

# **BRAZOS CENTER OPERATIONAL POLICIES**

**ALCOHOL**

Alcohol must be provided by an Approved Alcohol Vendor. ALL ALCOHOL SERVED ON THE PREMISES MUST BE SERVED PURSUANT TO A CURRENT TABC TEMPORARY EVENT PERMIT. PROVIDING “FREE” ALCOHOL WITHOUT A CURRENT TABC TEMPORARY EVENT PERMIT IS PROHIBITTED. Events serving alcohol will be charged an additional alcohol surcharge and security will be required. Guests 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 dogs 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 form the Brazos Center Manager.

 **CANCELATIONS**

To receive a deposit refund, notification of cancellation must be received no later than 90 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 90 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 outlined in the Brazos Center policies. Lessee will forfeit deposit and any fees for cancellation of an event due to failure to comply with Brazos Center 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 cater 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. Brazos Center staff will pick up tables and chairs and empty trash cans after events as well as clean floors etc.

**COOKING**

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

**CONCESSIONS**

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

**ELECTRICAL**

Brazos Center users may use 25 amps of 110-volt electricity. Events requiring special arrangements must give the Brazos Center 30 day’s 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/her designated representative.

##### **FEES**

The rental fee is due a minimum of 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 10% 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: 8am-12am

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.

# **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.

**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 $100/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:

 EVENTS WITH ALCOHOL EVENTS WITHOUT ALCOHOL

 0 to 100 people 1 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

 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 $30 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.