

# The Brazos Center

## **BRAZOS CENTER OPERATIONAL POLICIES**

### **ALCOHOL**

Alcohol must be provided by an Approved Alcohol Vendor. Events serving alcohol will be charged an additional alcohol surcharge and security will be required. Guest attending events are never allowed to bring alcohol into the event. "Bring your own bottle" is prohibited at the Brazos Center. All alcohol will be shut off 30 minutes prior the scheduled end of your event.

### **ANIMALS**

No dog or other pets will be brought into the facility, with the exception of persons requiring service animals for visual impairment, disability or medical reasons, without written permission from the Brazos Center Manager.

### **CANCELLATIONS**

In order to receive a deposit refund, notification of cancellation must be received no later than 60 days prior to the event date. Notification of cancellation received after this deadline will result in a forfeiture of the entire deposit. No cancellation on a setup day unless both days are cancelled 60 days before the event. The lessee will forfeit their fees if cancellation is received less than 72 hours before the time of occupancy. If the event was of the type that did not require a deposit lessee will forfeit their fees for a "No Show". Lessor reserves the right to cancel any event that has not met all criteria outline in the Brazos Center policies. Lessee will forfeit deposit and any fees for cancellation of an event due to failure to comply with policies.

### **CATERING**

All groups are required to select a caterer from the Approved List of Caterers. All caterers will have to have a signed agreement and required insurance in order to caterer on the premises.

### **CLEAN-UP**

Contracted areas should be left in the state that they were found. General cleaning is the responsibility of the Lessee contracted area after the event. **If clean-up is not performed adequately the lessee's deposit may be retained.** For larger events that may have more than the normal trash, a roll off dumpster may be required for the event. The Brazos Center is not responsible for any items left in the building after an event.

### **COOKING**

Cooking on the premises is allowed only by prior approval of Director.

### **CONCESSIONS**

The sale of soft drinks and food items will require a concession fee of \$30 per day.

### **CORRIDORS**

Corridors and hallways are common space and are not part of any leased area. They may be used only with permission from the Director.

### **DEPOSITS**

Deposit is required at the time the space is reserved. "Tentative" holds for dates are not allowed. **Security deposits are never applied to fees.** The deposit reserved the date, and will cover any damage or insufficient clean-up resulting from the event. If no damages are incurred and clean-up is satisfactorily completed, the deposit will be refunded approximately three weeks after the event. **An updated address is required for timely deposit returns.**

### **DECORATIONS**

The Lessee is responsible for their own safety and the safety of those associated with their event during the installation, display and removal of all decorations. Decorations causing damage to the floors, walls or other structures are not permitted. This includes the use of tape, tack, nails, or staples. No open flame candles are allowed. All decorations hung from ceilings or that require the use of equipment will require prior approval from the Brazos Center. Helium tanks must be secured to a load bearing structure upon arrival and remain secured until their departure. Prohibited from use on the Brazos Center premises are as follows: straw, hay, glitter, confetti and sparklers. The throwing of sterilized birdseed and the use of bubbles is restricted to the outside area only.

### **ELECTRICAL**

Brazos Center users may use up to 25 amps of 110-volt electricity. Events requiring special arrangements must give the Brazos Center 30 days notice in advance and have a detailed layout of the electrical needs in our office 30 days prior to the event. Lessee may be charged an electrical use fee depending on the number of plugs being used.

## EQUIPMENT

In the event that the Brazos Center does not have adequate equipment suitable to the proposed use or to meet the needs of those attending, the lessee shall supply such equipment. Brazos County shall not be in any manner responsible for such property.

## EXIT DOORS & FIRE CODE

A 10' clearance on both sides of the exit doors, (egress and ingress) with no physical obstruction, must be maintained at all times. No lighted exit sign or accompanying door can be blocked or locked during an event. All discrepancies arising out of Fire Code issues will be decided upon by the Brazos Center Manager or his designated representative.

## FEES

The rental fee is due fourteen (14) days prior to the event. Fees paid less than fourteen (14) days before the event are required to be paid in cash or cashier's check. Any items sold on the premises are subject to vending fees including but not limited to photos, concessions, alcohol, souvenirs and books. Additionally, the Brazos Center offers a variety of items that can be rented to make your event more successful. User should make these arrangements when making the reservation. Regularly scheduled events made by a contract of six-months or more may be discounted 15% every day of use after the initial date if the total fees are paid in full prior to use.

## FIRE CODE

### SPACE REQUIREMENTS

|               |                     |                                |
|---------------|---------------------|--------------------------------|
| Assemblage    | 7sq. Ft. per person | (2 aisles for every 14 chairs) |
| Tables/Chairs | 15sq. Ft per person |                                |
| Standing      | 3sq. Ft. per person |                                |

## HOURS FOR EVENTS

Brazos Center: Sunday through Thursday - 8am-11pm

Friday and Saturday - 8am-midnight

Brazos Center Park: Sunday – Saturday 6am – 12am

Events must end in accordance with their contracted finish time. The lessee will forfeit one-half of their deposit if the finish time is exceeded by more than thirty minutes.

## INSURANCE REQUIREMENTS

### Comprehensive Public Liability Insurance – Special Event Insurance

Proof of current comprehensive public liability insurance is required for all events and other events as determined by the Brazos Center. Five hundred thousand (\$500,000) public liability insurance for bodily injury or death is required. **The policy must name the Brazos Center as a certificate holder and additionally insured.** The policy must be effective during the lease times as stated on the contract, including move-in and move-out dates. The policy must list the dates, (including move-in/move-out) and name of the event under description of operations and on file at the Brazos Center 2 weeks prior to event.

Student Organizations must contact Ruthi Hernandez in Student Activities to begin the pre-event planning form immediately after an event is booked. She may be reached at 862-1491 or [ruthihernandez@tamu.edu](mailto:ruthihernandez@tamu.edu) Student Organizations are required to submit a copy of their completed pre-event planning form.

## INTERNET ACCESS

Brazos Center has free Wifi access to its paying customers. Wifi is password protected. If customers need access, please see Brazos Center staff on duty.

## LINENS

Brazos Center does not provide linens for any event. The Brazos Center can supply a list of available linen vendors.

## MOVE-IN AND MOVE-OUT / SET-UP DAYS

Move-in/Move-out days occur Monday-Friday 8am–5pm. The fee for a move-in/move-out is one-half of the room rental fees. Additional hours outside of the 8am–5pm are subject to \$50/hr fee. Move-in/Move-out days requested outside of M-F are subject to a greater rate not to exceed a full rental rate.

## NON-CONFORMING EVENTS

Events not conforming to accepted community standards or any event that has been scheduled using untrue or misleading information provided by the Lessee shall be rejected or cancelled.

## PROHIBITED EVENTS

Dances billed as “open to the public” are prohibited. Dances, parties, “mixers” and initiations held by social fraternity and sorority organizations are prohibited. Events held by scholastic or professional fraternity and sorority organizations may be permitted on an individual basis.

**RENTAL TO CHURCHES**

Rental to churches is limited to Brazos County, IRS certified, *established* congregations that experience an emergency due to natural causes (fire, flood or storm). Rental is limited to three months or less on a space available basis.

**RV PARKING**

There are **NO** RV hookups on the Brazos Center grounds.

**SECURITY**

The Center Director establishes security requirements. **Brazos Center personnel will schedule all security through the Brazos County Sheriff's department.** Lessee must pay officers individually at the commencement of the event. Number of officers required is as follows:

|                   | <u>EVENTS WITH ALCOHOL</u> | <u>EVENTS WITHOUT ALCOHOL</u> |
|-------------------|----------------------------|-------------------------------|
| 0 to 100 people   | 2                          | 0*                            |
| 101 to 300 people | 2                          | 1                             |
| 301 to 450 people | 3                          | 2                             |
| 451 to 600 people | 4                          | 3                             |
| 600 to 750 people | 5                          | 4                             |
| 751 to 900 people | 6                          | 5                             |

\*When participants are minors, a list of adult chaperons is required. Peace officers are required for any event of any size that is primarily geared towards teenagers. An additional officer (above the required number) will be required for events honoring minors where alcohol is served and for any event where the service of alcohol lasts longer than 6 hours.

**VENDING**

The sale of merchandise requires a daily vending fee of \$25 per vendor.

**BRAZOS CENTER PARK**

The Brazos Center Park provides a tranquil and picturesque picnic area. A four acre lake borders the Brazos Center parking lot to the south. A covered pavilion provides a picnic shelter with tables that will seat 100 people. A large barbecue pit and restrooms are adjacent to the picnic shelter. Picnic tables and cooking pits are available in the park on a first come-first served basis. Placing a \$75 deposit and signing a user agreement at the Brazos Center office will reserve the picnic shelter. The deposit is fully refundable if the reserving party cleans up properly after their event. This means that all trash is to be removed from the park and placed in the dumpster at the rear of the Brazos Center, the park restroom left in good condition and litter caused by the event is removed from the park and parking lot. A greater deposit may be required for more extensive use of the park.

