

# BEAUMONT EVENTS & VENUES RENTAL & USE POLICY 2016-2017

## Quick Points to Lease:

1. Call 409.838.3435 to determine if date is available.
2. Complete Rental Contract (*must be signed by Facilities Director, and Lessee*)
3. Provide Deposit (*as determined by contract*)
4. Provide Liability Insurance when applicable (*within 10 days of signing lease agreement*)
5. Coordinate with Operations Staff for set-ups, special needs

## THIRD PARTY RENTALS, COMMERCIAL/NON-COMMERCIAL

Third party rentals must complete reservation form and provide deposit and liability insurance. The event will not be confirmed until the city lease agreement has been signed by the Lessee and Events Facilities and liability insurance received.

City departments may use a city event facility at no charge based upon availability. Departments may reserve city event facility by completing a reservation form and waiver form provided by Events Facilities.

## FOOD

Wow Food Concepts has a management agreement with the city to serve concessions in the Civic Center, Julie Rogers Theatre, and Jefferson Theatre.

Open catering is available at all venues. You may bring your own food or use a licensed caterer permitted to operate in the City of Beaumont.

## ALCOHOL

Wow Food Concepts has an exclusive management agreement to serve alcohol in the Civic Center, Julie Rogers Theatre, and Jefferson Theatre.

You may bring your own alcohol to the Event Center. Wow Food Concepts is contracted through the City of Beaumont and is available for beverage service and cash bars if desired.

## WAIVER

All waivers must be approved by the Director of Event Facilities.

To waive the usage fee of any commercial or non-commercial events, the waiver form must be signed and approved by the City Manager.

## LIABILITY

All commercial events will require liability insurance with the following requirements:

Lessee agrees to purchase, provide, and keep in effect during the terms of the agreement an insurance policy, or rider to an existing policy insuring Lessee, naming the City of Beaumont as an additional insured and providing for coverage of Lessee's contractual obligations under this lease, and which will provide coverage in the amount of \$1,000,000.00 for property damage and \$1,000,000.00 per person and \$1,000,000.00 per occurrence for personal injury (including death) insuring the lessee for contractual liability under this agreement. Such insurance shall be with an insurance company or companies in a policy or policies acceptable to lessor. Lessee agrees to have provided to lessor a Certificate of Insurance attesting to the existence of a policy or policies providing coverage as described herein. Lessee also agrees to have provided to lessor a certified copy of said policy or policies. **Special Note: Certificate of Liability Insurance must state the following as additional insured: City of Beaumont and its employees.**

## SECURITY

All events will require security at Lessee's expense. Staffing will be based upon size of the event and coordinated through the Event Facilities.

## ADDITIONAL FEES

Additional fees could be incurred, at Lessee's expense, if additional needs are required. (Ex.: electricians, riggers, set-up, rentals, labor, security, staging, audio-visual, etc.)