



601 Dennis Street
Diboll Texas 75941
Phone 936-829-4757
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2022 Rental Packet

Contract No: 2022-_____

Facility Information

The Lottie & Arthur Temple Civic Center provides a meeting place for a variety of gatherings such as dances, conferences, vendor shows, luncheons, and even weddings. Whether you are hosting a small business meeting or a large social affair, our 5,376 sqft. facility, with flexible room configurations and fluorescent and recess lighting, is sure to fit your space requirements. Our facility includes a 2,900 sqft. stage/dance floor area and offers planners a wide variety of set-up choices, while providing specific equipment at no extra charge.

Additional accommodations include, some fees may apply:

- Large commercial grade kitchen equipped with stainless steel appliances, including an ice machine, side by side refrigerator/freezer combo, microwave, conventional oven, deep commercial sinks, warmer oven, Bunn coffee pot and lots of counter space.
- A dressing room with vanity style mirrors, sink and secluded stall.
- State of the art sound system including CD changer, ipod/iphone dock and wireless microphones, both hand held and lapel.
- Ceiling mount LCD Projector with a 16' X 20' retractable screen compatible with included DVD player or computer connection for any video needs.
- Guest Wi-Fi

Facility Occupancy

CODE ALLOWABLE MAXIMUM OCCUPANCY	
Assembly without tables or chairs	999 Occupants
Assembly with tables and chairs	500 Occupants
Assembly with chairs only	828 Occupants

Note: Maximum Occupancy is subject to change without notice.

Payment Policies

Unless otherwise noted, rates are set forth in the following City of Diboll Facilities Management Fee Schedule per City of Diboll Code of Ordinances.

Security Deposit	\$400.00
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Standard Rental Rates

Monday - Thursday	8:00 am – 1:15am	\$300.00
Friday	8:00 am – 1:15am	\$400.00
Saturday	8:00 am – 1:15am	\$1100.00
Sunday	12:00 pm – 10:00pm	\$300.00

Non-Profit Rental Rates

Monday - Thursday	8:00 am – 1:15am	\$300.00
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Contract No: 2022-_____ INITIAL:

Friday	8:00 am – 1:15am	\$300.00
Saturday	8:00 am – 1:15am	\$500.00
Sunday	12:00 pm – 10:00pm	\$300.00

Government Rental Rate

Monday - Thursday	8:00 am – 1:15am	\$150.00
Friday	8:00 am – 1:15am	\$150.00
Saturday	8:00 am – 1:15am	\$500.00
Sunday	12:00 pm – 10:00pm	\$150.00

Clean up Fee \$400.00

Returned Check Fee \$35.00

Processing Fee \$50.00

Equipment

Bleachers		\$100.00
Stage		\$100.00
Sound Equipment		\$100.00
LCD Projector w/ retractable screen		
Lighting Equipment		
Tables, Chairs		\$0.00

Rental Policy

All Event Holders shall be subject to a rental fee and pay a non-refundable security deposit at the time of booking an Event. The security deposit shall be due and payable at the time of booking an Event in order to preserve the requested date. The balance of the rental fee must be paid in full at least thirty (30) days prior to any event. If full payment is not received thirty (30) days prior to event, event will automatically be cancelled and any moneys paid will be forfeited. Money order, cashier’s check, personal or corporate check, credit card, or cash will be accepted.

Credit Card Policy

The City of Diboll accepts payment by Visa, MasterCard, Discover, and American Express. Per Local Government Code 130.0046 we assess a 3% fee to each transaction

Bad Check Policy

Any checks returned by the bank for any reason will be subject to a thirty-five (\$35.00) returned check fee and will be turned over the County Attorney’s office for prosecution.

Cancellation Policy

All cancellations by Event Holder shall be in writing sixty (60) days prior to the Event and effective upon receipt by City of Diboll Facilities Management. City of Diboll shall not be responsible for any consequences monetary or otherwise due to cancellation by Event Holder. The maximum liability of

Contract No: 2022-_____ INITIAL:

the City to an Event Holder due to cancellation of an Event by the City, regardless of the reason for cancellation, is limited to the fees paid by the Event Holder. Cancellation outside of sixty (60) days of event are subject to a processing fee. Cancellation within sixty (60) days of event are subject to the total forfeiture of the security deposit.

Security Deposit

The Event Holder shall be held responsible for all damages to and any necessary clean-up of the City of Diboll Facilities and property. The Event Holder may be required to post a booking deposit to defray the cost of repairs and clean up at the sole discretion of the City of Diboll. The final invoice will be reduced by the amount of the booking deposit if the facility and property are left in a clean state, key fob is returned, times not exceeded as specified for the event, all rules and regulations were followed during use of the facility, and there are no damages.

Fee Schedule Categories

Standard Rate

Applies to any for profit individual, organization, company or entity.

Non-Profit Rate

Applies to any organization registered with the State of Texas as a non-profit (501(c)(3)) or similar qualifying non-profit entity. These events are charged a reduced base rental rate, subject to applicable surcharges.

Government Rate

Applies to Angelina County/City Government departments (i.e., Law Enforcement, Elections, etc.).

General Usage Policies

The City of Diboll retains control and management of City of Diboll Facilities at all times, and shall have the right at all times to enforce all rules and regulations described hereto, and shall have the right to eject all persons who fail or refuse to comply with the rules and regulations.

Access during Events

City of Diboll Facilities Management employees responsible for management and maintenance of the facilities shall have the right to access the facilities at any time during any event.

Advertising

Event holders shall not hang signs, bunting or other advertising materials anywhere on the premises without prior approval of City of Diboll Facilities Management. The City of Diboll does recognize the need for event holders to display sponsor advertising, therefore advertising materials and locations will be determined on an event by event basis.

Contract No: 2022-_____ INITIAL: 

Alcoholic Beverages

Alcohol is strictly prohibited at all City of Diboll Facilities unless the following criteria are met:

1. Alcohol consumption must be outlined in the Rental Agreement and details determined (such as: location, time, security plan) during planning meetings with Facilities Management. If alcohol is to be consumed on the premises of a City of Diboll facility, Event Holder is required to obtain a current liquor license holder for the facility being used. Event Holders will need to schedule at least 30 days in advance with the Facilities Management.
2. If alcohol is to be SERVED, or otherwise made available in any City of Diboll Facility the following requirements must be met:
 - a. Provide a Texas Alcoholic Beverage Commission (TABC) certified bartender of Event Holder choice to distribute alcohol. Copy of all licenses and ID's must be provided to Facilities Management thirty (30) days prior to the Event.
 - b. Provide security plan to Facilities Management for final approval a minimum of 30 days prior to scheduled event. (See Security Policy)
 - c. If the Event Holder fails to disclose that alcohol is to be sold, served or otherwise made available as described in numbers 1 through 3 above, the Event Holder, participants, spectators and anyone else involved with the event are subject to removal, citation or arrest at the discretion of the City of Diboll Police Department.
3. CIVIC CENTER
 - a. Alcohol SALES will be prohibited.
 - b. BYOB events will be permitted, but will follow the rules and limitations set by the Facilities Management. Cooler size will be limited to 48 quart maximum. Coolers will be limited to personal vehicles, or designated booth space for the event.
 - c. Alcohol SERVICE will be permitted with limitations. Only the Event Holder may provide this service and will abide by the same security rules stated above.
 - d. No alcohol may leave the building the Event Holder has retained.
 - e. Alcohol consumption will be permitted during the hours approved and regulated by the Texas Alcoholic Beverage Commission (TABC) which include:
 - Monday - Friday 7:00 am to 12:15 am
 - Saturday 7:00 am to 1:15 am
 - Sunday 12:00 pm to 12:15 am
4. Any event, where a ticket must be purchased to enter the event, and includes the serving of alcohol (at no additional cost to those attending), must make provision for alcohol to also be available outside the room of the event (at no additional charge). This indicates that a purchase of the event ticket is not required for the consumption of alcohol.

Animals

Event Holders utilizing a City of Diboll Facility for any activity, in which animals are used or exhibited, shall comply fully with all applicable government agency statutes, laws, ordinances, rules, regulations, and/or order applicable to the humane care and treatment of animals. Event Holder assumes the full responsibility to meet and satisfy all applicable ordinances, laws, rules, regulations, and/or orders as they relate to the needs and rights of those animals, which are under the Event Holder's care and control.

Contract No: 2022-_____ INITIAL:

Event Holder is responsible for removing all animal debris including hay and manure from the premises. Failure to meet this requirement may result in an additional clean-up. All animals must be penned, stalled and otherwise confined or under the direct control of owner or handler at all times. Persons keeping animals on the premises must use every care to assure safety of visitors and other facility patrons/personnel. Violation of this policy may result in removal of animals from the premises or Animal Control may be called. As required by Texas Animal Health Commission, negative Coggins certificate must be required for all equines brought into the facility. All other animals must comply with state mandated regulations from the Texas Animal Health Commission.

Animals in the Civic Center Building

No animals will be allowed in the Civic Center building, except service animals, without written permission from Facilities Management.

Candles & Open Flames

Per the International Fire Code Section 308.3, open flames on candles may be used only for a unity candle in religious ceremonies and enclosed tea light candles on table tops. Any other open flame will be allowed at the discretion of the Facilities Management and must comply with Section 308.3. No pyrotechnics inside.

Clean-up Guidelines

Each event differs in clean-up requirements; refer to your contract for details.

Failure to meet the clean-up requirements may result in a clean-up fee or total forfeiture of the security deposit.

Decorations

All decorating plans must be submitted and approved by Facilities Management a minimum of 30 days prior to an event. Regardless of the facility or the type of decorations, the Event Holder must remove all decorating materials immediately following the event. Banners, posters, signs are prohibited for distribution either inside or outside of the facility. No decorations may be hung with nails, thumbtacks, adhesives, or any form of adhesive material on inside walls, woodwork, ceiling, doors, or windows. Nothing may be hung, attached or suspended from any part of the building without express written consent of the Facility Management. Absolutely no glitter or confetti allowed.

Deliveries

Deliveries for Event Holders may not be accepted by City of Diboll employees without prior written approval by Facilities Management.

Event Marketing

City of Diboll Facility Management employees shall not be responsible for event promotion. The City of Diboll Government logo may not be used on any promotional material without the express written consent of City of Diboll.

Contract No: 2022-_____ INITIAL: 

Event Staffing

Event Holders shall provide all security, ushers, announcers, ticket takers, clean-up crew and other personnel necessary to conduct the activities described in the Rental Agreement. City of Diboll may be able to provide personnel for limited activities. A City of Diboll Facilities Management employee may be on site or on call while facilities are occupied. This will be determined on an event by event basis and finalized during planning meetings.

Facility Alterations

Event Holders may not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any facilities or facility equipment.

Fire Safety Standards

All fire regulations in the Uniform Fire Code as amended and approved by the local jurisdiction shall be strictly observed. The UFC regulates the placement of tables and chairs, decorations, dimensions of all aisles and exits, etc. Facilities Management will work with Event Holder during planning meetings to ensure compliance with the UFC. However, the Event Holder is ultimately responsible for compliance.

Floor / Area Plans

Event Holders shall submit floor / area plans to Facilities Management at least 30 days in advance of event. The plan should include decorations, dimensions of all aisles, booths, table and chair locations, parking areas, loading and unloading areas, etc. Facilities Management will work with each Event Holder on specific needs and requirements to ensure compliance with fire safety standards and facility requirements.

Fog & Smoke Machines

Use of fog or smoke machines is restricted to outside only. Inside use is prohibited.

Food Service / Event Catering

The City of Diboll Facilities Management must be advised of any event which plans to serve food. All food brought into the Civic Center (with the exception of cake) must be catered unless there is prior written approval by Facilities Management. A Cater is defined as an individual or business which has a health certificate and a tax I. D. for serving food. Refer to your contract for details for complete list of kitchen rules and responsibilities. Failure to comply may be subject to the total forfeiture of the security deposit.

General Compliance

Event Holder agrees to comply with all applicable governmental agencies, ordinances and statutes. Event Holder assumes full responsibility for payment of all sales, use, assessments and/or fees in compliance with City of Diboll and the State of Texas.

Glass Containers

Glass drinking containers are not permitted in any City of Diboll Facility or parking lots, with the exception of individual beverage glasses confined to the building the Event Holder has retained

Contract No: 2022-_____ INITIAL: 

Guns & Gun Show Policy

Firearms and handguns are prohibited in all areas of the civic center except by specific permission from the Civic Center Director. Exhibitors displaying approved firearms must comply with all federal, state and local laws governing the possession and/or sale of such. Firearms may not be loaded or fired in the interior or exterior of the center, including parking areas.

Individuals possessing a firearm or handgun must leave the premises immediately upon exiting the gun show. Trigger mechanisms must be secured with tie wraps or similar devices. All weapons must be checked at the door before entering and again when exiting the building. This policy does not apply to licensed peace officers or individual licensed under article 2.122 of the Texas Code of Criminal Procedure.

Hazardous Waste

The Event Holder agrees, at all material times Event Holder is on City of Diboll property, not to have in its possession, collect, distribute, dispose, release or otherwise discharge any toxic or hazardous waste as defined by City of Diboll and/ or any applicable laws. In the event the Event Holder shall be in possession of such hazardous or toxic waste, the Event Holder shall immediately notify Facilities Management and the Texas Commission of Environmental Protection as well as the Federal Environmental Protection Agency and such other governmental agency or body as may be required by law, relative to such materials.

Additionally, Event Holder agrees not to dispose of any refuse or empty any fluids on City of Diboll property. In the event the Event Holder, or its agents, vendors, sub licensees, concessionaires or employees dump grease in the facility sewer system, or at locations not authorized by Facilities Management, or shall otherwise violate the provisions of this paragraph, City of Diboll Facilities Management will look to the Event Holder and shall subject the Event Holder to possible fine or penalties, plus any costs incurred by City. Such fine or penalties shall be imposed by Facilities Management for each infraction and Event Holder shall be deemed in material breach of the Rental Agreement and subject to immediate termination of the Rental Agreement and removal from the property.

Health Permit Requirements

When an event involves a temporary food service operation or food demonstration, the Event Holder is responsible for complying with all State Health Department guidelines. The County Health Officer can issue a temporary food service certificate for such events.

Helium Balloons

Helium balloons may not be distributed or sold inside the facility. With prior approval of the Facility Management, helium balloons may be used as decoration when they are permanently attached to other furniture or a display. If helium balloons are released for any reason in the facility, a charge for the removal of the balloons will be assessed to the lessee.

Contract No: 2022-_____ INITIAL: 

Holiday Restrictions

City of Diboll Facilities are officially closed on the following holidays: Thanksgiving Day and Christmas Day. Additional costs will be incurred for use during City of Diboll scheduled holiday.

Indemnification

To the fullest extent permitted by law, the Event Holder shall indemnify and hold harmless the City of Diboll, its officers, agents, employees and insurers from and against all claims, damages, losses, expenses and demands, including court costs, attorney's fees and expenses, due to injuries, losses or damages arising out of, resulting from, or in any manner connected with the Events Holder's event, pursuant to the Rental Agreement, if any such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, mistake negligence, other fault of Event Holder, any officer, employee, representative or agent of the Event Holder, anyone directly or indirectly employed by the Event Holder, or anyone for whose acts the Event Holder may be liable; provided, however, that except for worker's or workmen's compensation, disability benefits or other similar employee benefit claims, Event Holder is not obligated to indemnify the City of Diboll hereunder for that portion of any claims, damages, losses, demands and expenses arising out of or resulting from any grossly negligent act or omission of the City of Diboll, or its officers, agents or employees.

Event Holder's indemnification obligation hereunder shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.

With respect to any and all claims against the City of Diboll or any of their officers, employees or agents by any employee of Events Holder or anyone directly or indirectly employed by Event Holder, or anyone for whose acts Event Holder may be liable, the indemnification obligation described above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Event Holder, under worker's or workmen's compensation acts, disability benefit acts, or other employee benefit acts.

Insurance Requirements

Certificate of Insurance: The Event Holder, depending on the nature of the event, may be required to procure and maintain, at its own expense, insurance with insurers with an A- or better rating as determined by Best's Key Rating Guide, the following policy of insurance: Commercial General Liability Insurance/General Liability Insurance. Said insurance will provide limits as indicated in the contractual agreement for the specific building facility and event.

Intellectual Property

Event Holder will assume all costs, expenses and damages arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used at or incorporated in the Event. Event Holder agrees to indemnify, defend and hold City of Diboll, its officers, agents, and employees harmless from any claims or costs, including legal fees, which might arise from use of any such material. The City of Diboll Government logo may not be used on any promotional material without the express written consent of City of Diboll.

Contract No: 2022-_____ INITIAL:

Key Fob Distribution

Facility keys distribution will be arranged during event planning meetings. Loss of keys may result in the expense on the Event Holders part to re-key the facility.

Liability Limitations of Parking

City of Diboll shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on City of Diboll property. Event Holders are responsible for requesting designated parking. Guests of a City of Diboll Facility who park in any non-designated area do so at their own risk and may be ticketed or towed at their own expense.

Lost or Stolen Articles

City of Diboll shall not be responsible, under any circumstances, for property of the Event Holder while on a City of Diboll Facility premises. City of Diboll Facility Management will accept lost and found articles for distribution during normal business hours.

In addition, City of Diboll Facility Management is not responsible for any loss of articles or equipment left unattended in any facility. The usage of security personnel when such equipment or articles are left in buildings or in a County Facility shall be the responsibility of the Event Holder. All articles, equipment, exhibits, displays or materials shall be brought into the facilities only at such hours as designated by the Rental Agreement. Event Holder assumes all responsibility for any goods or material, which may be placed in County's storage before, during, or after an Event.

No Smoking

Smoking and vaping are prohibited in all enclosed areas without exception. Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. Persons must maintain a distance of 20 feet from all entrances.

Open Carrying of Firearms

The carrying of firearms is pursuant to current Texas Statute.

Parking Lots and Roadways

Multiple Events may be conducted simultaneously at City of Diboll Facilities. It is the Event Holder's responsibility to coordinate with Facilities Management on parking area assignments. Fire lanes must be kept open for police, fire, ambulance and other emergency units as well as for City maintenance workers. Parking lots are subject to availability.

Photos

City of Diboll Facilities Management may take photos of public events held at City of Diboll Facilities. These photos shall be the property of City of Diboll and may be used by City of Diboll Facilities Management for educational or promotional materials.

Contract No: 2022-_____ INITIAL: 

Planning Meeting

As deemed necessary by Facilities Management, planning meetings will be conducted for certain events. These meetings shall be scheduled on an agreed upon date and time. All planning meetings must take place no later than thirty (30) days prior to Event Holder's scheduled Event.

Reservations

Event Holders must contact City of Diboll Facilities Management to determine date availability and complete a Rental Agreement. There is no guarantee of availability until a signed Rental Agreement is completed and a security deposit paid.

Sales Tax Collection

Event Holders and Event Holder vendors are responsible for payment of all sales, use, assessments and/or fees in compliance with City of Diboll, the State of Texas. It is the Event Holders and/or the Event Holder vendors, responsibility to collect and submit payment.

Security Policy

City of Diboll Facilities Management has the right to require security at any Event. Facilities Management determine Event security needs. Security is required at all events with alcohol. The Event Holder will be responsible for contracting and paying security. All Event security plans must be submitted and approved by Facilities Management a minimum of thirty (30) days prior to an Event. Security plan must meet the following criteria:

1. Security Officer(s) must be scheduled to arrive thirty (30) minutes prior to the event.
2. One (1) Security Officer is required per one-hundred (100) guests.
3. Security Officer(s) will remain onsite until the event is complete and all guests have left the property. It is up to the discretion of Security as to the number of officers needed as the event ends and cleanup begins.
4. Security officer(s) must be TCLEOSE certified and have a commission held by a credited agency on a full time basis to work security for any City of Diboll facility. Copy of all licenses and ID's must be provided to Facilities Management thirty (30) days prior to the Event.

Sub-Leasing

Sub-Leasing is not available. If sub-leasing is reported, Event Holder contract will be immediately terminated.

Time of Events - Operating Hours

The City of Diboll reserves the right to regulate the time, place and manner of proposed activities in its facilities after considering all applicable factors and interests. No event can last longer than 1:15 am and all persons including Event Holder must leave the Facility property at 1:15 am unless otherwise approved by a majority vote of the City of Diboll City Council.

Use of or Loss of City Equipment

Without prior coordination and agreement of Facilities Management, Event Holders shall not operate City-owned equipment including sound, lighting, or projection equipment without the express written consent of City of Diboll Facilities Management. No equipment from a City of Diboll facility may be

Contract No: 2022-_____ INITIAL:

rented, loaned or removed. Additionally, Event Holder shall not dispose of in any manner equipment or materials owned by City of Diboll Government.

Use Restrictions

City of Diboll Government and/or City of Diboll Facilities Management may refuse Event bookings when it is their opinion that the Event may cause undue or unusual damage to the facilities or that may violate local, state or federal laws, rules or regulations. City of Diboll Government and/or City of Diboll Facilities Management may refuse Event bookings when it is their opinion that a requested Event conflicts with a similar Event previously scheduled on the premises. Once a Rental Agreement has been signed and executed and deposit has been paid in full to the City of Diboll, the City may, in its sole discretion, agree not to schedule a like Event on any part of the grounds during the same period of time as that scheduled by the Event Holder.

The Facility Management reserves the right to refuse any individual or group the privilege of using the facilities due to abuse of any facility policy, including but not limited to:

1. Past violations of the facility rental contract and/or policies
2. Past disregard for persons or property while using the facility
3. Past conduct which is deemed to be of an inappropriate manner
4. Failure to make full payment for any and all charges connected with renters use of facility

City of Diboll Facilities Management rental policies and procedures are subject to periodic review. The policies and procedures in place at the time of the signing of the Rental Agreement will govern.

Limitation of Liabilities

Notwithstanding anything herein to the contrary, City of Diboll will not be liable for any indirect, incidental, special, consequential damages, or damages resulting from the use of the City of Diboll facilities, however arising, including failure of voice or data lines, even if City of Diboll has been advised of the possibility of such damages. City of Diboll liability will in no Event exceed the amount received under this agreement for damages arising out of, relating to, or in any way connected with the Rental Agreement. Users of City of Diboll facilities are advised to procure Event cancellation insurance.

City of Diboll will not assume liability for cancellation due to emergencies or unforeseen circumstances. Recovery under such circumstances shall be limited to the amount of rental fees paid under the Rental Agreement.

Contract No: 2022-_____ INITIAL: 

Security Officer Information

Name: _____

Agency: _____

Badge/License Number: _____

By signing below, you understand that you must be TCLEOSE certified and have your commission held by a credited agency on a full time basis to work security for the Lottie & Arthur Temple Civic Center. While working events you are contracted through the renter and are not the responsibility of the Civic Center. You have been given, read and understand the security guidelines and policies.

Officer Signature

Date

Civic Center Representative

Date

For Office Use Only:

Copy of agency ID card

Event: _____ *Date:* _____

Civic Center Representative Initials: _____

Contract No: 2022-_____ INITIAL:

Release of Liability

To the extent allowed by the State of Texas, client agrees to defend, indemnify, and hold harmless Center (City of Diboll and The Lottie & Arthur Temple Civic Center, their agents, representatives and employees), each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expense of any kind or nature whatsoever, including without limitation any and all costs of defense, made against or incurred or suffered by Center, and such indemnities as a direct or indirect result or consequence of injury, sickness, illness, or harm, any other cause of action whatsoever arising out of, resulting from, or which would not have occurred but for this Agreement or Client's use of the premises, facilities or equipment of Center. Client further agrees to release and acquit Center, its agents, representatives and employees, from and against any and all liabilities, demands, claims, damages, losses, costs and expense of any kind or nature whatsoever, including those enumerated herein above. This includes any and all companies/individual contractors that are contracted through renter. (This includes Caterer, Decorator, Event Planner, Band, DJ and Bakeries.)

Print

Date

Signature

Civic Center Representative

Date

Contract No: 2022-_____ INITIAL: _____



SIGNAGE REQUEST

The civic center is happy to provide an extra touch to your event. We will utilize the marquee sign, located on FM1818 to showcase your event. We cannot guarantee that all of what you want displayed on the sign will be able to appear due to letter quantity and space. We will try to display your event sign as far in advance as possible. We only guarantee that it will be up by the day of your scheduled event.

Line #1:	
Line #2:	
Line #3:	
Line #4:	
Line #5:	

Suggestions and Examples:

<p>Happy Birthday Sarah Oct. 15</p>	<p>Feliz Quince Anos Priscilla Oct. 25th 4-9pm</p>	<p>It's a boy! Baby Shower In honor of Diana Smith Aug. 15 2-4pm</p>
<p>Shamrock Bingo Sat. April 7th Doors open at 5:30 Cards \$1/ea</p>	<p>Felicidades Juan Y Sandra July 14, 2010</p>	<p>Parenting Conference By: Cornerstone Church Sunday, Feb. 14th 6-8pm</p>

Contract No: 2022-_____ INITIAL:

Lottie and Arthur Temple Civic Center Rental Agreement

Lessee: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact # _____ Email # _____

Driver's License State: _____ Number: _____ DOB ____/____/____

Date of Event: ____/____/____ ____/____/____ ____/____/____ ____/____/____

Time of Event: ____ am/pm to ____ am/pm

Type of Event: _____

Approximate number of guests: _____

Alcohol **YES / NO** Security **YES / NO**

CONTRACT PRICING

Deposit			\$400.00
Standard Rental Rates			
Monday-Thursday	8am - 1:15am	\$300.00	_____
Friday	8am - 1:15am	\$400.00	_____
Saturday	8am - 1:15am	\$1100.00	_____
Sunday	12pm - 10pm	\$300.00	_____
Amenities			
Bleachers		\$100.00	_____
Stage		\$100.00	_____
Sound Equipment		\$100.00	_____
LCD Projector w/ retractable screen			
Lighting Equipment			

TOTAL _____

Contract No: 2022-_____ INITIAL: _____

Special Requests _____

I have been provided a copy of the rental packet and have read and understand the guidelines, policies, procedures, rules & regulations provided. I understand that if I do not abide by the regulations that have been given and explained to me, I am subject to losing all deposits paid and/or forfeiture of my event. By signing below I am in agreement and take full responsibility for meeting all policies and for any damages at the civic center during my event.

To the fullest extent permitted by law, the renter shall indemnify, and hold harmless the City of Diboll from and against any claims, damages, losses, or expenses, including but not limited to attorney fees, which arise out of or in any way relate to, any and all personal injury, death and /or property damage in connection with their use of the Lottie and Arthur Temple Civic Center. This includes any act or omission by the City or any of the City’s representatives, and employees of the City of Diboll.

Print

Date

Signature

Civic Center Representative

Date

Thank you for choosing our facility.



Contract No: 2022-_____ INITIAL: _____