

**OLD BLANCO COUNTY COURTHOUSE  
PRESERVATION SOCIETY**

**EVENT RENTAL PRICE SHEET**

(Effective February 15, 2013)

	<b>Friday-Saturday Daily Rate</b>	<b>Sunday-Thursday Daily Rate</b>	<b>Sunday-Thursday-Hourly (2 hour minimum)</b>
Courthouse & Grounds	<b>\$ 1200</b>	<b>\$ 700</b>	<b>\$ 200</b>
Courthouse only	<b>\$ 1000</b>	<b>\$ 600</b>	<b>\$ 150</b>
Grounds only	<b>\$ 300</b>	<b>\$ 250</b>	<b>\$ 100</b>
“Weekend Special” (Fri. noon-Sat)	<b>\$ 2000</b>	<b>NA</b>	<b>NA</b>

**Rental period:** Daily rentals begin at 9am and building/grounds must be vacated by midnight. Hourly rental period (2 hour minimum) includes set-up and clean up time. Rental rates for use of the courthouse include use of the kitchen, restrooms, elevator, tables and chairs, common hallways, stairs, parking, water, and electricity. Maximum occupancy is 200 persons.

**Private Party use:** Weddings, Parties, Meetings, etc.

**Non-profit rentals:** A Non-profit discount (30% Friday-Saturday; 50% Sun-Thurs) off the above stated prices is available to local non-profit organizations. Organization must have 501(c) non-profit designation and be located in Blanco or surrounding counties of: Kendall, Burnet, Hays or Comal.

**“Revenue” generating events:** Events that charge admission, entrance or vendor fees will be required to pay 10% of such fees to OBCCPS in addition to the regular event rental rate.

**OBCCPS Member Rate:** OBCCPS Members will receive a 5% discount on rental fees. Business level membership is required for a Business rental discount.

**Community Outreach – No charge use:** Community outreach rentals will be presented to the Board for discussion. Addendum Attached.

**Weekend Special:** Renter has access to the Courthouse & Grounds beginning at **Friday at 9:30 a.m. through Sunday at noon.**

**Additional Service Charges:**

- If on-site staff is deemed to be necessary, \$25/hourly rate applies
- Set-up and use of PA system: \$50 (\$200 refundable damage deposit required)
- Post Event Cleaning - \$100-250 (based on the extent of clean up required)

**RESERVATION/CANCELLATION POLICIES:** Payment of 50% of the rental fee and a signed contract are required to make a reservation. Reservations may be made by phone with a Master Card or Visa. Payment of the balance of the rental fee is required 4 weeks prior to the planned event.

Cancellations must be made at least 3 months prior to the reservation date to receive any refund of rental fees. Seven days before the event, a security deposit of \$1000 will be required for possible damages or failure to complete the closing checklist requirements. A code to the lock box on the south door will be issued the day of rental. The key is in the lockbox. The security deposit will be refunded when the key is returned to the lockbox and the building passes post event inspection.

2/15/2013

# OLD BLANCO COUNTY COURTHOUSE PRESERVATION SOCIETY

## CONTRACT FOR TEMPORARY RENTAL OF COURTHOUSE FACILITIES AND/OR GROUNDS

(Effective February 15, 2013)

The Old Blanco County Courthouse Preservation Society, hereafter referred to as OBCCPS, in consideration of rental fees, agrees to license \_\_\_\_\_, hereafter referred to as "Licensee", for the temporary use of courthouse facilities and/or grounds for a special event hosted by the Licensee under the terms and conditions set forth in this agreement.

Upon signing this contract Licensee has paid 50% of the rental fees all of which may be refunded by mail to Licensee if Licensee cancels the reservation no later than three months prior to the scheduled date. Licensee agrees to pay the full rental 4 weeks prior to the reserved date and to submit a security deposit in the amount of \$1000 seven days prior to the event. If applicable, Licensee agrees to pay to OBCCPS the additional rental fee of 10% of the gross income from admission, entrance or vendor fees within 7 days following the event. In the event of natural disaster or catastrophic damage that renders the courthouse unusable for the Licensee's event, OBCCPS may cancel reservations and refund to Licensee all fees paid and OBCCPS shall have no liability to Licensee.

The Old Blanco County Courthouse is a Texas Historic Landmark; therefore Licensee shall not attach anything to the walls or woodwork nor cause any damage to the courthouse. Licensee shall not allow smoking anywhere inside the courthouse and all candles shall have the flame contained. Licensee shall not use confetti in the courthouse or on the grounds, however, in keeping with wedding tradition, birdseed shall be allowed on the grounds.

To retrieve security deposit, Licensee shall cause the courthouse and/or grounds to be left in good condition, clean, lights and HVAC turned off, all exterior doors locked and all trash, including cigarette butts, removed from the courthouse and grounds and placed in trash bins outside. The Courthouse Manager will inspect the Courthouse/Grounds the next business day to determine satisfactory completion of clean up/compliance. Licensee shall be responsible for any damages that exceed the security deposit.

This agreement does not grant license to sell alcohol in the courthouse and/or on the grounds. Permission to sell alcoholic beverages must be obtained from the OBCCPS Board of Directors in a separate addendum to this agreement and accompanied by an appropriate TABC license. Increase of deposit, onsite security, and/or supervision by OBCCPS staff may be required during event at the sole discretion of OBCCPS and expense of the Licensee.

The Old Blanco County Courthouse Preservation Society and its agent accept no liability for any personal injury, loss, cost or other damage arising out of the Licensee's use of the courthouse or the grounds on which it is situated. Licensee understands the foregoing and agrees to indemnify and hold harmless the OBCCPS, its members, Board of Directors and agents from any loss, cost, damage or personal injury to Licensee and any third party howsoever caused arising out of the use or rental of the courthouse and/or grounds.

**Alcohol Clause: If alcohol will be served at your event, we require (at your expense) Security. It will be your responsibility to contact the Blanco Sheriff's Department at 830-868-7804 or the Blanco Police Department at 830-833-4375 to make arrangements for Security. Please contact either department at least one month before your event.**

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Temporary Courthouse Rental Contract – Page 2

The event Licensee is granted permission to hold is:

- Revenue generating event     Private Party     Non-profit 501(c)  
 Community Outreach (No Charge)     OBCCPS Member Discount use

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

Event Description & Estimated Attendance (Max 200): \_\_\_\_\_

Rental Rate: (circle) Friday-Saturday Daily    Weekend Special    Sun-Thurs Daily    Sun-Thurs Hourly

Facility Rented: (circle) Courthouse & Grounds    Courthouse Only    Grounds Only

Rental Rate: \_\_\_\_\_

OBCCPS Business Member Discount: \_\_\_\_\_

Non profit discount (if applicable): \_\_\_\_\_

501(c) EIN: \_\_\_\_\_

Net rental rate: \_\_\_\_\_

50% is due at time of rental agreement

Additional Services: \_\_\_\_\_

Description:

Additional Services: \_\_\_\_\_

Description:

**Total Rental Rate:** \_\_\_\_\_

**Balance of rental fee is due 4 weeks before event; Security deposit is due 7 days before event.**

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

Email: \_\_\_\_\_

Address \_\_\_\_\_

Best Number:(\_\_\_\_\_) \_\_\_\_\_

Payment date: \_\_\_\_\_

Method of Payment: Cash    CCard    Check # \_\_\_\_\_ Security Deposit check # \_\_\_\_\_

I have read and understand all the terms and conditions of rental contract and rental check out. I accept and agree to all the terms and conditions.

Signature \_\_\_\_\_

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

Where did you hear about us? \_\_\_\_\_

OLD BLANCO COUNTY COURTHOUSE  
PRESERVATION SOCIETY

RENTAL CHECKOUT SHEET

Please read this before your event!

This worksheet has been prepared for you to help insure the success of your event and the return of your deposit check. For an extra fee, you may contract post event clean up with courthouse manager. Please check off the following clean up items as they are completed:

**Trash:** Remove all trash generated by event to the trash cans located on the south side of the courthouse. Make sure all outside trash, debris and cigarette butts are placed in the trash cans. Place recyclable materials in provided containers and take them downstairs out the south exit. Someone will be by to take the recycling to the recycle center. Please move any trashcans that you put trash in out to the curb alongside the other cans for early Monday morning pickup.

**Clean-up:** Thoroughly clean event hall and kitchen. Wipe down all watermarks on old windowsills. Return chairs and tables to the storage room in an orderly fashion. Please be sure to mop up any mud, water on the floors and/or restroom accidents. Cleaning supplies are located under the sink in the kitchen and under the east side staircase. Brooms/mops are behind the kitchen door.

**Turn off AC/Heat:** There are 2 AC units upstairs. Please make sure they are both set to OFF. There is 1 AC unit downstairs. In the warmer months, please set it to 80 before you leave. In cooler months, please make sure the heater is set to 60 before you leave. The ac/heat units in both restrooms are on a timer. **Failure to do so will incur a \$50 Security Deposit forfeiture.**

**Secure Fire Exits:** Be sure both fire escape doors are tightly closed.

**Turn off all Lights:** Turn off all the lights before you lock up including restroom lights.

**Lock Up:** Double check that you have all your belongings and that everyone is out. Leave this form (signed by you) on the service desk downstairs. Deadbolt the North, East and West doors and lock the South door with the key after exiting. Please put the key back into the lockbox and scramble the combination.

Clean-up/Lock-up completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for helping us preserve the Old Blanco County Courthouse. Upon inspection of the premises for compliance with the contract, licensee's security deposit, less any charges, will be mailed to the person and address given on the check unless you instruct us otherwise.

2/15/2013