

**For Office Use Only: Alcohol Y \_\_\_ N \_\_\_ Permit: \_\_\_**  
**Walk through Scheduled \_\_\_\_\_ Walk through Completed \_\_\_\_\_**  
**AV: Podium Wireless Mic Bluetooth Projector Screen Other \_\_\_\_\_**

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## TOWN OF HOLLYWOOD PARK VOIGT CENTER RENTAL AGREEMENT

THIS RENTAL AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by and between THE TOWN OF HOLLYWOOD PARK, TEXAS, (LESSOR) and \_\_\_\_\_ (LESSEE).

- **PREMISES** For and in consideration of the rental to be paid and the covenants to be performed by LESSEE hereunder, LESSOR hereby (rents, demises and lets) to the LESSEE, in its present condition, THE TOWN OF HOLLYWOOD PARK VOIGT CENTER (Voigt Center) located at 701 El Portal, upon the following terms and conditions:
- **TERM** The term of this Rental shall be on \_\_\_\_/\_\_\_\_/20\_\_\_\_. Function will begin at \_\_\_\_\_am/pm, and end at \_\_\_\_\_am/pm; for a total of \_\_\_\_\_hours. All day rentals are from 7:30 a.m. – 11:00p.m. for private, community and corporate events. *There is no extra time granted for setup or cleanup. The times requested above are the only times you will have access to the Voigt Center. Should LESSEE fail to vacate the premises by the end of the Term, LESSEE will be charged for any additional time at the applicable rate. The time that your rental ends is the time the building must be clean and vacated. If you remain in the building after the time your lease ends you will be charged for any additional hours after the term of the rental.* Initial\_\_\_\_\_
- **VOIGT RENTAL** The Rental of the Voigt Center shall be on a single function lease agreement at the rate of \$\_\_\_\_\_ Dollars.
- **CLEANING FEE** A Cleaning Fee of One Hundred Seventy Dollars (**\$170.00**) will be assessed for all functions. Notwithstanding the cleaning fee, LESSEE is responsible for all trash and refuse, and must deposit such trash and refuse in the provided trash containers outside, and ensure that the leased premises are left in a neat, tidy, and orderly fashion. *If all trash and refuse is not deposited in the provided trash containers in a neat and orderly fashion, it is agreed and understood that the deposit shall be forfeited, and the LESSOR may consider this a holding-over by LESSEE.* Initial\_\_\_\_\_
- **VOIGT DEPOSIT** A Voigt Center deposit of Five Hundred Dollars (**\$500**) Dollars shall be refunded by LESSOR to LESSEE, provided nothing is broken or damaged, and the other terms and conditions of this Agreement are performed by LESSEE, as provided herein. *At the end of the function all inventory must be accounted for, if not, it is agreed and understood that the deposit shall be forfeited, and the LESSOR may consider this a holding-over by LESSEE.*

- **VOIGT CENTER AUDIO/VISUAL RENTAL** Rental of the Voigt Center A/V (A/V) equipment shall be on a single function lease agreement at the rate of \$\_\_\_\_\_ Dollars. The A/V equipment includes projector, speakers, various microphones, CD and DVD players, cables, access to A/V lighting, use of the shades and Bluetooth. A training meeting with the Town of Hollywood Park Representative is required prior to your event; please bring your Audio-Visual media, to include an HDMI connection cable, with you for this training. Failure to schedule training will result in a forfeiture of the use of the Voigt A/V equipment. Voigt A/V Rental Fee is non-refundable. *Initial*\_\_\_\_\_
- **VOIGT CENTER AUDIO/VISUAL DEPOSIT** An A/V deposit of One Hundred Dollars (**\$100**) shall be refunded by LESSOR to LESSEE, provided the A/V equipment is left in the same condition it was found and such inventory is all accounted for. **If all A/V inventory is not accounted for and in the same condition it was found, it is agreed and understood that the Audio/Visual deposit shall be forfeited, and the LESSOR may consider this a holding-over by LESSEE.**
- **VOIGT CENTER PROPANE HEATER RENTAL** Rental of the Voigt Center Heaters shall be on a single function lease agreement at the rate of Fifty Dollars (**\$50**) per heater. **You must contact our Voigt Center Representative (Monday through Friday from 8:00 a.m. – 4:00 p.m.) at 210-494-2023 ext 233 for information on the use of our 5 propane heaters.** You may choose to use as many as needed and are not required to use all 5 heaters. You are not allowed to use your own propane or fuel and you cannot bring your own heaters to the Voigt Center.
- **USE OF VOIGT CENTER** Lessee shall have the right to use said facility (for any lawful purpose), in accordance with the rules and regulations for the use of said facility, which is furnished to the LESSEE by LESSOR at the time of the signing of this Agreement, and which are made a part of this Agreement, as if copied in full herein.
- **INSPECTION OF VOIGT CENTER** LESSEE acknowledges that said facility has been fully inspected and the equipment and furniture on the attached inventory; and based on such inspection, LESSEE hereby accepts said premises and the inventory of equipment and furniture in their present condition for the purpose to which same are leased.
- **REPAIRS** LESSEE agrees to take good care of the facility and its fixtures and contents and shall, at LESSEE'S own expense, be responsible for all repairs of every kind to said premises during the term of this Lease, and to deliver up said premises and furnishings thereof in good order and condition at the expiration of this Agreement, reasonable wear and tear only excepted. Repair costs will be deducted from the deposit, and LESSEE will be responsible for any repair costs that exceed the amount of the deposit.
- **INDEMNITY** LESSEE agrees to indemnify and save LESSOR harmless from and against all claims for or on account of damages to property, and any lost, stolen or damaged property or injuries (including death) to persons arising out of LESSEE'S use and occupancy of the leased premises, nor shall LESSOR be liable to LESSEE or any third party for any damage or injury (including death) to persons or property resulting from the negligence of anyone other than LESSOR, or the agents, servants or employees of LESSOR. *Initial*\_\_\_\_\_
- **COMPLIANCE WITH LAWS** LESSEE agrees to comply promptly with all laws, rules and orders of Federal, State and TOWN OF HOLLYWOOD PARK, and all of their departments applicable to the premises herein leased.
- **DISTURBANCES** The LESSEE agrees that the use of said leased premises will be in such a manner as not to create any nuisance nor to interfere with, annoy or disturb any persons living nearby. Disturbances reported to the police may result in forfeiture of your full deposit. *Initial*\_\_\_\_\_
- **SUBLETTING** LESSEE shall not assign, sublet or pledge this Lease or any part thereof, nor make any alterations in the premises without LESSOR'S written consent.

- **LESSOR’S RIGHT OF ENTRY** LESSOR and LESSOR’S agents and representatives shall have the right to enter and inspect the leased premises at any time for the purpose of ascertaining the condition of the leased premises.
- **LIENS** All property of the LESSEE now or hereafter placed in or upon the leased premises is hereby subjected to a lien in favor of the LESSOR and shall be and remain subject to such liens of the LESSOR for any and all damages caused by LESSEE, its agents, employees and guests. Said lien shall be, in addition to, accumulative of the LESSOR’S line provided by law.
- **ATTORNEY’S FEES** If, on account of any breach by LESSEE, in LESSEE’S obligations, under the terms and conditions of this Lease, it shall become necessary or appropriate for LESSOR to employ or consult with an attorney concerning, or to enforce or defend, any of LESSOR’S rights or remedies hereunder, LESSEE agrees to pay any reasonable attorney’s fees.
- **POLICE SECURITY** LESSEE agrees to provide security by authorized security personnel approved by the Mayor, Hollywood Park Chief of Police, or their designee, in writing, in advance, if any alcoholic beverages are to be served during the term of this lease; this includes “Bring Your Own Bottle”. LESSEE shall make arrangements for said police security with the Hollywood Park Police Chief or his designated agent prior to or at the time of the signing of this lease. **LESSEE MUST OBTAIN AN ALCOHOL PERMIT. Permits are available at The Town of Hollywood Park City Hall at a cost of \$25. Failure to obtain an alcohol permit may result in forfeiture of your full deposit.**  
*Initial* \_\_\_\_\_
- **WALKTHROUGH FOR RULES AND VENUE ACCESS** *LESSEE must schedule a meeting with the Voigt Center Representative, 2 weeks in advance of the date of the booking to review rules and create a diagram of tables and chairs for event, audio/visual tutorial if rented, and to receive the code for entry at the scheduled time of the event. Please bring your Audio Visual media with you when you meet with the Voigt Center Representative. Failure to schedule this appointment will result in 10 round tables with 10 chairs each for your event.* *Initial* \_\_\_\_\_
- **THE LESSOR IS NOT RESPONSIBLE FOR ANY LOST ITEMS.**
- **ALL TEENAGE PARTIES MUST BE CHAPERONED BY ADULTS .**

WITNESS OUR SIGNATURES this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
CITY REPRESENTATIVE (Printed Name)

\_\_\_\_\_  
CITY REPRESENTATIVE (Signature)

\_\_\_\_\_  
LESSEE (Printed Name)

\_\_\_\_\_  
LESSEE (Signature)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
PHONE

## RULES FOR USE OF VOIGT RECREATION BUILDING

- Do not block fire exit doors.
- Do not set air conditioner below 70 degrees.
- Do not leave folding glass doors open while running the air conditioner.
- Do not prop open doors. The only doors that can remain open during your event are the folding glass doors that lead to the deck.
- Throwing rice or birdseed is prohibited inside of the Voigt Center.
- **No smoke machines, fog machines, bubble machines/bubble toys, paper sprayers, silly string or balloons of any kind are allowed inside the Voigt Center. All objects that could float in the air and activate the smoke detectors are not allowed. Also, fireworks, sparklers and cold sparklers are prohibited.**
- Do not stick, tack, nail or tape anything to the painted walls or doors.
- All food must be removed from the refrigerator and oven.
- Garbage bags must be removed from inside containers and put in trash bins/cans behind the kitchen.
- Stove, oven, dishwasher must be turned off and coffee urn must be unplugged and cleaned.
- Security and Cleaning Checklist must be completed.
- No items can be left in the Voigt Center after the term of the rental. Failure to remove items can result in forfeiture of your full deposit and loss of property left. *Initial* \_\_\_\_\_
- If alcohol is being served, be advised that the security officer scheduled is required to stay until the building is cleaned and vacated. If you stay past your contracted time, you will be charged an additional full hour for the security officer. *Initial* \_\_\_\_\_
- All lights must be turned off.
- All doors and windows must be securely locked.
- Violation of these rules may result in forfeiture of you full deposit.

The Voigt Center will be inspected after it has been used

THE VOIGT CENTER HOURS 8:00 A.M. TO 11:00 P.M. FOR PRIVATE PARTIES.  
 8:00 A.M. TO 11:00 P.M. FOR CORPORATE EVENTS

## Voigt Center Pricing

<b>WEEKDAYS</b> Mon-Thurs	Resident** Weekday	Nonresident Weekday	Corporate Weekday	Community Groups++ Weekday	Nonprofit Weekday
4 hours	\$200	\$400	\$400	\$0	\$200
full day	\$400	\$800	\$800	\$0	\$400
<b>WEEKENDS</b> Fri-Sun	Resident** Weekend	Nonresident Weekend	Corporate Weekend	Community Groups ++ Weekend	Nonprofit Weekend
4 hours	\$300	\$600	\$600	\$0	\$300
full day	\$600	\$1,200	\$1,200	\$0	\$600

**\*\*Resident rates are for private residential use only**

++Community Groups are:

*HPCA, MahJong, Garden Club, Bunco, Gardens HOA, Enclave HOA, Hammerheads, Boy Scouts, and others at the discretion of the Mayor.*

Charging an entry fee for your event automatically elevates that event to a corporate rate.

### Additional Fees:

after initial 4 hours: \$100/hour

cleaning fee: \$170

Voigt Center refundable deposit: \$500

A/V fee: \$200 or a la carte pricing (non-refundable)

A/V refundable deposit: \$100

propane heaters: \$50 per heater

alcohol beverage permit: \$25

## Voigt Audio/Visual Package Pricing

The Voigt Center now has the capability to provide AV services in an "A la Carte" manner

<b>A/V Rental Menu for Voigt</b>	<b>Resident</b>	<b>Non-Resident</b>
Bluetooth for Music	\$15.00	\$25.00
Projector and Screen	\$35.00	\$150.00
Screen Only	\$15.00	\$50.00
DVD/CD Players	\$20.00	\$75.00
Microphone Package (Includes 3 mics listed below)	\$50.00	\$150.00
Wireless Handheld	\$35.00	\$100.00
Wireless Lapel	\$35.00	\$100.00
Wired Handheld	\$25.00	\$75.00

**\*AV Lights & Shades Free with any rented AV service.**

\*\*\* DEPOSIT MAY BE REFUNDED AFTER RENTAL PERIOD, PROVIDED NOTHING IS DAMAGED OR LOST. REFUNDS WILL BE MAILED OUT WITHIN 30 BUSINESS DAYS FROM THE DATE APPROVAL IS GIVEN BY MAYOR OR VOIGT CENTER REPRESENTATIVE.

*Initial* \_\_\_\_\_

\*\*\*MAXIMUM OCCUPANCY IS 180 WITH TABLES & CHAIRS / 200 WITH JUST CHAIRS

### VOIGT CENTER CANCELLATION

You will receive 100% of your rental fees and deposits if you provide at least a thirty (30) day cancellation notice from the date of your scheduled event.

You will receive 50% of your rental fees, if you give at least a fourteen (14) day cancellation notice from the date of your scheduled event. If the city is able to rent the center for that same day and time, you will be refunded 100% of the fee and deposits.

A refund will not be issued for rental fees if your booking is cancelled less than 7 days from your scheduled event date [unless the city is able to re-rent for same date and time].

RENTAL FEE: \$ \_\_\_\_\_

DEPOSIT: \$ \_\_\_\_\_ \*

CLEANING FEE: \$ \_\_\_\_\_

AUDIO/VISUAL: \$ \_\_\_\_\_

DEPOSIT: \$ \_\_\_\_\_ \*

PROPANE HEATER: \$ \_\_\_\_\_

ALCOHOL PERMIT: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

I, LESSEE, ACKNOWLEDGE THE ABOVE INFORMATION: \_\_\_\_\_  
*SIGNATURE*

## SECURITY AND CLEANING CHECKLIST

The following is a checklist to assist you in the cleaning and security of Voigt Center:

### **Kitchen Area:**

- Food Items Removed.
- No items left on or in stove.
- Stove wiped down and oven spills cleaned up.
- Refrigerator left empty.
- Nothing left in sinks.
- Nothing left on counter tops.
- Counter tops wiped down.
- Trash Container empty with liner in it.
- No food or grease dumped in mop sink.
- Floors free of large debris and spills.
- Coffee urn unplugged and cleaned.

### **Restrooms:**

- Nothing left in sinks.
- Nothing left on counter tops.
- Nothing left in toilets or urinals.
- No trash left on floors.

### **Audio/Visual Rental:**

- AV must be completely shut down.
- Projector must be turned off.
- AV lights turned off.

### **Main Hall Area:**

- Floors free of large debris and spills.
- Trash Container empty with liner in it.
- Windows/Doors securely locked.
- Lights switched off.

### **Outside:**

- Patio lights turned off.
- Propane heaters shut off and gas valve closed.
- No trash left in the butterfly garden.
- No trash left in the front parking lot.
- No trash left on the patio.

### **All doors securely locked.**

No items may be left by the Lessee or their guests after the term of the rental.

*Initial* \_\_\_\_\_

## INVENTORY - VOIGT CENTER

200 METAL FOLDING BLACK CHAIRS WITH PADDED SEATS

48	METRO BACKLESS BLACK BAR STOOLS
4	GREY LOUNGE CHAIRS
1	BLACK WOOD COLLAPSIBLE LECTERN
5	CHROME PROPANE PATIO HEATERS
10	72" DIAMETER X 30" H ROUND FOLDING BANQUET TABLES
24	72" L X 30" W X 30" H RECTANGULAR FOLDING BANQUET TABLE
12	30" L X 30" W X 30" OUTDOOR BAR HEIGHT FOLDING CAFÉ TABLE
1	STAINLESS STEEL REFRIGERATOR
1	STAINLESS STEEL 36" DOUBLE OVEN RANGE
1	STAINLESS STEEL DISHWASHER
1	STAINLESS STEEL ICE MACHINE
1	STAINLESS STEEL COUNTERTOP MICROWAVE OVEN
1	STAINLESS STEEL AUTOMATIC COFFEE BREWER
4	RECYCLE BLUE SLIM JIM TRASH CANS – 2 LIDS
4	BLACK SLIM JIM TRASH CANS – 4 LIDS

CONTENTS IN CABINETS AND PANTRY OWNED BY THE HPCA, GARDEN CLUB AND WOMEN'S CLUB AND EACH CLUB SHOULD BE RESPONSIBLE FOR THEIR OWN INVENTORY.