

Goliad Memorial Auditorium Rental Packet

Event Date: _____ Event Name: _____

Lessee: _____ Phone: _____

Email: _____

Rental Fees

Required Deposits ☐ Entire Facility: \$500 ☐ Partial Facility: \$50 ☐ Sound System: \$50	• Cleaning Fee is required and non-negotiable. • Additional hour charges not predicted will be deducted from deposit. <i>Qualified Non-Profits receive a 25% Discount. Must provide proof of 501 (c) charitable organization Non-Profit status with rental agreement.</i>
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	<u>Non-Profit</u>	<u>Standard</u>
Entire Facility (Mon-Thu) ONE DAY RENTAL	☐ \$450	\$600
Entire Facility (Fri-Sun) ONE DAY RENTAL	☐ \$525	\$700
Basement/Kitchen	☐ \$150	\$150
Basement Restrooms	☐ \$150	\$150
Foyer ONLY	☐ \$100	\$100
Restrooms (Front)	☐ \$300	\$300
Sound System	☐ \$100	\$100
8-Hour Decorating & Extended Access (pick up keys the day before.) (i.e. 8:00 AM-4:00 PM)	☐ \$100	\$100
Additional Hour Charges (per hour)	☐ \$25	\$25
Cleaning Fee (One Day Entire Facility)	☐ \$200	\$200
Cleaning Fee (One Day Partial Facility)	☐ \$100	\$100
Total including deposit(s)		

Paid Deposit By: Cash Check # _____ Money Order # _____

Paid Remainder By: Cash Check # _____ Money Order # _____
 Remainder of _____ Due on _____ Remainder Paid: _____

Event Information

(please indicate who we will make the deposit check out to):

Organization/ Persons in charge:

Address: _____

Description of Event:

Facility Requested:

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

Please read information below for ONE DAY RENTAL POLICY & RULES in information below

Decorating & Extended Access:

☐ None

☐ 8 Hours (\$100)

Time: _____

☐ Additional Hours Needed \$25/hour

Time predicted: _____

Day(s) of the week needed for event, decorating, & clean-up:

Please indicate all days predicted to be in the auditorium, this helps us with scheduling.

☐ Mon ☐ Tues ☐ Wed ☐ Thurs

(\$450 non profit/\$600 Regular per day)

☐ Fri ☐ Sat ☐ Sun

(\$525 non profit/\$700 Regular per day)

It is Lessee's responsibility to pick up the Auditorium 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 prior to the rental.

Any time predicted and not used will be refunded to the lessee at the time the deposit is refunded

IMPORTANT - ONE-DAY RENTAL POLICY

- Rental fees apply to ONE calendar day only. Rental begins at 8:00 AM on the reserved event date and ends at 11:59 PM that same day unless approved in writing by the City. **(please clean up and return**

keys no later than 8:00 AM the following day, additional fees will be accrued if failure to do so.)

- Access before or after the reserved date - including decorating, cleanup, or removing personal property- is not included in the rental fee and will incur additional rental charges.
- *Example: If your event is held on Saturday and you return Sunday after 8:00 AM to clean or remove decorations, additional rental charges will apply.*

Furniture Available:

- 8' Banquet Tables
- 5' Round Tables
- 8' Wooden Tables
- Chairs

Facility Rules

- Lessee must be at least 18 years old.
- No smoking inside the facility.
- Occupancy limits must be observed.
- No confetti, glitter, rice, flower petals, or similar materials.
- No fog machines, smoke machines, fireworks, sparklers, or dry ice.
- No tape, nails, staples, or adhesives on walls or historic surfaces.
- Report maintenance issues immediately.

Cleanup Checklist

- Remove decorations and personal items.
- Place trash in dumpster.
- Clean kitchen if used.
- Return extra tables and chairs to storage.
- Clean outside entry areas.
- Lock all doors.
- Return keys to City Hall the day after your event, (Saturday events- return keys by Sunday morning no later than 8:00 AM).

Payments & Deposits

- Deposit required to reserve date.
- Remaining balance due no less than 10 business days before the event, failure to pay remaining balance 10 business days before event is subject to additional fees.
- Cancellations at least 30 days before the event receive a 50% refund of deposits.
- Damage deposits are refunded within 30 business days if all terms are met.

Acknowledgement

I have read and agree to the terms of this rental agreement.

Lessee Signature: _____ Date: _____

City Representative: _____ Date: _____