

City of Devine  
**"The Name Says it All"**

1. You must be over twenty-one years of age to reserve the community center and sign this contract.
2. Applicant will assume all responsibility for any damages to equipment, furniture or building.
3. Decorations may be applied to the wall with masking tape only. The stage area and also the tack boards may be used for additional decorations, but only with use of thumb tacks and staples, and they **MUST BE REMOVED** prior to leaving.
4. **Smoking is not permitted in this facility!**
5. **PLEASE DO NOT PLUG** food warmers / roasters in the same outlets. Space them out around the kitchen area or building if needed. **Trips electrical breakers!**
6. There MUST be two security officers if alcoholic beverages are to be served. No exceptions! The person scheduling this event will be responsible for scheduling the security. You must call the Devine Police Department at (830) 663-4403 for information on security and for payment arrangements.
7. It is the responsibility of the individual signing this contract to leave the community center in the same order it was as before setting up. All crumbs, spills, etc., must be cleaned before leaving the building. Garbage (**including trash in restrooms**) must be bagged in plastic bags and placed in dumpster outside.
8. The rental fee for the Community Center is \$350.00. There is an additional fee if you would like all of the tables and chairs set up. If the reservation is for a bridal or baby shower, then the rental is only \$100. All reservations require a \$100.00 security deposit. The date will not be reserved without the deposit. No exceptions! The deposit will be refunded (after cleanup) within 10 days after the event to the person signing this form, less any fees deducted for damages. An additional \$50.00 is required for use of center ½ day prior to event for decorating purposes, if needed.
9. The \$100 deposit must be given at time of reservation. The balance and any additional charges must be paid **one week prior to event date**. This may be done by mail to: 303 S. Teel Drive, Devine TX 78016; you may also use the nightdrop slot by the drive-thru window, or pay in person inside the city hall office. Make checks payable to City of Devine, and reference "Community Center" and date of event.
10. An extra charge will be deducted from the renters deposit refund if the thermostats are not returned to 80 degrees.
11. Chairs – (269) available \* Tables – (44) 6' foot rectangular & (8) 72" round (A set-up sheet will be provided)

Name: \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Alcoholic beverages served \_\_\_\_\_ Security Provided/Contact Name \_\_\_\_\_

Fee for Center \$ \_\_\_\_\_ I agree to all the above mentioned conditions.

Security Deposit \$ \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ City Representative \_\_\_\_\_

Due Date \_\_\_\_\_ Date \_\_\_\_\_