



RENTAL RULES & POLICIES

ALCOHOL POLICY

The **Port Isabel Event & Cultural Center** does not hold a Texas Alcoholic Beverage Commission Permit, therefore alcohol must be provided by an outside vendor. The Port Isabel Event & Cultural Center requires the CLIENT to abide by all Texas State Laws that have to do with the responsible selling and serving of alcohol.

ANIMALS

No dogs or other pets will be allowed into the facility, with the exception of service animals (i.e., visual impairment, disability). Animal exhibits such as pet shows must be have written permission from the **Port Isabel Event & Cultural Center Director**.

APPLICATION

A booking application for rental use must be made in person at the **Port Isabel Event & Cultural Center** office during regular business hours and must be made on the rental contract form provided by the **Port Isabel Event & Cultural Center** and signed by an adult (at least 21 years of age) assuming responsibility for the group. This person must be present during the rental period.

AUDIO/VIDEO

The **Port Isabel Event & Cultural Center** offers a limited amount of audio/video equipment. CLIENTS must provide their own audio needs unless other arrangements are made. The **Port Isabel Event & Cultural Center** can provide a listing of "Preferred Audio/Visual Vendors. CLIENT is responsible for own set up and testing of their slideshows, PowerPoint, etc... Unless other arrangements are made prior to day of event.

BOOKING/ RESERVED DATES

A reservation becomes official when a **\$500 security deposit** is paid, an application is submitted and a rental agreement contract is signed, and the signed contract is received by the designated due date.

Social events (i.e., weddings, quinceaneras, and class / family reunions) will be booked no more than (6) six months in advanced.

Contracts will be deemed null and void if signed contract is not received by designated due date.

BREACH OF THE PEACE

A representative of the City of Port Isabel Police Department or the Port Isabel Event & Cultural Center Director or designee has the right to close a function or expel any individual or group if they are abusing the building policies, or if there exists any conditions or circumstances which are provoking or may tend to provoke a breach of the peace or circumstances which could endanger the health, safety, and well-being of any person or the destruction of property.

CANCELLATIONS

Cancellations must be requested in writing. Refunds will be issued as follows:

- If CLIENT requests cancellation 90 days or more prior to the event, CLIENT will receive their **\$500** security deposit.
- If CLIENT requests cancellation less than 90 days prior to the event, CLIENT **WILL NOT** receive a refund of their **\$500** security deposit.

CATERING

The Port Isabel Event & Cultural Center does not provide in-house catering. CLIENTS who choose to have catered food for their event must select one from the PIECC'S "Preferred Caterers List".

An approved caterer is one that provides the *PORT ISABEL EVENT & CULTURAL CENTER* with a copy of their State Food Service Sanitation Certificate, Local Business License, and Certificate of Liability Insurance listing *the PORT ISABEL EVENT & CULTURAL CENTER* as additional insured.

If alcohol will be present at a function, the CLIENT must meet all obligations of the TABC's Liquor Laws. A copy of the permit must be provided to the Event Center (2) two weeks prior to event.

CLIENT agrees to take responsibility for all alcohol served for consumption during the CLIENT's event at ***Port Isabel Event & Cultural Center***.

Failure to hire a TABC licensed bartender when providing alcohol to guests or failure to hire the required amount of security for your event will result in the forfeiture of CLIENT's entire deposit.

CHILDREN

All children in attendance must remain in the rented rooms with proper supervision. Children are not allowed to remain unsupervised in any area of the building. Children under the age of (13) thirteen are not allowed in the Event Center Kitchen at any time.

CLEANING

Deep cleaning is the responsibility of the ***Port Isabel Event & Cultural Center*** in all rooms, parking lot and outside areas after an event. CLIENT is responsible for leaving facility in "vacuum ready" condition. CLIENT has the right to set up and tear down their event and those fees will be waived. If the CLIENT chooses to complete their own set up or tear down, the responsibility lies on the CLIENT.

If CLIENT fails to complete tear down after an event, there will be a charge of **\$25** per man, per hour and will be billed to the CLIENT. Clean up of CLIENTs decorations are the responsibility of the CLIENT. Dumpsters are provided for all boxes and trash items associated with decorations. Trash items remaining in facility result in an additional clean up fee. Decorations remaining in facility after the event will be disposed of at the discretion of the ***Port Isabel Event & Cultural Center*** Director.

The Port Isabel Event & Cultural Center is not responsible for any items remaining after the event.

COMMON AREAS

The ***Port Isabel Event & Cultural Center*** contains many areas that service the whole building and shall not be considered space specific to the CLIENT's function. These include the lobbies and foyer, all bathrooms, all hallways and all sidewalks.

The CLIENT may not use these spaces for any set up, decoration or any other dedicated use for their function without prior arrangement with ***Port Isabel Event & Cultural Center*** Management. The CLIENT is expected to confine their use to the spaces and within the time limits stated on the contract. The CLIENT also may not obstruct any exits, hallways or stairways by order of the city fire marshal.

COOKING

CLIENTS, who use the kitchen, should know that it includes a warming oven, sink, refrigerator, cooler, food preparation table, warmers, and ice machine. Cooking, eating and serving utensils along with paper goods are not provided.

DECORATIONS

The CLIENT 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 floors, walls or other structures are not permitted. The use of tape, tacks, nails or staples are not permitted in facility.

If used there may be additional clean up fees taken out of refundable security deposit. Candles can be used for decoration only if the candle is in a glass, shatterproof container.

Clean up of decorations and trash resulting from decorations is the responsibility of the CLIENT. Basic clean-up is what is provided by ***Port Isabel Event & Cultural Center***.

If items are not removed, an additional clean up fees \$25/per hr. will apply and that amount will be deducted from the damage deposit.

DAMAGES

CLIENT assumes full financial and legal liability for any damage to any equipment, furnishings, the facility, and premises incurred during the event. CLIENT is required to inspect the facility prior to any event with Port Isabel Event & Cultural Center management to assure that any damages were not pre-existing.

Deposit will be forfeited if any damages are incurred to Port Isabel Event & Cultural Center during rental period.

Damages that exceed the deposit will be billed to the CLIENT.

CLIENT may be required to provide a valid credit card to be kept on file to cover excessive damages prior to the event.

DEPOSITS

In order to reserve a space, a **\$500 security deposit** must be placed at time of rental agreement. The security deposit will be applied to final bill.

A refundable damage deposit in the amount of **\$250** is required (30) days prior to event along with FINAL payment.

Damage deposits are never applied to fees. The deposit is held to 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 (2) two weeks after the event.

All room capacities must be adhered to. Any group surpassing slated room capacities will be asked to leave the premises and will forfeit the damage deposit.

ELECTRICAL

The CLIENT may use up to (25) twenty-five amps of (110) one hundred-ten volt electricity. Events requiring special arrangements must provide a detailed layout of the electrical needs to the Event Center office (30) thirty days prior to the event and will be charged for additional electricity.

EVENT ACCESSIBILITY

Port Isabel Event & Cultural Center staff must have complete access to all areas throughout the facilities before, during and after all events.

EXIT DOORS

A (10) ten foot 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.

FEES

Full payment is required **(30) thirty days** prior to the event. Fees that are paid less than (10) ten days in advance are required to be paid in cash, credit card or by cashier's check.

FIREARMS DISPLAY OR SALE

The display of firearms requires advance ***Port Isabel Event & Cultural Center*** approval. Exhibitors displaying approved firearms must comply with all federal, state and local laws governing the possession and/or sale of such.

Firearms may not be loaded or fired on the interior or exterior of the ***Port Isabel Event & Cultural Center***, including parking areas. Firearms must be deactivated by the removal of the firing pin, the bolt or otherwise altered so it is incapable of being fired (i.e. by a metal lock through the trigger mechanism, a plastic strap securing the trigger or hammer mechanism, a plastic strap securing the firearm's "action" mechanism in an "open" state or otherwise).

Powder or primers are prohibited in the ***Port Isabel Event & Cultural Center***. Sample live ammunition may be displayed in exhibits that are kept separate from the firearm exhibit or by exhibitors who do not display firearms.

Firearms and ammunition may be inspected by an authorized safety inspector approved by the ***Port Isabel Event & Cultural Center*** during move-in, show and move-out. Violations must be corrected before an exhibit is allowed to open.

CLIENT is assessed any fees associated with such inspection.

FIRST AID

Any accidents or incidents requiring first aid treatment must have a written report and a copy filed with the ***Port Isabel Event & Cultural Center*** management office by the close of the event each day.

FLAMMABLE AND HAZARDOUS MATERIALS

Flammable liquids or materials under high pressure are prohibited in the ***Port Isabel Event & Cultural Center***. This includes; but is not limited to gasoline, kerosene and propane.

FLOOR PLAN

Floor plan of event is required of CLIENT for the ***Port Isabel Event & Cultural Center*** set up staff no later than 10 days prior to event. Changes may be made during an initial set up; if additional changes are required fees will apply. Floor plan shall include tables, chairs, stage, dance area (if applicable), audio/video, food service stations, etc.

FREIGHT

Any freight delivered before an event must have permission from *the Port Isabel Event & Cultural Center* Director. Any freight left after an event move out date or time will be charged a fee of **\$100** per day.

HANGING OR CEILING RIGGING

No items may be hung, attached or suspended from the ceiling unless with prior approval from the ***Port Isabel Event & Cultural Center*** Director. A fee will apply if request is approved.

HOURS OF OPERATION

The ***Port Isabel Event & Cultural Center*** is available for event rental:

Mon. – Thurs. 8:30AM-10:00PM & Fri. - Sun. 10:00AM- 12:00AM

Events must end in accordance with the CLIENTs contracted end time.

Port Isabel Event & Cultural Center allows (1) one hour after midnight for clean-up and tear down of event. The CLIENT will forfeit one-half of their damage deposit if the finish time is exceeded by more than (30) thirty minutes.

Midnight (12:00 a.m.) is the closing hour for the facility and the CLIENT may add an additional (1) one hour to the contract term at **\$200** per hour if necessary.

CLIENT will be billed for additional time required for tear down if damage deposit does not cover completion.

INSURANCE

Port Isabel Event & Cultural Center, at its option, may request CLIENT to obtain insurance at his/hers/its own expense from a company satisfactory to **Port Isabel Event & Cultural Center** against claims for bodily injury or property damage under a policy of general liability insurance each with limits no less than \$1,000,000.

If requested, CLIENT must furnish a certificate of insurance naming **Port Isabel Event & Cultural Center**, its officers, employees, agents, and contractors as additional insured and forward a copy of said certificate to **Port Isabel Event & Cultural Center** no later than (2) two weeks before the event.

INDEMNIFICATION

The CLIENT and/or its agent(s) hereby agrees to indemnify, hold, harmless, and defend **Port Isabel Event & Cultural Center** and/or its public officials, employees, staff, volunteers, servants, and agents, from or against any liability, claim, demand, action, suit, loss, damage, injury, expense, cost, settlement, or judgment for injury, death, or property damage as a result of any action or omission of the CLIENT and/or its guests, invitees, employees, agents, or contractors arising from this agreement or the use of the facilities/premises being rented and/or used, including all costs and reasonable attorney's fees, and including reimbursement of costs and fees incurred as a result of possible action by the **Port Isabel Event & Cultural Center** to enforce terms of this Indemnity Agreement.

LAWS & ORDINANCES

CLIENT is responsible for insuring that the event is in compliance with all laws and ordinances, including but not limited to laws relating to the sale, use, or consumptions of alcohol, gaming, and security.

MUSIC

The arrangement of music or entertainment is the responsibility of the rental group. Sound level must be suitable for the interior of the rented space. **Port Isabel Event & Cultural Center** reserves the right to request CLIENTs to adjust the sound level.

PAYMENT SCHEDULE

Security Deposit due:	\$500 is due at time of signing the rental contract agreement, which will be applied to final bill
Damage Deposit &	\$250 damage deposit (refundable)
Full Balance due:	(30) thirty days prior to the event date

RIGHTS OF THE CITY

The Police Department, Fire Department and/or a designated City representative shall have the right to enter the PIECC at any and all times during the event for the purpose of inspection and may terminate any event deemed to be detrimental to the health, safety or welfare of the participants, community or premises.

If an event is terminated, CLIENT shall be responsible for any and all costs and shall not be eligible for any reimbursements.

STATE SALES TAX / SERVICE CHARGE

ALL Events are subject to sales tax (8.25%) and (18%) service charge.

SECURITY & LIABILITY

The ***Port Isabel Event & Cultural Center*** may require the CLIENT to utilize security guards, chaperones or crowd control for some selected functions. This will be the CLIENT's responsibility and sole expense.

The ***Port Isabel Event & Cultural Center*** is not responsible for any lost or stolen items, so the CLIENT, their guests and vendors should take reasonable precautions in the protection of their valuables. If overnight security officers are booked, CLIENT is required to provide names and phone numbers of security officers. Lock up of facility will include alarm system setting each evening

SECURITY OFFICERS

Security is required for ALL events. (1) One security guard per (100) guests will be required. Security guards must be licensed peace officers from the ***City of Port Isabel Police Department*** and must be hired for the event and not attending as a guest.

It is the responsibility of the CLIENT to hire the security guards, and they must be present at the time alcohol is served. There will be a fee of **\$25/per hour, per** security officer.

A copy of the contract between the ***City Of Port Isabel Police Dept.*** and the CLIENT must be on file sixty (30) days prior to the date of the event.

SET UP AND REMOVAL OF EQUIPMENT

CLIENT is responsible for the set up and removal of any equipment, including catering equipment, bar set-ups, rented equipment from another company, musical equipment, and any decorations used within the rental period. Tables and chairs that belong to ***Port Isabel Event & Cultural Center*** will be set up for the CLIENT prior to the event.

Cleanup of all trash is the responsibility of the CLIENT and must be placed in trash bags at the end of the rental period. It is also very important that the CLIENT makes arrangements to be out of the building at the pre-set rental time. This also includes any entertainment, bartenders, decorators, caterers, etc. that have been hired by the CLIENT. Failure to do so may result in additional fees.

Port Isabel Event & Cultural Center staff will be on site during the rental period.

Delivery trucks may only use the entrance at the back of the building and may not use the front entrance. **No exceptions!**

Port Isabel Event & Cultural Center staff will assist in table and chair set up and removal only when using the tables and chairs provided by ***Port Isabel Event & Cultural Center***.

Portable stage is available to use for an additional set up fee of **\$250**. Each section is 6 foot x 8 foot x 24" with a black non-skid surface. The stage also has 2 sets of steps, 2 sets of handrails, and also includes black skirting. ***Port Isabel Event & Cultural Center*** management must be notified prior to the event if the stage is needed and payment for the stage is due (30) days prior to the event.

Arrangements for the layout of the tables, chairs, and stage need to be made at least (30) days prior to the event with the ***Port Isabel Event & Cultural Center*** management.

When using tables and chairs that are not provided by the ***Port Isabel Event & Cultural Center***, it is the responsibility of the CLIENT to set them up and remove them at the end of the rental period.

All personal items, equipment, decorations, food, catering supplies, bar set-ups, etc., need to be removed immediately after the event, unless prior arrangements have been made and approved by ***The Port Isabel Event & Cultural Center*** management.

Any special arrangements for set-up and removal of items need to be arranged prior to the event with ***Port Isabel Event & Cultural Center*** management for approval. An hourly fee of **\$100** dollars an hour may be required if additional rental time is needed.

It is the responsibility of the CLIENT to remove all trash and used items at the end of the rental period, and to respectfully leave the premises without excessive clean up required. This includes all trash on tables, floors, kitchen, bridal and groom suites, and any trash left in outdoor areas. The CLIENT is not required to sweep, mop, clean bathrooms, or do any type of heavy janitorial cleaning.

All trash must be placed in heavy-duty trash bags provided by ***Port Isabel Event & Cultural Center*** and liquids should be disposed of before putting in trash bags.

Caterers are responsible for their own clean-up and removal of their equipment and trash at the end of the CLIENT's rental period. If this is not done, it is the responsibility of the CLIENT.

Excessive clean-up will result in the forfeiture of the CLIENT's entire damage deposit.

SIGNAGE

Banners, posters or signs are prohibited from being adhered to the inside or outside walls. The use of adhesive, tape, pushpins, nails, staples, etc. is strictly prohibited. All outside banners must be approved and displayed by ***Port Isabel Event & Cultural Center*** staff at a nominal fee.

SMOKING

Smoking is prohibited in all common areas of the ***Port Isabel Event & Cultural Center***, including bathrooms, hallways, lobbies and courtyard. Designated areas are in place for smoking and are located at entrance areas of building.

SOUND LEVELS

The CLIENT must work with the ***Port Isabel Event & Cultural Center's*** STAFF to make sure that their function does not impede or intrude upon other functions occurring in the center. If amplified music or sound reinforcement are used for a function, it will be subject to sound pressure levels requested by the ***Port Isabel Event & Cultural Center*** staff. The CLIENT and their vendors agree to abide by the decisions of the ***Port Isabel Event & Cultural Center*** staff to determine levels acceptable to all in the ***Port Isabel Event & Cultural Center***.

YOUTH EVENTS

The adult sponsoring the event must be (25) twenty-five years of age or older and assumes liability for any damages incurred in conjunction with the event.

Teenage events (*i.e. Proms, School Competitions*) for groups under the age of (21) twenty-one, must end by 12:00 a.m. (midnight).

Security officers will be required for ALL Youth Events and must be present during the entire event (at the CLIENT's expense).

NO ALCOHOL will be permitted to served / sold during any Youth Events.