The City of Carthage has a number of individuals that have been trained to use the lift in order to hang items from the ceiling for the renter. No item hung from the ceiling is to weigh more than 25 pounds each. All items to be hung from the ceiling have to be approved by the trained individual appointed by the city. Because of trained individuals and their respected jobs a scheduled time will have to be made in order for items to be hung. Initial cost for hanging is \$100.00 (minimum on hanging and lift rental). Depending on hanging time and whether there is a takedown time, this cost will increase. Cost for the individual is \$50.00 for the first three (3) hours and \$15.00 per each hour thereafter. An additional fee of \$50.00 will be charged for the removal of hung items. The removal fee is a one time and is not subject to extra cost. A \$50.00 rental fee is also charged for the use of the City of Carthage lift. All supplies for hanging are to be furnished by lessee.

**Note: LIFT IS NOT RENTED OUT--"DO NOT ASK". The City of Carthage and/or the individual hanging the items ARE NOT responsible for any accidents caused from the items that are hung.**

### **Vehicles**

Any vehicle that is used as part of a display or an automotive event must comply with specified regulations. All vehicles and displays should be presented in good taste. No obscene or suggestive items will be allowed. At no time will careless or reckless driving or any unnecessary noise be tolerated by exhibitors. This includes during set-up and/or tear-down hours. Floor covering for under the vehicle is required. For safety reasons, please arrive with as little gas as possible. No vehicles may be operated during event hours. All displays must be free standing and composed of fireproof materials. All battery cables must be disconnected and gas caps taped or locking gas caps used.

**THIS IS A MANDATORY RULE ENFORCED BY THE FIRE MARSHAL.**

### **Damage Deposit (Fee refunded upon approval of facility)**

**NOTE: Clean-up is part of the rental time.**

A Damage Deposit has been applied to the contract for damages including cleaning services. Lessee will have the option to clean the facility for a refund or pass on cleaning and a portion of the deposit will go to a cleaning service contracted with the City of Carthage. Once the Civic Center is approved by the facility director or designee then the Damage Deposit or a portion thereof will be refunded to lessee.

Lessee must leave the premises in as good or better condition than that which existed prior to usage, which will include:

- All surfaces are to be cleaned of debris including floors, tables, chairs, and counters.
- Any spills on floor cleaned (Supplies Provided)
- Taking down all decorations, removing personal belongings, equipment and supplies. Civic Center items placed back in original area.
- All trash shall be removed during the event and immediately following the event to the outside dumpster (Stage side). Trash bags are provided and need to be in the trash receptacles at all times during the event.
- Facility checked for running water. (Restrooms and Catering Kitchen)
- All commodes and urinals clean (flushed).
- Check facility to make sure all lights have been turned off. (Restrooms have automatic timers and do not have light switches).

- All exterior doors have been closed (due to the pressure of the building please check door that they are closed tightly) and locked before leaving.
- Gates to parking lot are secured.

**Fees may be deducted from deposit for failure to comply. (See Civic Center Fees Sheet)**

### **Rate Classification**

The “For-Profit/Outside City of Carthage” classification shall be used when the following conditions are met:

- a) The person, group or sponsor of an activity at the Civic Center is located outside the city limits of Carthage, or;
- b) The person, group or sponsor of an activity at the Civic Center is of a commercial or profit making nature where tickets are sold, admission or entrance fees are collected, or any other activities where monies are collected from the general public in a for-profit manner.
- c) Specific events where largest beneficiary of revenue is outside the City of Carthage.

### **Paid Admission**

Lessee is responsible for furnishing all tickets and/or stamps for advance and performance date sales. The Carthage Civic Center charges a rental fee on events with paid admission and is based on “For-profit/Outside City Limits” or “For-profit/Inside City Limits”. Lessee shall not, under any circumstances, print more tickets for any one performance than there are seats available.

### **Violations**

Any violation by anyone attending can result in the termination of any event by Civic Center Management upon failure to heed a verbal warning by staff and/or management and no refund or rate reduction will be considered.

### **Holidays**

The Carthage Civic Center may be rented during a scheduled holiday at one and one half (1 ½) times the normal rental rate. Official Holiday rate occurs on all holidays officially taken by the City of Carthage each year.

### **Civic Center Property and Equipment**

Civic Center property and equipment shall not be removed from the facility without the approval of the City Manager. It is recommended that lessee meets with Civic Center personnel over Civic Center property to verify the condition of each item. The lessee shall be responsible for damage to building, stage, fixtures, chairs and bleachers and equipment (reasonable wear and tear expected) that occurs during lessee’s occupancy.

### **Animals**

No animals shall be allowed within the Center, except those animals required by the physically disabled or in conjunction with an event approved by the Civic Center Director.

### **Refusal to Lease Facility**

The Civic Center Director may refuse to lease Civic Center facilities to any person, group or organization for the following reasons:

- a) Past violations of the Carthage Civic Center Rental Contract and/or policies.
- b) Past disregard for persons or property while using the Civic Center.
- c) Past conduct which is deemed to be of an inappropriate manner.

d) Failure to make full payment for any and all charges connected with Renter's use of the facility.

Lessee, individually and as authorized representative of the group, agrees to indemnify, defend, and hold the City of Carthage and the Carthage Civic Center harmless from any loss, attorney's fees, court and other costs, or claims arising out of use or operations at the facility. Lessee shall indemnify, hold harmless and defend the City of Carthage and Carthage Civic Center from and against all claims including negligence, damages, injuries to person, and expenses, including but not limited to attorney's fees arising out of or resulting from or alleged to have been sustained in conjunction with actions based in whole or part on alleged negligence.

**Refund or Deposit Return Policy**

Any cancellation over thirty (30) days prior to the event will receive a full refund. Any cancellation fifteen (15) to thirty (30) days prior to the event will receive a 50% refund of fees excluding janitorial fee. Any cancellation less than fifteen (15) days prior to the event will receive NO REFUND. **There are NO exceptions to this policy.**

The deposit will be refunded after the Civic Center Manager or designee has approved the building and grounds. All debts must be paid in full before the release of deposit or debt may be deducted from the deposit. Deposit refunds are to be mailed, no cash deposits returned. **There are NO exceptions to this policy.**

**In the event that the Carthage Civic Center (Main Hall) is needed to prepare for a disaster or other emergency, contract will automatically be cancelled and money paid to the City of Carthage will be returned. The City of Carthage will not have any liability for loss of revenue or other damages to Lessee.**

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Lessee Signature

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Date