



Weddings: \$1,500.00 + \$300 Security Deposit + Event Insurance

- 8 Hours for setup, event, and teardown
- 2 Staff members on hand during the event (\$50/hr included)
- Use of large banquet table, piano, and octagonal table
- Tables and chairs included*
- Includes labor (\$150) to setup/takedown TRAHC equipment and furniture

Parties, Celebrations, Showers, Etc.: \$600 + \$300 Security Deposit + Event Insurance

- 4 Hours for setup, event, and teardown
- 2 Staff members on hand during event (\$50/hr included)
- Use of large banquet table, piano, and octagonal table
- Tables and chairs included*
- Includes labor (\$100) to setup, takedown TRAHC equipment and furniture

Options Available

- Additional hours needed: \$100/hr
- Unscheduled hours: \$150/hr
- Rental Insurance (if TRAHC provides): \$150

Equipment:

- (13) 5' Round tables: Included
- (4) 4' Round tables: Included
- (16) 3' Pub Tables: Included
- Lectern (unwired): Included
- Sound System: \$50.00
- Decorative Metal Screens: \$ 5.00 ea.
- Table Linens (White & Black): \$12.00 ea.* (dependent on availability)

To secure a date, Renter must submit an Application and Security Deposit. Rental Fee must be paid in full two weeks prior to event. Please see Rental Coordinator for Non-Profit Fees.

For more information, or to schedule a tour, please contact the Rental Coordinator, Kaye Baxter at: **(903) 792- 8681**

Regional Arts Center
321 West 4th Street
Texarkana, TX 75501

TEXARKANA REGIONAL ARTS AND HUMANITIES COUNCIL, INC.
Regional Arts Center Rental Application

TRAHC reserves the right to grant approval of rental and estimate costs based on the information provided below. Once the application is approved, a contract will be issued.

Name/Organization _____

[Contact Person #1]

[Contact Person #2]

Name

Name

Address

Address

City, State & ZIP Code

City, State & ZIP Code

Phone Numbers: Cell/Home/Work

Phone Numbers: Cell/Home/Work

E-mail Address

E-mail Address

Rental Information

Type of Event: _____

Space Requested:

Date Requested:

Time of Set Up

Start Time of Event

End of Event/Beginning of Teardown, Cleaning & Restoration

Out of Building

Please remember – for safety purposes, event clearing, etc. must be over by midnight or additional charges will be assessed.

Is Renter a Non-Profit Arts Org? Yes No

Is Renter a TRAHC Member? Yes No

Will alcohol be present? Yes No

How many guests are expected? _____

Activities involved: _____

Examples of refreshments to be served:
Please remember: To protect our carpet red dye foods, beverages or red wine are not permitted.

Caterer Name/Phone Number

TRAHC Equipment Usage:

- _____ Round Tables
- _____ Banquet Tables
- _____ Chairs, red (100) or gray (50)
- _____ Decorative Iron Screens @ \$5 ea.
- _____ Lectern @ \$10 (one available)
- _____ Sound System @ \$50
- _____ Staging @ \$25 per 4' x 7' section
- _____ Table Linens @ \$12.00 ea (if available)

Will you need to use these items:

- | | | |
|---------------------|-----|----|
| Large Banquet table | Yes | No |
| Octagon Table: | Yes | No |
| Piano: | Yes | No |
- If yes to piano, name of pianist _____

Non TRAHC Rental Equipment:

- Name of Rental Company: _____
- bought in when: _____
- and will pick up: _____
- Cakes provided by: _____
- will be brought in when: _____
- Florals provided by: _____
- will be brought in when; _____
- Band / DJ Service: _____
- Set up time: _____
- Any other furniture/decor items: _____
- _____
- _____

ESTIMATED COSTS

Estimate your costs below based on the information given. Your final total may be more or less and will be determined by your actual expenses incurred. We will be glad to help you with this.

- Security Deposit _____
- Alcohol Deposit, if applicable _____
- Room Rental Fee _____
- Extra Scheduled Time _____
- Rental Insurance _____
- Other TRAHC Rental items _____
- Total estimate of charges: _____

We understand that this is only an application for the use of space in the Regional Arts Center. We have read the rules, regulations, and other information provided by TRAHC, Inc. We agree to abide by them and to partner with TRAHC, Inc. as custodians and stewards of the Regional Arts Center. We are submitting this application with the initialed copy of the Facility Rules, and full payment of the security deposit. We have received a copy of the Cancellation Policy, and it has been explained to us clearly.

Contact #1 Signature

Date

Mail to: **Rental Coordinator, TRAHC, Inc., PO Box 1171, Texarkana, USA 75504-1171**

Or please deliver to the **Regional Arts Center at 321 W. 4th St, Texarkana, TX**

Tuesday-Saturday 10:00am-4:00pm

We accept cash, credit cards and checks. Checks should be made out to TRAHC

Facility Rules And Responsibilities

[PLEASE INITIAL WHERE REQUESTED AND RETURN WITH APPLICATION]

1. Due to the limited size of the TRAHC staff, renter understands and agrees to be responsible for decorations, hosting event, removing equipment brought in and the restoration of facility by signing Rental Agreement Contract. No verbal agreements will be honored. Any addendum to the Agreement must be made in writing.
2. Renters must inform and receive approval from Rental Coordinator of all activities, refreshments, and beverages. **Please NO RED DYE food, beverages, or red wine due to staining. Any damages will be taken out of renter's deposit.**
3. Renters must also inform and receive approval for equipment delivery/pick-up times, caterer's arrivals, expected number of guests, and scheduled times for setup, event, teardown and restoration.
4. The Rental Agreement Contract shall be signed no later than **two weeks prior** to the rental date and shall accompany the remaining rental fees, staffing, and any other charges. No date will be held without the deposit and Rental Application also specified on the Pricing List, and in the Agreement Contract. **Failure to make payment of the final charges will result in cancellation of this agreement.**
5. The Renter is responsible for his/her guests, employees, and agents and their observance of all rules and regulations specified by TRAHC. TRAHC is not responsible for personal property and/or equipment brought into the facility by the Renter and/or the Renter's agents, employees, and/or guests.
6. All damages should be reported immediately to TRAHC staff during the rental. If staff is informed immediately, they may be able to prevent further damage, which could possibly prevent a deduction being made from renter's security deposit.
7. The facility will open for lessees according to the contracted hours for setup, rental time, cleaning and restoration. **Unscheduled overtime is \$150 per hour.**
8. A minimum of two TRAHC, Inc. employees must be present during the rental of the facility by non-members or programs not under the sponsorship of TRAHC, Inc.
9. Lease of the first floor lobby shall be subject to TRAHC business, gallery exhibits and all other contemporaneous uses of RAC facilities and renter shall not restrict access to exits, stairways, elevator, gift shop, receiving room, galleries or reception desk.
10. Please keep in mind the age of the facility and the partnership of care you enter into as renters of the Regional Arts Center. No tables, chairs or any other furniture or equipment shall be drug up and down the stairs and/or across the floors, nor thrown or dropped into the elevator, nor banged against elevator walls or railing, nor shall equipment be leaned on walls outside of the Receiving room. Renter will be charged for any damages to the building in an amount to be determined by TRAHC. _____ **Initial**
11. In order to protect the architecture and décor, no decorations may be nailed, taped, or pinned to the walls, woodwork, light fixtures, doorways, ceilings, etc., and all decorations must be approved in advance by the Rental Coordinator. **Only decorative or battery-operated candles may be used with the approval of the Rental Coordinator to minimize fire hazard and damage to the carpet from hot wax. NO Mylar or Helium filled balloons are allowed in The Regional Arts Center.** _____ **Initial**

12. In order to reduce the effects of wear and tear on our piano and carpets, please do not move the piano in Cabe Hall. If renter needs piano moved, inform Rental Coordinator prior to rental date, and staff will make the adjustment. If renter or any guest moves the piano, the renter will be charged a fee of **\$150** to be deducted from deposit. _____
Initial
13. Due to Fire Code regulations, renters may not setup chairs, tables, food, or beverage service in any areas that would obstruct pathways to an exit in case of emergency. The Fire Marshal has the authority to shut the facility down immediately during a rental event if he/she sees that these regulations or the room capacity limits are not within set standards. _____ **Initial**
14. Due to Texas liquor laws, renters may not sell beer, wine, or hard liquor. A bartender and/or server, with the purpose of monitoring guests' level of consumption and legal drinking ages, is required to serve all alcoholic beverages. Any bar must close, and any alcoholic beverages must be secured no later than 20 minutes prior to the ending time of the event. There is an additional deposit in the amount of \$300.00 (refundable) required for all rental events where alcohol is to be served. _____ **Initial**
15. Any band or other entertainment equipment must also stop no later than 15 minutes prior to the ending time of the event. Power for such equipment is limited in Cabe Hall to 120 volts, and to one 20-amp breaker only. Because of the age and uniqueness of the facility, amplified sound levels will be governed and determined by TRAHC staff, not the renter or sound operator, and should **never exceed 90 decibels**. Such levels could cause damage to the facility and will be the responsibility of renter to repair any such damages. _____ **Initial**
16. Smoking is strictly prohibited on the premises. Renter will be subject to an additional charge if he/she and/or his/her guests, employees or agents smoke in the building.
17. Rice, birdseed, confetti, rose petals, etc., may be thrown **outside** the facility for wedding ceremonies or receptions but cannot be used inside the building. Renter will be responsible for cleanup outside.
18. The microwave, icemaker, double refrigerator, freezer, and warmers are available for renter's use, but must be cleaned afterwards. Dishwasher may **not** be left running and **must be emptied** before renter leaves facility. TRAHC cannot guarantee that dishwasher detergent will be available. The icemaker is capable of creating 50 lbs of ice per day. If more ice is needed, renter must provide it from an outside source.
19. In order to prevent any type of infestation, renters and their caterer are responsible for picking up any leftover food particles and cleaning kitchen sink and any appliances or equipment used during the rental. Renter shall remove any leftover food from building, including kitchen trash. Deductions will be made from deposit for stains; food ground into carpet, or significant spills left by renter. _____ **Initial**
20. PLEASE do not use or allow other guests to use supplies belonging to TRAHC. As a nonprofit organization our resources are extremely limited.
21. Renter agrees to pay any fees billed should they exceed the amount of deposit after rental. _____ **Initial**
22. After the rental event, in order to help us with grant reporting, please complete and return the Rental Questionnaire and a simple report of how many out of town guests were present, from which cities, states and any local hotel/motel lodging. This feedback also allows us to evaluate the strengths and/or weaknesses of our rental procedures, helps us to improve our future service to you and to keep our fees lower.

The TRAHC staff is pleased that you are interested in the Regional Arts Center for your special event. By initialing where requested, you agree to adhere to these requests. Thank you for understanding the value of this beautiful building and agreeing to partner with us as custodians and stewards of its care.



Certificate of General Damage & Liability Insurance Statement

Renters must provide a Certificate of General Damage & Liability Insurance, which extends coverage to use of the Regional Arts Center in the minimum amount of \$300,000, with specific exceptions for activities related to the business of the organization. This certificate must be written and issued by an insurance company authorized to do business in the state of Texas, naming TRAHC, Inc. as an Additional Insured or Certificate Holder. Evidence of coverage must be submitted to TRAHC, Inc., no later than **two weeks prior to the rental date**. Many individuals will find that their homeowner's policy will provide the coverage required, and will produce this certificate for little or no fee.

If this is not an option or is available but cost prohibitive, please contact our Rental Coordinator for suggestions concerning event Insurance providers.

If possible, the dates of the extended coverage should include the day before, the day of, and through the first business day after the scheduled event, especially if there is non-TRAHC rental equipment brought onto the premises.

Rental Coordinator

By signing below, the renter recognizes that he/she has read the above statement with full understanding, and agrees to follow the rules and regulations stated.

Participant's Name

Date

TRAHC Regional Arts Center Rental Cancellation Policy

In the regretful instance that your event must be cancelled, please **call** the Rental Coordinator as soon as you can and explain your situation. The Rental Coordinator will make note of your call, then instruct you to make a **formal notification in writing**, which must include the date of your notice, your reason for cancellation, and your signature. You may bring your notification letter to the Regional Arts Center or mail the notice to:

TRAHC, Inc.
Attn: Rental Coordinator
PO Box 1171
Texarkana, TX 75504-1171

If your cancellation date is at least twelve weeks (3 months) out from the scheduled date of your event you'll receive an 80% refund of your Security Deposit, as we will retain a 20% Administration Fee. **If cancelled less than twelve weeks of the date of your event your Security Deposit will be forfeited entirely.**

Any monies paid toward room rental fees, furniture or equipment rental, or the Alcohol Deposit paid to TRAHC will be refunded to you in full. You will receive any refunded amounts within 10 business days of the receipt of your written cancellation notice.

I have read and understand this cancellation policy, and it has been thoroughly explained to me by the Rental Coordinator.

Renter Signature

Date



MEDIA RELEASE FORM

I, the undersigned, do hereby consent and agree that the Texarkana Regional Arts & Humanities Council, (TRAHC), it's employees, or agents have the right to take photographs, videotape, or digital recordings beginning on _____ and ending on _____.

I understand that any such photographs, videotapes or digital recordings become the property of Texarkana Regional Arts and Humanities Council for use in print or electronic form. I waive any rights, claims or interest in the aforementioned property.

I consent to the lawful use by TRAHC, it's agents and employees of any and all media, now or hereafter known, to market, publish and exhibit for promoting the education, services and programs offered by Texarkana Regional Arts & Humanities Council (TRAHC). I further consent that my name and identity may be revealed therein or by descriptive text of commentary.

I understand that there will be no financial or other remuneration for recordings, either for initial or subsequent transmission or playback.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Name: (print) _____ Date: _____

Address: _____

Phone: _____

Signature: _____

SAMPLE



*All applications must be completed and approved by the rental coordinator before
Security Deposit is returned*

1. Remove all decorations and items brought with you to the Hall, including any items left behind by event attendees. We are not responsible for any items that are lost or stolen. Any items left will be discarded. _____
2. Empty refrigerator and freezer of all food brought with you. All food will be discarded following your event. _____
3. Remove garbage from building, including any left over food pieces and all trash in kitchen areas and Cabe Hall. There is a dumpster behind the building to the left. _____
4. Check the exterior of building for any trash/debris left behind from the rental or your guests (birdseeds, plates, utensils, programs, papers).
5. Clean the kitchen thoroughly as follows using paper towels/ Clorox Wipes or dish cloths:
 - a. Wipe off inside of microwave if used. _____
 - b. Wipe off all counters and leave sink clean and dry. Empty all metal sink strainers into garbage can and put back in place completely clean. _____
 - c. Empty **ALL** garbage cans (in kitchen and Cabe Hall) into the dumpster behind the building. Put new liners in garbage cans (they can be found in the far left cabinet drawer). _____

Renter Signature: _____ Date: _____

TRAHC Staff Signature: _____ Date: _____

I have reviewed the above check list, and understand that at the end of my rental, a TRAHC staff member will thoroughly inspect the premises to ensure that proper cleanup has been completed, and that there are no damages to the premises.* I also understand that an unsatisfactory report may result in the loss of part or all of my security deposit.

Renter Signature

Date

*Post event Monday inspection