

JASMINE HALL RESERVATION AGREEMENT

100 Narcissus • Lake Jackson, Texas
(979) 415-2600 Office • (979) 415-2610 Fax

Effective 4/1/21

Date	Arrival Time	Departure Time	Rate

Refundable Deposit Required To Secure Reservation.....\$ 200.00

Lessee's Name: _____ Home Phone: _____

Work Phone: _____ Fax: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____

Renters are responsible for cleanup at the end of the event. Cleanup duties include the following: Stack & rack tables/chairs, trash removal, sweep all floors of rental area, kitchen and counter cleanup, personal effects and food removal. Cleanup supplies provided. All duties must be complete and key returned before deposit is refunded.

Type of activity: _____ Estimated # of guests: _____

Alcohol: ___ NO ___ YES (If Yes, \$200 Additional Security Deposit)

Is food being served: ___ YES ___ NO Catered: ___ YES ___ NO

Name of Catering Company: _____

Balance Due Policy: 30 days prior to event

Cancellation Policy: All cancellations must be made in writing 30 days prior to event in order to receive deposit refund.

X _____
Signature of Lessee Date LJCC

JASMINE HALL RESERVATIONS GENERAL GUIDELINES / RULES & REGULATIONS

Lessee agrees that in its use of said facility it will indemnify and hold harmless the City of Lake Jackson from any neglect or misconduct on the part of anyone representing and/or in the employ of the Lessee.

The Lessee agrees that in its use of said facility it will indemnify and hold harmless the City from all personal injury and/or property damage arising from its use of said facility.

Any other conditions not listed here which are part of the established Rules and Regulations governing the use of Jasmine Hall do apply to the Lessee and usage of said facility as set forth in this rental arrangement. It is the responsibility and burden of the Lessee to become knowledgeable of these other conditions and be in total compliance.

The City reserves the right to preempt any scheduled program, activity or otherwise if need be, provided advance notice is given.

One must be 18 years of age to reserve the facility. A written agreement and deposit must be executed when reserving the facility.

Lessees will not use or permit the premises to be used for sleeping or lodging purposes.

Lessee will be held responsible for their guests regarding damage to facility, property, behavior and following the rules of Jasmine Hall. ***Failure to abide by the rules will result in forfeiture of all deposits and termination of event.***

NO SMOKING IN CITY FACILITIES OR WITHIN 15 FT. OF ENTRY DOORS.

All events will end at the time the facility was leased for, with no extensions of time allowed. THE FACILITY CLOSSES AT 12:00 AM. All events will end early enough to provide cleanup and patrons, caterers, bands, decorators, etc. time to be out of the facility no later than midnight. NO FREE TIME – SETUP AND CLEANUP ARE PART OF RENTAL TIME.

SECURITY: Any event is subject to having security present. This will be done at the Manager's discretion. Any event where alcohol is served will require an additional refundable security deposit. All events are subject to inspection by Civic Center staff.

In the event that the Lake Jackson Police Department is required to respond to the event due to a complaint, damage, or rule/law violation, all deposits will be forfeited and the event terminated.

If damage exceeds deposit, you will be invoiced and responsible for damage reimbursement.

No materials may be nailed, pinned, taped or fastened to the walls or ceilings.

All food and personal items must be removed from refrigerator and cabinets and trash placed in outside dumpster at the end of the event.

No rice, confetti, glitter, hay or sawdust is permitted on the premises. NO SPARKLERS OR FIREWORKS.

Inflatables must have a certificate of liability listing the City of Lake Jackson and State Inspection certification required. Must provide own generator.

NO WATER SLIDES ALLOWED.

THE RENTER SHALL SEE THAT THE FACILITIES ARE CLEANED AND RETURNED TO ITS ORIGINAL CONDITION NO LATER THAN TIME SPECIFIED ON AGREEMENT. RENTERS RESPONSIBILITIES INCLUDE ROOM CLEANUP AFTER EVENT.

Renters are responsible for cleanup at the end of the event. Cleanup duties include the following: Stack & rack tables/chairs, trash removal, sweep all floors of rental area, kitchen and counter cleanup, personal effects and food removal. Cleanup supplies provided. All duties must be complete and key returned before deposit is refunded.

I have read the above rules and regulations and agree to follow or will be subject to forfeiture of deposit fees and possible loss of privileges from using city owned facilities.

X _____
Signature of Lessee Date LJCC