

GOLIAD MEMORIAL AUDITORIUM RENTAL AGREEMENT

**925 S. US HWY 183
Goliad, TX 77963**

**Auditorium Representative: City of Goliad
Goliad City Hall**

Physical: 152 West End St. Goliad, TX 77963

Mailing: P.O. Box 939 Goliad, TX 77963

Office: 361-645-3454 Fax: 361-645-8315

Mission Statement

Goliad's Memorial Auditorium is a Texas treasure, dually registered on the National Register and as a Registered Texas Historical Landmark "RTHL". The facility has stood tall since 1936.

The appointed committee is charged with keeping the auditorium historical integrity intact, therefore will follow the guidelines set forth by the Texas Historical Commission and the Secretary of the Interior to ensure it remains a reminder of its rich history its active present and glorious future.

Goliad Memorial Auditorium's Intent and Purpose

The Goliad Auditorium was erected jointly by the governments of the United States and the State of Texas in 1936 to commemorate one hundred years of Texas Independence. Sponsored by the State of Texas, USA and WPA sidewalks, parking areas, an auditorium stage, a museum, clubhouse outdoor athletic field and an arena were constructed. The façade and interior are embellished to blend with the reconstructed Mission of Espiritu Santo and the outdoor arenas were inviting to athletic groups, livestock lovers and rodeos. This fine lady has hosted quinceneras, basketball games, weddings, fashion shows, gun shows, numerous family gatherings and community functions. She, the Goliad Memorial Auditorium, is a proud, historical edifice that can hold formal events i.e. political functions, fund raising for nonprofits and religious activities. She can also be used for community-based events such as banquets, dances auctions and birthday parties. She has multiple purposes serving not only as a reminder of Goliad's eventful past, but currently as a community asset, as well as a pillar of the community that allows for entertainment, enlightenment, respect for agricultural endeavors and enrichment. Goliad's past, present and future can be acknowledged in and through the Goliad Memorial Auditorium as one wonders at her grandeur while strolling on her grounds.

Jointly owned by the City of Goliad and Goliad County a public facility to be enjoyed by all. Admire her, care for her and be aware of her importance. She is user friendly but not to be abused.

Event Name: _____

Rental Fee Due: _____

Date of Event: _____ Pick Up Keys: _____ Return Keys: _____

☐ **Non-Profit**

Must provide proof of 501 (c) charitable organization non-profit status with rental agreement.

Fee Schedule

Qualified Non-Profits receive a 25% Discount.

Must provide proof of 501 (c) charitable organization Non-Profit status with rental agreement.

	Non Profits	Regular
☐ Non-Compliance/Damage Deposit- Entire Facility	\$500.00	\$500.00
☐ Non Compliance/Damage Deposit- Selected Portions	\$50.00	\$50.00
☐ Non Compliance/Damage Deposit- Sound System Usage	\$50.00	\$50.00
Rental of Entire Facility (per day) ONE DAY ONLY		
☐ Monday-Thursday (ONE DAY ONLY)	\$450.00	\$600.00
☐ Friday-Sunday (ONE DAY ONLY)	\$525.00	\$700.00
☐ Basement/Kitchen Only	\$150.00	\$150.00
☐ Foyer Area Only	\$100.00	\$100.00
☐ Double Restrooms Only	\$300.00	\$300.00
☐ Sound System Usage	\$150.00	\$150.00
☐ Day-Before Decorating Access - 4 Hours	\$50.00	\$50.00
☐ Day-Before Decorating Access - 8 Hours	\$100.00	\$100.00
☐ Cleaning Fee (REQUIRED)	\$200.00	\$200.00
☐ Select Areas Cleaning Fee	\$100.00	\$100.00

It is Lessee's responsibility to pick up the auditorium and dumpster keys from the auditorium representative prior to the event. The representative is available at Goliad City Hall from 8:00-4:30 Monday-Friday and will do an initial site visit with Lessee.

Signature of Lessee

Date

Event Information Form

Individual/Organization Leasing Auditorium: _____

Date(s) and Hours (beginning and ending) of Event: _____

Contact Person: _____ Phone Number: _____

Email: _____

Mailing: _____

Description of Event: _____

Number of Guests Expected: _____

Facility Furniture Usage

Furniture Required for Event:

- ☐ 8-Foot banquet tables (25 Available): _____ needed
- ☐ 5-Foot round tables (20 Available): _____ needed
- ☐ 8-Foot wooden tables (9 Available): _____ needed
- ☐ Poly-resin stacking chairs (386 Available): _____ needed

Regulations

1. Tables and chairs are to be lifted for carrying. Do **not** drag them.
2. Tables and chairs are not to be removed from the auditorium hall or foyer area for any reason. All tables and chairs not needed for an event must be stacked on the chair trucks and table trucks, which must remain in the northeast corner of the auditorium. The trucks are not to be moved to the basement.
3. Any tables or chairs moved from the basement to the auditorium hall or foyer must be returned to the basement.

Space Required for Event:

- ☐ Entire Facility ☐ Stage Only ☐ Foyer Only ☐ Basement/Kitchen Only
- ☐ Restrooms Only

Use on day prior to event for decorating, etc.

☐ I do not need to access the auditorium on the day before the event. I understand that I may not enter premises prior to 7:00 AM on the date of the event, and I may not store any decorations, equipment, or personal items prior to that time.

☐ I need to enter the facility on the day before my event for a block of four (4) hours. I understand that I will be charged an additional \$50.00. I would like to access the building from _____ a.m./p.m. to _____ a.m./p.m.

☐ I need to enter the facility on the day before my event for a block of eight (8) hours. I understand that I will be charged an additional \$100.00. I would like to access the building from _____ a.m./p.m. to _____ a.m./p.m.

Release and Indemnification Agreement

In consideration of the use of the Goliad Memorial Auditorium, located on U.S. HWY 183, Goliad, Texas and jointly owned by the City of Goliad and County of Goliad, Lessee agree to defend, indemnify, and hold harmless the City of Goliad and County of Goliad, their officers, agents, and employees from and against all liabilities, claims, and suits or demands for injuries to any person and/or damage to any property arising from the Lessee's use of the Goliad Memorial Auditorium. Lessee further agrees to pay for any damages to the facility arising out of the use of the Goliad Memorial Auditorium.

Signature of Lessee

Date

Fee Summary and Record of Payments

Please note: All fees and deposits must be paid in full ten (10) business days prior to the event date.

Lessee Name: _____ Event Date: _____

Non-Compliance/Damage Deposit: _____

Sound System Deposit: _____

Rental Fee: _____

Sound System Rental: _____

Extended Access Fee: _____

\$200.00 Cleaning Fee: _____

Total Fees: _____

Payments Made:

<u>Date</u>	<u>Amount</u>	<u>Method</u>	<u>Balance</u>

DEPOSIT IS REQUIRED TO HOLD EVENT DATE

Please make checks out to *City of Goliad, Goliad Memorial Auditorium*. **Rental fees must be paid not later than two (2) weeks prior to the event; this means that they must be paid no later than the tenth (10th) business day before the event.**

General Rules For Use

Failure to comply with these rules will result in forfeiture of the non-compliance/damage deposit.

1. Lessee must be 18 years of age or older.
2. The auditorium is a smoke-free facility.
3. Occupancy limits, as established by state law, must be observed. The maximum occupancy for the entire facility, including the basement and stage area, is **1,588** persons. If the basement and stage will not be utilized, maximum occupancy is **1,334** persons.
4. Electric beer kegs, soda dispenser, slush machines, ice chests, and similar items must be in good working order, such that no water or other liquids leak onto the floors. Ice beer kegs are allowed ***only in the basement***. The event supervisor is authorized to require the removal of any such containers or equipment at once, should it be found to be leaking.
5. Ice may not be brought into the auditorium in bags. It **must** only be brought in to the facility in ice chests through the basement.
6. Bubble machines, smoke machines, fireworks of any type, sparkler machines, fog machines, dry ice, beach balls, tossing balls, floating devices, and other similar entertainment devices are strictly forbidden. Lessee is responsible for notifying entertainers or similar services of the restriction and for making certain everyone is in compliance.
7. Dance wax is not allowed on the floors.
8. Decorations in the auditorium are confined to the serving/buffet tables, dining tables and stage area. Adhering any decorations to the auditorium surfaces is prohibited. All floor decorations **must** have a padded base.
9. No confetti, glitter, birdseed, flower petals, rice, or other similar “toss” items may be used.

Lessee's Responsibilities Before and After an Event

1. Deposit is required to hold event date.
2. Rental fee must be paid no later than two (2) weeks prior to the event; this means that the rental fee must be paid no later than the tenth (10th) business day before the event.
3. Lessee will **immediately** report any electrical, plumbing, or mechanical problems to the **Emergency On Call Representative 361-645-4945**.
4. The non-compliance/damage deposit will be fully refunded to the Lessee, provided that Lessee is in full compliance with all of the rules listed here and that no damage has occurred. Checks will be mailed within fourteen (14) business days following the event.
5. Failure to comply with **all** rules outlined in the rental agreement will result in the future of the deposit.
6. If damage of any kind occurs to the auditorium during the rental period, the cost of repairs will be deducted from the deposit refund. Lessee will be responsible for paying the damage costs that exceed the amount of the deposit.
7. **Cancellations**, to be reimbursed the Lessee must give 30 days' notice prior to event to receive 50% of deposit otherwise monies paid is forfeited.
8. An event supervisor will be on site for a walk through when Lessee picks up auditorium and dumpster keys. The event supervisor is not responsible for assisting with clean-up during or following the event. S/he will monitor compliance with all rules outlined in the rental agreement. S/he will also inspect the facility after the event for compliance with clean-up and storage rules and for damage to the auditorium.
9. The Lessee will place the provided plastic trash cans, with liners, outside the auditorium, near the front doors, to encourage attendees to dispose of all trash as they are leaving the event. Trash bags should be tied and placed in the dumpster. Lessee is also responsible for cleaning the grounds immediately outside the auditorium of any trash resulting from the event.
10. All food and supplies shall be removed from the premises, and the kitchen counters, sinks, and refrigerator will be wiped clean, if used.
11. All food and beverage containers (plates, bowls, cups, and such) must be placed in trash bags, which are to be tied and placed in the dumpster.

12. All extra wooden tables, metal chair, and poly-resin chairs must be returned to the basement.
13. All table coverings must be removed, and tables and chairs must be wiped down and stacked on the table trucks and chair trucks. Candle wax must be gently removed from tables without damaging the surfaces. ***Failure to stack and store tables and chairs will result in \$100.00 being deducted from the non-compliance/damage deposit. "Please stack chairs in sets of 10."***
14. All items brought to the auditorium by Lessee must be removed immediately following the event. If Lessee needs extra time, arrangements may be made **before** the event for removal on the following day; Lessee **must** contact the auditorium representative prior to the event, however, all items **must** be removed no later than 10:00 AM on the following day.
Please note: Items not removed will be disposed of.
If two events are scheduled for consecutive days, this extended time will not be allowed. Lessee for the first event will be required to remove everything immediately following the event, and Lessee for the second event will not be allowed to enter the auditorium before 7:00 AM on the day of the event.
15. "All doors must be locked, and keys must be returned to City Hall on the first business day following the event." Failure to return the keys will result in the cost of rekeying the locks being deducted from the non-compliance/damage deposit.