

South Texas Ecotourism Center Rental Contract

South Texas Ecotourism Center and its employees will act ONLY as your venue manager and will assist you with details that are pertinent to using the facility. Loading and unloading of event materials is solely the responsibility of the lessee. Rental of the Multipurpose Room includes the surrounding building foyer, kitchen and food truck area. The park/exhibit area will NOT be rented out with the exception of the Amphitheater, Outdoor Classroom, Bird Blinds, and the top of the Viewing Deck. The rental of these areas will be by execution of the rental contract obtained only at the South Texas Ecotourism Center.

**Lessee: (person responsible for signing the contract and payment)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Bus/Org.: \_\_\_\_\_

Non-profit Organization: Yes / No (circle one) If yes, tax ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address/Zip: \_\_\_\_\_

**Lessee's Event Coordinator: (person on site coordinating the event before, during and after)**

Name: \_\_\_\_\_

Bus/Org: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

**It is the South Texas Ecotourism Center's policy to only accept event change requests from the Event Coordinator Contact Person named above.**

**Event Logistics:**

Event Date: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Purpose/Event: \_\_\_\_\_ Rental Time: \_\_\_\_\_

# Guests: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Arrival (guests arrive at the event): \_\_\_\_\_ a.m. / p.m.

Departure (guests leave the event): \_\_\_\_\_ a.m. / p.m.

Special needs/requests: \_\_\_\_\_

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## **Rentals**

### **Parties, Receptions and Meetings**

#### **Multipurpose Room Rental 60 Guests**

(2-hour minimum + 100.00 Refundable Damage Deposit)

\_\_\_\_\_ \$75.00 per hour 8 a.m. to 5 p.m. (Monday – Sunday)

\_\_\_\_\_ \$100.00 per hour 5 p.m. to 12 a.m. (Monday – Sunday)

### **Wedding Ceremonies (only for the ceremony, no food, no decorations, no beverages)**

\_\_\_\_\_ **Amphitheater** - 150 people including Bride/Groom and Pastor/Judge

\_\_\_\_\_ **Outdoor Classroom** - 46 people including Bride/Groom and Pastor/Judge

\_\_\_\_\_ **Bird Archway** - 10 people including Bride /Groom and Pastor/Judge

\_\_\_\_\_ **Viewing Deck**- 20 people including Bride/Groom and Pasto/Judge

(1-hour minimum and 2 hours maximum + 100.00 Refundable Damage Deposit)

\_\_\_\_\_ \$50.00 per hour 9 a.m. to 5 p.m. (Monday - Sunday)

\_\_\_\_\_ \$75.00 per hour 7 a.m. to 9 am (Monday-Sunday)

\_\_\_\_\_ \$75.00 per hour 5 p.m. to 7 p.m. (Monday - Sunday)

### **Programs and Events**

\_\_\_\_\_ Amphitheater – 150 people

(2-hour minimum + 100.00 Refundable Damage Deposit)

\_\_\_\_\_ \$100.00 per hour 7 a.m. to 9 a.m. (Monday – Sunday)

\_\_\_\_\_ \$75.00 per hour 9 a.m. to 5 p.m. (Monday - Sunday)

\_\_\_\_\_ \$100.00 per hour 5 p.m. to 7 p.m. (Monday - Sunday)

### **Fees and Deposits**

**NO PERSONAL CHECKS WILL BE ACCEPTED.**

Rental Fee: \$ \_\_\_\_\_

Damage Deposit: \$ 100.00

Room Set Fee: \$ 50.00

Use of Linens: \$ 7.00 per table

Use of Other Equip. \$ 50.00

Cleaning Fee: \$ 50.00

AV System Fee: \$ 50.00

Total Fee: \$ \_\_\_\_\_

Down Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance: \$ \_\_\_\_\_ Due date: \_\_\_\_\_

Lessee signature: \_\_\_\_\_ Date: \_\_\_\_\_

South Texas Ecotourism Center: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms and Conditions of Rental Contract**

**Please share with those involved in your event.**

**RESERVING YOUR DATE**

**1. MAXIMUM OCCUPANCY**

Due to parking, staffing, safety and fire issues, the facility is designed to safely accommodate guests as outlined above. The maximum of people for a private event is 100.

**2. TENTATIVE HOLDS**

No tentative holds will be permitted. For any private event, the date must be confirmed with a non-refundable down-payment and signed contract with the STEC Director.

**3. DOWN-PAYMENT**

A **non-refundable down-payment** (one half of the total rental fee) and an executed contract is required to confirm all facility rentals. Payment in full is due seven (7) days prior to the event. South Texas Ecotourism Center accepts Cash, Cashier check or Money order.

**4. CANCELLATION**

Any cancellation must be done in writing to the STEC Director. If the cancellation occurs seven (7) days or less prior to the event, the full rental fee is forfeited. The Damage Deposit will be

refunded. If cancellation occurs eight (8) or more days from the event, the down-payment will be forfeited and the damage deposit refunded.

#### 5. DAMAGE DEPOSIT

The Damage deposit will be returned within seven (7) working days after the event, if there are no damages to the property.

### **FOOD AND BEVERAGE**

#### 6. APPROVED CATERERS

South Texas Ecotourism Center was designed to use Food Trucks as a means of catering. Any other arrangements must be approved by the STEC Director. All food service companies must use certified Food Handlers at STEC and be approved by the STEC Director.

#### 7. CATERING: CLEAN UP AND SUPPORT

After the event, the property must be cleaned within the time allotted. If the property is not cleaned, the client may lose their DAMAGE/CLEANING FEE. The caterer must check with the "Manager on Duty" at STEC before leaving to make sure cleanup is done to the satisfaction of STEC.

#### 8. ALCOHOLIC BEVERAGES

Lessee will not sell or allow beer, wine, or any alcoholic beverage to be sold, given away or used upon said premises without the prior written consent of the STEC Director. **If alcohol is approved, an off duty licensed peace officer will be required to be present during the event and must be provided by the renter. In addition, a copy of a TABC permit will be required to be submitted to the STEC Director prior to the event. Only if selling alcohol.**

#### 9. FLAMES:

Open flames will not be allowed inside STEC buildings such as flambé, stir frying, propane or butane. Locations for all food stations using small sterno cans must be approved in advance by the STEC Director.

#### 10. ELECTRICAL REQUIREMENTS:

All catering electrical needs must be coordinated with the STEC Director prior to the event. This requirement will be determined by the STEC Director in advance of the event.

### **EVENT REQUIREMENTS**

#### 11. DELIVERIES

All items should be delivered the day of the event unless given prior approval by the STEC Director. All items and rentals must be removed following the event that same day or evening. The STEC Director may allow for an extension of time, if requested prior to the event.

#### 12. SET-UP AND TAKE-DOWN

One hour is allowed for set up of each event. If more than one hour is needed, then the rental time will be increased to accommodate the event set up. Clean-up of any personal items must happen immediately after the event. Any items left behind, such as decorations and other materials, will

be disposed. Items may not be stored overnight unless prior written consent by the STEC Director has been obtained. Items left on the property are not the responsibility of STEC. Tables and chairs will be accounted for before and after each event. The renter assumes all responsibility for the proper care of said furniture.

#### 13. APPROVAL & SIGN OFF

A date and time will be set-up with the lessee to approve/sign-off on the physical set-up of the STEC furniture in advance of the event.

#### 14. DECORATIONS

**Pinatas, confetti, cascarones, aerosol silly string, streamers, sparklers, glitter and other similar items are STRICTLY PROHIBITED in the Multipurpose Room or on the grounds. Nails, tacks, wire, staples, glue and similar items SHALL NOT be used anywhere on the premises.**

#### 15. MUSIC DURING BUSINESS HOURS

The use of live music is not allowed during business hours unless approved by the STEC Director prior to the event.

#### 16. CLOSING HOURS

It is necessary to strictly adhere to the event "Closing Hours" of 12:00 a.m. Please allow one hour for take down and clean up so that everything is completed by the closing hour. All music must STOP at the "Closing Hour". **If this is not followed, the lessee will NOT be refunded their Damage Deposit.**

#### 17. SMOKING

**Smoking is strictly prohibited indoors and outdoors of STEC.**

#### 18. WILDLIFE

It is specifically understood and agreed that the South Texas Ecotourism Center is located on a wildlife preserve where many wildlife animals (rattlesnakes, scorpions, coyotes, and spiders) make their habitat. Please inform all guests to be alert for any wildlife and to follow all warning signs regarding wildlife on the premises.

#### 19. INDEMNIFICATION

Lessee shall indemnify, defend and hold harmless Cameron County, its officials, officers, agents, and employees, from any and all liabilities, claims, demands, actions, losses, damages and costs, including all costs of defense thereof, of any nature whatsoever, for injury to or death of persons or loss or damage to property, or for any other reason occurring on the premises or in any manner arising out of or connected with Lessee's contractual obligations herein.

#### 19. LESSEE'S RESPONSIBILITY

All other set-ups, receiving of rentals, meetings with caterer/florist/band/etc., unloading and loading of party items, decorations, confirmation/directions for vendors and other important details are the responsibility of the LESSEE. STEC staff does NOT serve as the Event Coordinator and

Event Labor prior to, during or after the event. STEC staff is to be present at events to secure the safety of the guests and STEC property.

20. PETS

**NO PETS ALLOWED on the premises, only certified service animals will be permitted on the premises.**

21. Illegal Drugs

The use and/or distribution of illegal drugs are strictly prohibited on the premises.

22. NON PROFIT ORGANIZATIONS USE OF PREMISES

Non-profit organizations will be able to use the STEC Multipurpose Room once per year, during business hours from 8 a.m. to 5 p.m. at no charge. Times and dates are subject to availability. Nonprofit Organizations must present a copy of their nonprofit status to the STEC Director in order to use the Multipurpose room. If the Non-profit organization uses the Multipurpose room longer than its allotted time, it will be charged for that additional time. Any subsequent use of the facility by the Non-profit organization will be charged in accordance with the fee schedule above.

23. In the event that either party shall be prevented from completing the performance of their respective obligations hereunder by an act of god or event or incident related to covid-19, then that party shall be excused from any further performance of their obligations and undertakings hereunder without any penalties being assessed.

**I have read the above and understand all the terms and conditions pertaining to this rental agreement and hereby promise, to abide by the terms and conditions herein. I understand as the undersigned, it is my responsibility individually, and for my family and my guests in my party that they also abide by the terms and conditions herein. Failure to observe the terms and conditions may result in the removal of the individual(s) observed to be as non-compliant.**

Lessee Signature \_\_\_\_\_

Date \_\_\_\_\_

STEC Director \_\_\_\_\_

Date \_\_\_\_\_