

BULVERDE SENIOR CENTER *dba*
BULVERDE SPRING BRANCH ACTIVITY CENTER

30280 Cougar Bend or PO Box 353 Bulverde, TX 78163
Phone 830-438-3111 - Fax 830-438-3144

RESERVATION FORM

Event Date: _____ Start Time: _____ End Time: _____

Set-up/preparation and clean-up time must be included in rental time.

Space Reserved: Full Facility _____ Meeting Room _____

Purpose of Event: _____

Name of Lessee: _____

and/or Organization Name: _____

Non-Profit Organization Y or N

Tax ID# _____ Phone # _____ Cell# _____

Email: _____

Address: _____ City, State, Zip _____

The deposit return check will be mailed to address above unless otherwise requested.

Number of event attendees: _____ Alcohol will be on premises: YES or NO

- Events with more than 50 guests requires one security officer to be present.
- Events with more than 100 guests requires two security officers to be present.
- Any event with alcohol must have an officer present regardless of number of guests.
- A copy of a valid Texas Driver's License and a copy of the Lessee's Homeowner's Insurance Policy must be on file no less than 30 days prior to event date.
- Full deposit must be paid to secure event date.

Lessee Initials _____

RENTAL CONTRACT

This lease is between the *Bulverde Senior Center* (BSBAC) and
_____ hereinafter called *Lessee*.

Rental times and purpose of event are agreed upon as noted on Reservation Form.

Rental Fee See *Rental Rates* for details.

_____ hours @ \$_____ hourly rate = \$_____

Table Cloth Rental

Qty: _____ @ \$10 each = \$_____

Security

___ 1 or ___ 2 officers @ \$40/hour x _____ hours = \$_____

There is a 4 hour minimum for security.

Sound System

\$100 Audio (projector included) YES or NO \$50 Projector only YES or NO \$_____

Cleaning Fee (Required unless waived by BSBAC)

\$135.00 \$_____

Total Rental Fee \$_____

Due Date _____ Paid on _____ \$_____

Received by _____

Lessee agrees to pay the BSBAC the full rental fee no later than 30 days prior to the event.

- A security code will not be set and a facility key will not be issued until the full rental fee is received.
- Lessee agrees to pay BSBAC the full deposit at the time of booking to hold the agreed upon date.

Total Deposit

The Total Deposit consists of a \$200 Facility Deposit plus a non-refundable \$135 Cleaning Fee.
If the Total Rental Fee is less than \$200, 50% of the Total Rental Fee is required.

Facility Deposit \$_____

Cleaning Fee \$ 135.00

Total Deposit \$_____

Paid on _____ \$_____

Received by _____

The Facility Deposit Return will be initiated with return of the facility key and completed inspection of the premises by management. The deposit return will be issued via check and mailed within two weeks of the event. Any damage expenses will be withheld from the deposit. Damage expenses exceeding the Facility Deposit will be invoiced to the Lessee and payable within 14 days of the invoice date.

Cancellation Policy

60 days or more prior to event – full deposit refunded

31-59 days notice prior to event – 75% of deposit refunded

30 days or less notice prior to event – NO REFUND

Facility Maintenance

Lessee agrees to

- ✓ empty all trash cans, replace bags and place filled trash bags in the trash receptacles outside.
*Please note: If you exceed one outside receptacle, please take any excess trash with you.
Trash bags are available in the labeled cabinet to the right of the sink in the kitchen.
- ✓ remove any/all decorations.
- ✓ return all tables and chairs to proper location and leave rooms left set as they were prior to event.
- ✓ check outside for anything that may have been dropped.
- ✓ sweep the floors (including restrooms and kitchen), wipe down all tables in areas used as well as appliances, countertops, and kitchen island if used. PLEASE DO NOT USE THE STEAM TABLE.

Facility Policies

Lessee agrees to/acknowledges:

- ✓ assume responsibility to obtain at his own expense, liability insurance for this event and contents insurance for any property placed in the premises during the rental period, if he so chooses.
- ✓ The security officer (if required) reserves the right to shut down any event if he or she suspects the number of guests exceeds the amount stated in the contract or in any way becomes out of control.
- ✓ its agents, employees or invitees, will indemnify and hold the Bulverde Senior Center (and its officers and directors) harmless against any claims, demands, damages, costs and expenses, including reasonable attorney fees for defending claims and demands for personal injuries, property damages or any other losses arising from the use of the premises by Lessee, its agents, employees or invitees or from any breach on Lessee's part of any conditions of this lease or from any act of negligence of Lessee, its agents, employees or invitee in or about the premises.
- ✓ any damage to the premises by any act of negligence of Lessee or Lessee's agent, employee, guests or anyone admitted to the premises by Lessee will be paid to the Bulverde Senior Center upon demand in such amount necessary to restore the premises to their previous condition.
- ✓ at all times the Bulverde Senior Center retains the right to control the management thereof and to enforce all necessary and proper rules for the management and operation of the Bulverde Senior Center building and that the management may enter the building at any time.

Specific Provisions to the Rental Agreement

- ✓ The Lessee is responsible for the actions of their guests. Children **must** be supervised.
- ✓ This is a NO SMOKING facility. Smoking is not allowed in the building or within 25 ft. of any entrance.
- ✓ No decorating with hay, rice, birdseed, confetti or the like – inside the building.
- ✓ No tacks, nails or tape on the walls and nothing is to be hung from the ceiling.
- ✓ Use caution to avoid scratches to floor – carry, don't drag tables or chairs across the floor.
- ✓ Please leave skates, skateboards, chewing gum and cleated shoes outside.
- ✓ Double check that all kitchen appliances are turned off.
- ✓ The Center's Bunn coffee maker may NOT be used. Lessee is welcome to bring their own coffee maker.
- ✓ Center games, game tables, and other recreational materials may not be used under any circumstance.
- ✓ Closing time for the Center is midnight. However, time will be allowed after event to get the Center back in order, but must be included in the contracted time.
- ✓ The sale, charge or donation requested for liquor or set-ups by private organizations or individuals at any event is strictly prohibited. Lessee will comply with all Federal and State Laws concerning the possession and disposition of alcoholic beverages.
- ✓ Tables, chairs or other furnishings will not be removed from the facility and must be placed back to where they were upon arrival.
- ✓ All inside lights are to be turned off and outside lights left on.
- ✓ Maximum occupancy is 290 for entire building per the Fire Marshall.
- ✓ Make sure all doors are securely locked and re-arm the security system.

I/Lessee, agree to abide by all stipulations of this Rental Contract as set forth by the Bulverde Senior Center DBA Bulverde Spring Branch Activity Center.

Lessee's Signature _____ Date: _____

Senior Center Representative _____ Date: _____

RENTAL/BUILDING INFORMATION

RENTAL RATES

Monday – Thursday Evening Rate

\$25 per hour

Weekend Rate (Full Facility)

\$400 for 4 hours (minimum), \$50 for each additional hour

Nonprofit Weekend Rate

\$200 for 4 hours (minimum), \$25 for each additional hour

Proof of nonprofit status is required.

Tables, Chairs and Accessories

12 – 5' Rounds that seat 8

25 – 6' Rectangles that seat 6 to 8

Table cloths – \$10 each – availability may vary

Room Sizes

Dining Room – 1980 sq ft

Activity Room – 2268 sq ft

Smaller meeting rooms are available.

Security

Event security is provided by Bulverde Police Department.

Emergency Phone Numbers

Jessica Rosario – 240-274-2194 jrosario@bsbac.com

DeLisa Leopold – 210-414-4734 dleopold@bsbac.com