

HISTORIC 512 SPECIAL EVENT RENTAL POLICIES

Rental Availability and Fees				
Day of Week	Rental Hours	Great Room & Grand Ballroom	Great Room or Grand Ballroom (single floor)	**Reception on both floors
*Monday -Thursday	8 hour rental period	\$3,000	\$2,500	\$3,500
*Friday	10 hour rental period	\$4,500	\$4,000	\$5,000
Saturday	10 hour rental period Time-frame is flexible	\$5,500	\$5,000	\$6,000
Sunday	8 hour rental period Rental period begins no earlier than 3:00pm	\$4,000	\$3,500	\$4,500

*Monday – Friday events must begin after 6:00pm. Rental fee includes use of specified room(s) and tables. **Linens & Chiavari chairs are not included**, but are available for an additional rental fee. **Reception on both floors includes the setup & removal of tables and chairs in the Grand Ballroom & Great Room.

PAYMENT TERMS

A signed and approved contract and 50% down payment of your rental fee is required to reserve your date. The balance of your rental fee is due in full 120 days prior to the event. It is the responsibility of the renter to ensure all payments are made on or before the due date. **Payments not redeemed on time will result in loss of event date at no refund.** Events booked 120 calendar days or less prior to event date must pay full rental amount. Payment terms also include payment of the fully refundable \$500 damage deposit due 30 calendar days prior to the scheduled event. Payments may be made by credit card (MasterCard or Visa only), money order, cash, or **check payable to the Center for Transforming Lives.** *Please note a 3% service fee will be applied to all credit/debit card payments.* A \$35.00 fee will be charged for any returned checks. The rate of \$100 per half hour will be deducted from the damage deposit if anyone associated with the event arrives and or remains in the facility in addition to the rental times above.

CANCELLATION

Cancellations or rescheduling an event 120 calendar days or more prior to event date will forfeit the entire reservation fee. Cancellations or rescheduling an event 120 calendar days or less prior to event date will forfeit the entire rental fee. Reservation fee is half of the rental fee excluding damage deposit. Renter must give written notice of cancellation plans or rescheduling plans and must be signed by the authorized signer.

RENTER RESPONSIBILITY

Any individual or organization renting the Historic 512 owned and operated by the Center for Transforming Lives facility assumes all liability for damages to the premises or injuries to guests as a result of usage. Charges for damaged or use of unauthorized items will be withheld from renter's damage deposit.

COMPLETE AGREEMENT

This agreement and any attachments constitute the entire agreement between the Center for Transforming Lives and Renter with respect to the subject matter hereof and shall supersede all previous proposals both oral and written, negotiations, representations, commitments, and other communications between the parties. This agreement may not be released, discharged, changed or modified except in writing and signed by duly authorized representative of both parties.

These rules are made for the protection of the guests attending your special event and for the preservation of the Historic 512. We appreciate your cooperation. Failure to abide by any of these rules will result in forfeiture of the damage deposit. If damage caused by the failure to adhere to these rules requires repairs in excess of the \$500.00 damage deposit, the renter will be billed for the difference. The Center for Transforming Lives reserves the right to amend, revise, add to or change any of the policies and regulations in this agreement as deemed necessary by its Board of Directors and/or Executive Director.

Center for Transforming Lives and Renter has agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below. **By signing this contract, you have received and are agreeing to the rental policies of the Historic 512 owned and operated by the Center for Transforming Lives.**

APPROVED AND AUTHORIZED BY:

Renter Signature: _____ Date _____

Historic 512 Representative: _____ Date _____

Initials of authorized signer: _____

DAMAGE DEPOSIT

The \$500 refundable damage deposit is required thirty (30) calendar days prior to the rental date. All damage deposit payments are cashed. We do not hold checks. Damage deposit will be returned to the renter via check from the Center for Transforming Lives within thirty (30) business days of event if renter complies with polices and regulations and there are no damages present to the facility. The full damage deposit will be held if any Center for Transforming Lives property is found damaged or removed from premises or if any policies and regulations are violated by the renter or their service providers. Any individual or organization renting the Historic 512 assumes all liability for damages or injuries to the premises as a result of usage. Before and following the rental period, a Historic 512 representative will check areas for damages and cleanliness with a representative from the rental party. *Completion of the walk through does not guarantee a full refund of the renter's damage deposit.* If damage is found and repairs are more than the deposit, renter will be financially responsible for the cost of repairs not covered by the deposit. Renter forfeits the full damage deposit if representative from the rental party is not present to complete the final walk through with Historic 512 staff. All final decisions will be made by the Historic 512. It is recommended to schedule at least one hour and a half at the end of the event to allow for cleanup and departure from the Historic 512 by times listed.

Fees include set up of Great Room and/or the Grand Ballroom and parlor rooms. For weddings and receptions only, a one-hour rehearsal, Monday-Thursday, 5:30-6:30 p.m.; 6:45-7:45 p.m.; or 8:00-9:00 p.m. and use of the facility for bridal portraits, Monday-Thursday, 9:00 a.m. - 5:00 p.m. are included. Rehearsal times and bridal portrait times are subject to availability. Times must be scheduled with Historic 512 and are subject to change. **Please note an additional \$500 will be added to national holidays, including New Year's Eve, and the weekends of Christmas and Thanksgiving.**

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FOOD AND BEVERAGE

Food and beverages may be served. Renters and their service providers shall comply with state and local regulations regarding service of alcoholic beverages to their guests. Due to state laws regarding legal liability, only a licensed bartender may serve alcohol. The bartender must be a service provider for the evening and not a guest in attendance. A copy of the TABC license is required two weeks prior to your event. If this license is not in our possession, alcohol will not be permitted to be served. If alcohol will be served, the Historic 512 requires security personnel for a 5 hour minimum and will be scheduled by the Historic 512, however will be paid by the renter the day of the event in cash. Only an insured and licensed caterer may provide food for your event. All caterers must provide certificate of liability insurance and must be submitted to the Historic 512 two weeks prior to the event. The minimum coverage purchased should be in the amount of one million dollars.

Renters must be responsible for providing transportation for the safety and well-being of all guests. Renter assumes all liability for any damage suits filed for serving a guest over the legal limit or to a minor. Renters' guests may not bring their own alcoholic beverages to an event. Kegs and margarita machines are not allowed at the Historic 512. Storage of alcohol overnight is not permitted and Historic 512 will dispose of any alcohol left over from the event if not removed by the renter.

SERVICE PROVIDERS AND DELIVERIES

Renter or representative of renter must be on premises when service providers are in the building and must be available to accept deliveries. Historic 512 staff will not sign for or accept any deliveries. Please make prior arrangements with your service providers. All service providers (caterer, a rental company, florist, musicians, etc.) are the responsibility of the renter. The rate of \$100 per half hour will be taken from the damage deposit if anyone associated with the event arrives and or remains in the facility in addition to the listed rental times above.

Equipment of service providers shall have and be rolled on dollies with rubber casters; metal casters are not allowed. All equipment must move through the stage door and equipment may not be rolled across or placed on the ballroom floor. Deliveries of equipment and catering supplies must be carried on the service elevator and may not be carried on historic guest elevator. The floor must be protected from liquid with a plastic and absorbent overlay under all beverage containers such as ice chests. Photo booths may not be placed in elevator pathways blocking hallways or walkways or on Grand Ballroom floor.

FURNITURE

The Historic 512 provides tables for your event and garden chairs included in your rental fee. An oak bar is available for use in the Grand Ballroom only. The Historic 512 will set up tables and chairs in the Great Room and the Grand Ballroom for events, as designated on room charts; will provide seating for up to 160 guests in the Great Room and up to 160 guests in the Ballroom. The setup will be due 30 days prior to the event. Please do not stack or lean furniture or chairs against the walls in the Great Room and Grand Ballroom. **Linens and Chiavari chairs are not included in the rental fee. The use of tables and chairs from caterers, rental companies, etc. is prohibited.** Historic 512 furniture and equipment can be used ONLY in rooms for which they are designated. Moving furniture between floors is prohibited. Fire & Safety Code prohibits additional furniture placement in the second floor hallway.

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CHIAVARI CHAIR RENTAL

Historic 512 offers rental of Chiavari chairs for seating up to 160 guests as an additional fee. Rental fee and final order for chiavari chairs are due in full three weeks prior to event date. There are no refunds on chairs rented. Renters will be liable for any damages to the chairs and/or cushions. If damages are assessed by staff, the renter will be responsible for replacement costs of \$50 per chair and/or additional fees including shipping and handling and will come from the damage deposit.

LINENS RENTAL

Historic 512 offers linens rental. Rental fee and final order for linens are due in full three weeks prior to event date. Final orders not received three weeks in advance will not be filled.

AUDIO VISUAL EQUIPMENT

Advance notice must be given prior to use of a/v equipment. If rear projection system will be used, an appointment must be scheduled with Historic 512 staff at least two weeks prior to event date. Staff will be available for day of event operation of rear projection system. The Historic 512 does not guarantee the compatibility of our rear projection system. Renters must supply their own adapters and laptop.

CLEANUP

Historic 512 will break down tables and chairs. Each renter and renter's service providers will be responsible for cleanup of kitchen space and parlors if used for food service. All decorations must be removed prior to departure. All catering trash must be placed in the dumpster located outside the building. Any glass breakage is to be swept up and removed from premises immediately. Rental items must be removed upon departure. No rental items are to be left in the building. The Historic 512 is not responsible for the delivery or storage of any property, items or material goods left in the facility. Caterers' kitchen must be cleaned as indicated on Rental Clean Up Checklist. Brooms and mops are provided. The Historic 512 furnishes plastic trash containers and trash bags. The Historic 512 does not provide any other kitchen or cleaning item. Historic 512 staff will inspect the facility after rental event. **Failure to comply with any cleanup rules will result in forfeiture of damage deposit.**

DISPLAYS AND DECORATIONS ON PROPERTY

The Historic 512 is not responsible for any loss or damage to property belonging to renter or guests. All displays and/or decorations will be subject to prior approval and the Historic 512 reserves the right to contract and pass along charges to be deducted from damage deposit to provide the labor for any removals of such.

Renters may decorate areas included in his or her rental agreement, in the Historic 512 portion of the building only. Renters may not attach tape, florist clay, tacks, screws or nails to the Historic 512 property indoors or outdoors. Crepe paper decorations and flammable items are not allowed. Do not attach decorations to antique furniture, ceiling fixtures, draperies, walls or doors. Do not remove anything from walls or shelves in any area of the Historic 512. Floor runners are not allowed on the stairs but may be placed in Great Room for wedding ceremony. Silk or fabric rose petals may be used in Great Room only.

All candles that are to be lit must be in a glass container with the candle flame lower than the top of the structure. Decorative candles are not be used on food service tables. Chafing dishes are allowed. Only tea light candles may be used in candelabra in the Great Room during a wedding ceremony. Absolutely no candles to be lit on windowsills of the facility windows or on interior or exterior stairs.

Birdseed may be thrown (in moderation) outside but is strictly prohibited inside the facility. No rice, rose petals, bubbles, confetti, glitter, snow, sparklers, silly string, candy hearts are allowed inside or outside the building. Do not decorate cars on the Historic 512 property. No wax, powder or substance may be used for the dance floor in the Grand Ballroom.

The Great Room, porch and stair railings of the Historic 512 will be decorated for the holidays between the Monday following Thanksgiving and the first business day following New Year's Day. Do not remove any decorations.

PROMOTIONAL CONSIDERATIONS

We have the right to review and approve any advertisements or promotional materials in connection with your function that specifically reference any name or logo of Historic 512, Triumph Catering & Events or Center for Transforming Lives. Any photographs featuring the Historic 512 that are published must include identification as the Historic 512, Owned and Operated by the Center for Transforming Lives.

SMOKING

The Historic 512 is entirely non-smoking, *including e-cigarettes*. This includes commercial and caterers' kitchens, restrooms, hallways and elevators. Renter is responsible for making guests and service providers aware of and in compliance with the no smoking policy. *The full damage deposit will be held if there is evidence of smoking in the building.* Fog machines are not permitted.

PARKING

Parking is available in the Center for Transforming Lives parking lot (3rd & Burnett) after 6:00pm Monday – Friday and available all day Saturday & Sunday. Additional parking is available in the lot between the Center for Transforming Lives and the First United Methodist Church for a fee as listed on any instructional signs. All meters are free after 6pm Monday – Friday and free all day Saturday

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and Sunday. **The YMCA parking lots (4th & Lamar) are private lots and should absolutely not be used by guests for your event. The Historic 512 is not responsible for vehicles towed or ticketed in the YMCA lot.**

THEFT/DAMAGE

Please know that we will take legal action against anyone who maliciously causes damage to the facilities. You may be held responsible for the actions of your guests, service providers (caterers, musicians, rental deliveries, etc.) and other concerned parties.

SAFETY & SECURITY

We will not assume liability or responsibility for the safety of clients, guests or invitees brought to the Historic 512. *Children are to be under adult supervision during the entire rental period. We do not allow anyone access to: 3rd, 4th, 5th floors, or The Rosie K Mauk Child Development Center, including the playground.* The Historic 512 reserves the right to require you, at your expense, to provide security personnel. If alcohol will be served, the Historic 512 requires security personnel for a 5 hour minimum and will be scheduled by the Historic 512, however will be paid by the renter the day of the event in cash. The Historic 512 may require you to purchase renters/event insurance for the day of your event. A copy of the renter's insurance must be submitted to the Historic 512 two weeks prior to the event. The minimum coverage purchased should be in the amount of one million dollars. For the safety of persons and property, no fireworks or incendiary devices may be used indoors or outdoors at the Historic 512. Group agrees to comply with all applicable federal, state and local laws, including health and safety codes and federal antiterrorism laws and regulations including all provisions of the Patriot Act and regulations of the U.S. Department of Homeland Security and the Office of Foreign Assets Control. Group agrees to cooperate with Historic 512 and any relevant governmental authority to ensure compliance with such laws. **Carrying of firearms or concealed weapons of any type is prohibited on premises.**

COMPLIANCE WITH STATE AND LOCAL REGULATIONS

Individuals and/or organizations renting the Historic 512 shall comply with all laws - federal, state and local - including all ordinances of the City of Fort Worth. All rules, regulations and requirements of the police and fire departments shall be observed. If requested by the Historic 512, any permit, license or tax required for any activity shall be purchased by the renter and made available to the Historic 512. It is also the responsibility of the renter to determine which laws and ordinances apply to the activity of the renter and to ensure compliance with same. Should any violation be found to exist, renter hereby assumes all responsibility for correcting or removing such violation.

RIGHTS

Historic 512 staff on duty during an event has complete authority to enforce all Historic 512 rules and regulations. We reserve the right to observe all private functions and to cancel any event which goes beyond the bounds of propriety. In such cases no refund will be made. We will not assume liability or responsibility for personal injuries damages to, or loss of personal property, equipment, merchandise or articles left in the facility prior to, during, or following a function. Anyone being disrespectful will be asked to leave the premises and if compliance is not immediately forthcoming, the authorities will be called to assist and the event may be cancelled. The Historic 512 reserves the right to amend, revise, add or change any of the policies and regulations in this agreement as deemed necessary by its Board of Directors and/or Executive Director.

ARBITRATION

The parties agree that any dispute in any way arising out of or relating to this contract, other than disputes involving patents, trademarks, trade dress, copyrights, trade secrets, false advertising, false representation, unfair competition and/or infringement of intellectual property rights, will be resolved by arbitration or the American Arbitration Association, pursuant to the organization's rules in the state and city for the Historic 512. The parties agree that any arbitration award will be enforceable in state or federal court. The prevailing party in any arbitration or court proceeding will be entitled to an award of its reasonable costs and attorney fees and pre and post judgment interest.

INDEMNIFICATION

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Center for Transforming Lives and the Historic 512, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, *INCLUDING* those claims arising out of the negligence of the Center for Transforming Lives and Historic 512, or the negligence of any officer, employee, director, agent or representative of it.

FORCE MAJEURE

In no event shall we be liable for consequential damages of nature for any reason including but not limited to weather or other acts of God, governmental authority, emergency declarations, malicious damage, etc. Should such an event make it impossible or inadvisable for the facilities to accommodate you and your guests, the scheduled event (e.g. date, time, and number of guests) may be changed, or your event may be canceled. If your event is canceled we will try to accommodate an alternate date, however should you choose not to reschedule or if an alternate date cannot be secured, your rental fees will not be refunded.

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