

Initials are your acknowledgement you have been given the Civic Center Rules and Regulations, you understand them and accept them for your event. Init. \_\_\_\_\_

**Civic Center  
City of Port Arthur  
Rules and Regulations**

**Booking Policies and Procedures**

1. A date may be placed on hold by the Civic Center Director only, and will be good for up to four weeks.
  - a. Once the four weeks has passed, and no confirmation with contract in process, the date will be available for other groups
  - b. If another group wants the date with a hold already on the date, and it is near the end of the four weeks, the person with the first hold will be contacted to see if the person(s) is/are still interested in keeping the date.
  - c. If the person(s) with the first hold still wants to the date, they have to give all information for a contract immediately and the deposit will not be refundable for any cancellation.
2. Cancellations
  - a. Cancellation of a date must be in writing.
  - b. If event is cancelled at least six months prior to the date of the event, any money paid will be refunded.
  - c. Any event cancelled less than six months prior to the date of the event, no money paid will be refunded.
  - d. The Director of the Civic Center has discretion to refund money paid depending on extreme circumstances for cancellation and/or other extenuating circumstances and/or the date is rebooked in short order.
3. No event can be confirmed more than 18 months in advance. Exceptions to this are annual events, such as the Gun Shows, Bird Show, Mardi Gras Balls, Mexican Heritage Festival, and other events approved by the Civic Center Director.
4. No more than two events can be on hold for any one date. Extreme exceptions can be made with the approval of the Director of the Civic Center on rare occasions.
5. The terms of the Civic Center Rental Agreement shall constitute the full and complete agreement between the parties. No verbal agreements shall alter the Rental Agreement. Any change must be signed by the Director and Lessee.
6. A date is not reserved until a signed rental agreement and deposit is received by the Civic Center.
7. The designated deposit will be returned to the lessee within (30) days of the event, if the facility was returned in satisfactory condition. If repairs or damages occur to the facility this deposit will be retained.
8. The Civic Center cannot be utilized by anyone without a signed contract outlining the space rented.
9. Rental rates are subject to change and vary depending on space.
10. The Lessee is responsible for notifying the Civic Center of the room set-up no less than 10 working days prior to the event date. Additional charges may apply for changes after this date. No changes or adjustments can be made the day of the event.
11. The facility rental fees include only one set-up. Once the building is set to agreed upon layout no adjustments can be made. This includes, but is not limited to, additional tables, removal of chairs, or any outside tables or chairs brought in by the Lessee or his/her designee or participant.
12. The person listed as the contact on the contract is the only person that can make changes to the agreement. All other parties need to go through this contact to make changes.
13. Final payment of all charges is due 14 days prior to the event.
14. If the Lessee renting the facility at the rates specified needs a day or days prior to and/or immediately following an event for the purpose of moving equipment etc., in or out of the facility, or for rehearsing, the charge will be 60% of the applicable one-day event. Any side draping requires one move-in day and one move-out day. Any ceiling draping will require a rental of a minimum of three (3) move-in days..
15. The Lessee is responsible for all.

**Facility Rules & Regulations**

1. Lessee shall leave the rented rooms at the facility in good condition. A building deposit of \$1000.00 is in place for each rental, and will apply for the facility, if they do not meet inspection for satisfactory condition at the conclusion of the event.
  2. Trash clean-up is the responsibility of the Lessee. You are responsible to put all trash in the trash receptacles provided. The Civic Center staff will be responsible for taking the trash to the dumpsters.
  3. All events must end by 1:00 am, and Lessee must be out of the facility by 2:00 am, or additional charges will apply.
  4. The event time on your contract includes set-up and tear-down times.
  5. Maximum attendance for the main hall is 1200 for banquet type events.
  6. Civic Center Personnel are the only authorized individuals that shall be permitted to set-up, tear-down or rearrange the tables and chairs that are provided by the Civic Center. Civic Center Personnel are not authorized to set up, tear down, or rearrange specialty items and chairs provided by outside vendors.
- Furthermore, Lessee, nor anyone in attendance or working an event, is allowed to move any tables, chairs, equipment or any item owned by the Civic Center.
7. All items brought on-site by the Lessee must be removed by the Lessee.

8. The Civic Center is a smoke free facility. Tobacco is only allowed in designated areas outside the building.
9. All decorations must be free standing. No balloons that are lighter than air are allowed. Nothing may be affixed to any walls, windows, curtain rods, or other building surfaces. No nails, pins, tape, glue, adhesive, sparklers, rice, sawdust or glitter is permitted. Some exceptions to this rule can be made as it relates to pipe and drape. This must be approved in writing, in advance (by the Civic Center Director) and items must not exceed weight bearing of the pipe and be affixed only w/string, fishing line or similar device(s).
10. All flames must be surrounded by glass. Melted wax must be contained.
11. Loading and unloading is done through the roll up doors and the rear doors. Vehicles may not be left unattended at these entrances. Some loading is allowed through the front Lobby doors, but only with written permission by the Civic Center Director.
12. The Civic Center must be advised of all third party vendors.
13. All kegs must be contained in an insulated cooler or sealed container to prevent leakage.
14. The Lessee is responsible for the return of all Civic Center assets such as: Dollies, Carts, extension cords, etc.
15. The Lessee is responsible for the cost of security and is a separate payment made directly to the officer(s) and is not part of the fees/money owed to the Civic Center. The payment must be made in cash only and be the exact amount owed to each officer (no change is available.) The hourly rate is not set by the Civic Center, but is the going rate. Security must be a City of Port Arthur Police Officer, unless one is not available or written permission is given by the Civic Center Director. The security is scheduled through the Civic Center only. The level of security, and what event(s) require security, is determined by the Civic Center Director, with consultation with the Port Arthur Police Department, only.
16. Automobiles will not be permitted inside the building unless written authorization has been given. In the event any automobile is for display, all fire regulations pertaining to exhibits must be strictly adhered to and followed. Liquid or gas filled vehicle fuel tanks or fill openings must be closed and sealed to prevent tampering. Under carriage protection for old and late model automobiles must be used at all times. There must be less than five (5) gallons or 1/4 tank (whichever is less) of gasoline in each automobile. Every battery must be disconnected once inside the building.
17. Lessee must have written permission from the Civic Center Director to connect Lessee equipment or item(s) to any of the facilities' electrical or communication systems. Lessee will be responsible for having a licensed technician or Civic Center staff to make connection and disconnection. Accessibility to equipment rooms and utility boxes is prohibited without authorization from the Civic Center Director.
18. Lessee must be prudent when stacking items or equipment on tables, stages or chairs. Lessee must use good judgment in weight distribution. Tables, chairs, and stages are designed for minimum amount of weight and items or equipment should be distributed evenly over them to prevent overloading.
19. For all doors, a 10' clearance on both sides (egress and ingress) with no physical obstruction must be maintained at all times. All Exit doors must remain unlocked during all show hours (Aisle space must be 5' minimum).
20. The Civic Center staff must have complete accessibility to all meeting areas, kitchen areas, corridors and hallways before, during and after all events. The Civic Center Director must authorize in writing any exclusivity to an area.
21. Nothing may be hung, attached to or suspended from any part of the facility without the express written consent of the Civic Center Director.
22. Lessee must furnish the City, at least fourteen (14) days prior to the event, a Certificate of Insurance proving that a public liability insurance policy is in effect in which the Lessee is named as insured. The City of Port Arthur, must also be named as additional or co-insured party. The details of this requirement are spelled out in the Lease Agreement.
23. All items that are left after an event will be kept in the Civic Center office area for a period of thirty (30) days. The City of Port Arthur will not be held responsible for these items in any way. The City of Port Arthur is not responsible for vehicle damage or theft.
24. During events where an invitation is required, all attendees are required to wear a City-approved wrist band for the duration of the event. Any person not wearing a wrist band must leave the premises immediately.
25. The Civic Center Marquee is for events at the Civic Center, and is, at times, also for events/activities at the Library and Texas Artists Museum. Public Events at the Civic Center will be displayed no more than a month in advance of the starting date. Private events will be displayed at the request of the Lessee. In the case of multiple events at the Civic Center, the marquee must be shared by the various events.

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