



**TEXANA ROOM
RENTAL INFORMATION AND AGREEMENT**

The Texana Community Education Center is a multi-use facility that is available for Brackenridge Recreation Complex users, as well as other individuals, groups, business and/or corporate activities.

Guidelines have been established for the protection of the facility and its renters. Your cooperation in abiding by these guidelines will greatly assist in their proper administration.

**For availability or rental information contact:
Texana Community Education Center (CEC)
344 Park Road 2, Edna, TX 77957
Telephone number: 361-782-2070
Email: cec@lnra.org**

RENTAL FEES AND SECURITY DEPOSIT

Texana Room	Rate:
Individual/Business Hourly Rental (2-hour minimum booking)	\$100.00 per hour
Additional Add-ons	
Use of Patio Accordion doors	\$50.00
Use of Audio Video System (includes microphone, tv and projector)	\$25.00

A \$100.00 deposit must be paid with a valid credit card upon making a reservation.

The balance of the rental fee is due on or before time of key pickup.

The renter must pick up the keys during office hours.

The deposit paid will apply to the rental fee.

All Lavaca-Navidad River Authority events will take precedence over bookings.

Reservations can be made six months in advance from the rental date.

RULES & POLICIES FOR RENTAL OF TEXANA COMMUNITY EDUCATION CENTER

Normal care of furnishings and facilities will be expected. Any damage or loss caused to the facility or equipment is the responsibility of the renter and LNRA must be reimbursed for any such expense. Responsible adults must be present at all functions, such as parties, dances, meetings, etc. that involve underage individuals. No part of this facility will be rented to minors.

BUILDING ADMENTITIES: Max Occupancy is 72 people

Table Dimensions:

- 18 Rectangle Training Tables: 2' W x 6' L x 28 ¾"H
- 1 Round Table: 4' Round x 28 ¾" H
- 9 Round Tables: 5' Round x 28 ¾" H

Chair Dimensions:

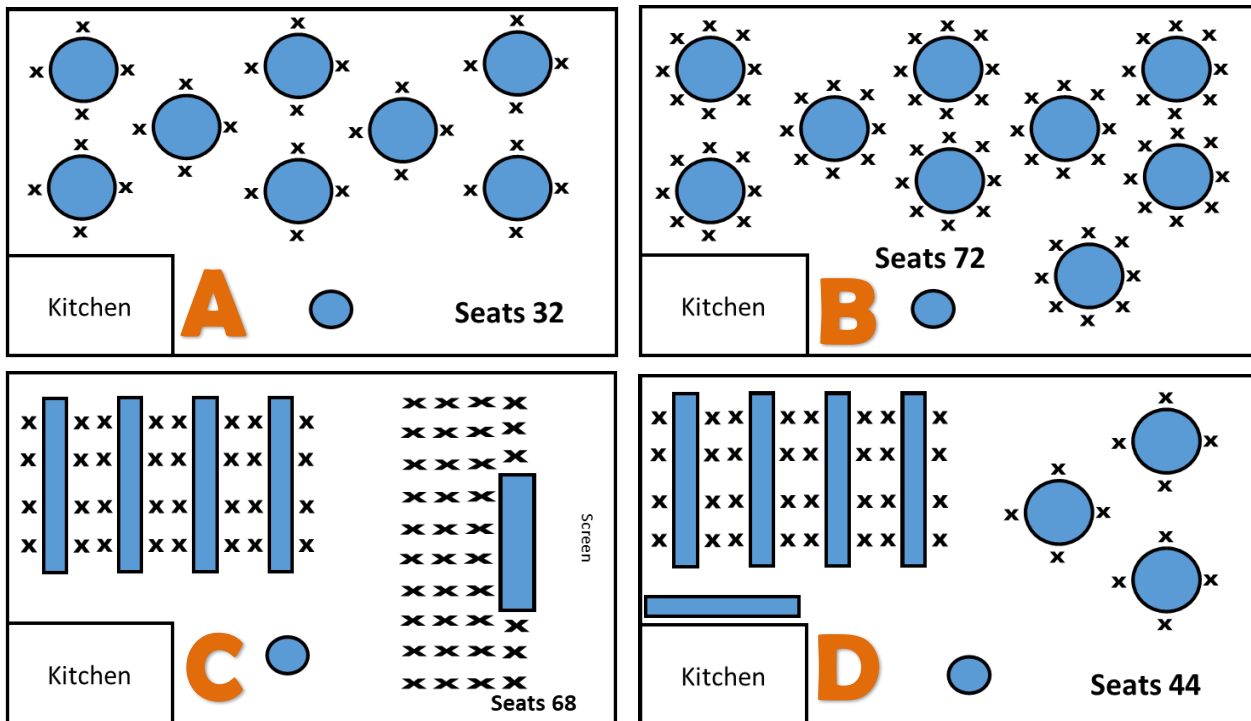
- 72 chairs: 21" W x 23" D x 32 ¼" H

Food Prep Area:

- The food prep area is a space to prep and serve prepared food. Cooking is not allowed as there is no stove or oven. The food prep area has a refrigerator with freezer, a microwave, a coffee urn, counter space, and a sink. All supplies needed for serving refreshments or meals must be provided by the renter.

SET UP:

The renter is responsible for picking a layout of the tables and chairs needed. Please do not stand on the tables. They are **not** designed to hold a person. Tables and chairs that are damaged or removed must be replaced to original condition at renter's expense.



Minor changes may be made to the above layouts prior to your reservation.

DECORATIONS:

ALL DECORATIONS MUST BE FREE STANDING.

Decorations may not be hung from the ceilings, ceiling clouds, air conditioning duct work, windows or from walls. Do not staple, tape, or use other materials on any surface. Any damage that occurs will be the renter's responsibility to return to the original condition at their expense. Glitter, confetti, or any substance that causes litter or debris inside or outside the building or on the grounds is prohibited and will result in a fine of up to \$500.00. All candles must be enclosed in glass.

TIME:

The room may be reserved by the hour. When reserving your time slot, please keep in mind time needed for set-up. All events must end by 11:00 pm. You will have 30 minutes from the end time to clean up and gather belonging free of charge. Each additional 30 minutes needed will result in a \$100.00 charge.

GATE ACCESS:

The entrance and exit gates to Texana Park will close when the Texana Park Office is closed. Week and weekend hours vary. Each reservation will have a gate code to allow their guests inside. The gate code will be given out in advance but will only work on the day of your event. Please do not share this code with anyone outside of your party.

TECHNOLOGY:

There is access to a public wi-fi network called BRC Guest. The password to connect is: brcguest. An AV Sound System is available to use with an additional cost. The system includes PC connection via an HDMI cable as well as wireless connection.

PATIO ACCORDION DOORS:

Patio accordion doors may only be opened during the facility rental when a renter has paid for the use of them as an add-on. Special instructions on how to properly open and close them will be given by staff when facility key is picked up.

ALCOHOL:

If alcohol is served or provided all liquor liability falls on the individual renter. The Brackenridge Recreation Complex will not be held responsible. The services of alcoholic beverages are prohibited to minors and to visibly intoxicated individuals. Kegs must be placed in a plastic bucket with towels underneath them.

MISC:

Smoking is not permitted inside the building. A cigarette container is located at the back patio. Pathways to emergency exits doors must be free and clear at all times. No animals are allowed inside the building, this includes being kenneled. The renter shall be responsible for all costs incurred for false fire alarms caused by unsupervised guests pulling the fire alarm.

Excessive noise that disturbs the campground guests will not be permitted. Campground quiet time begins at 11:00 P. M. Failure to comply with security requests, excessive noise, foul language, violation of rules and regulations, or unruly behavior may result in the renter's removal from the premises and/or the contacting of law enforcement agencies.

BREAK DOWN AND CLEAN UP:

Remove trash and food items. Trash bags will be provided. All trash must be placed in the dumpster located across from the building. At the end of your event, you must:

- Clean up any spills
- Wipe off tables and chairs
- If the kitchen is used: it should be left clean, and all items removed from the refrigerator. Wipe down the counters and refrigerator. All food items must be removed.
- Turn up thermostat on air conditioning/heating system and turn off all light switches when leaving
- **LOCK AND SECURE ALL DOORS. RETURN KEY TO DESIGNATED DROP BOX.**

ADDITIONAL FEES AND CHARGES:

Following inspection of the CEC after use, your account may be charged as follows:

1. Failure to lock the CEC, \$50.00 fee.
2. Failure to return the key immediately after the event \$20.00 per day. Please leave key in designated drop box.
3. Failure to turn up air conditioning and/or turn off lighting, \$20.00 per day.
4. Failure to clean up spills and wipe down the tables and chairs, \$50.00 cleanup fee.
5. Failure to remove personal belongings & vacate the premises 30 minutes from the end of reserved time, a fee of \$30.00 per hour will be charged.
6. Failure to adhere to any aspect of the rental policies or rules for the building including, but not limited to, those topics covering the rules for decorating or cleaning up the building; a fee will be assessed depending on the damage or severity of the mess left behind during the inspection of the building; the cleaning or damage fee will begin at \$50.00 fee, but will go up based on the price of returning the building back to its original condition.
7. Use of Patio Accordion Doors without paying for the use, \$100.00 fee
8. Use of Audio/Video System without paying for the use, \$50.00 fee

CANCELLATIONS:

CEC must be notified of a cancellation thirty (30) days or more prior to the date reserved. Cancellations made at least 30 days prior to reservation date will receive a refund of their deposit, less a \$30.00 administrative fee. Cancellations made less than 30 from reservation date will forfeit the full deposit. Failure to arrive or cancel will be charged full amount of reservation. There will be a \$10.00 administration charge for any changes made to a reservation.

Any breach of this agreement will be grounds for event cancellation.

Rentals are not transferable to another individual or organization.

