

# POLICIES & PROCEDURES

**Advertisements** . . . Lessee shall not circulate advertisement, tickets or any other written material in or on Civic Center grounds, including parking lot area, without written permission from the Waxahachie Civic Center.

**Alcohol Policy** . . . See Alcohol Policy provided by your event coordinator.

**Animals** . . . **ONLY SERVICE DOGS ARE ALLOWED** in following the regulations of The Department of Justice published on September 15, 2010 in the Federal Register regarding the revised final regulations implementing the Americans with Disabilities Act (ADA) for Title II (state and local government services) and Title III (public accommodations and commercial facilities).

**Automobiles** . . . Automobiles will not be permitted inside the building unless written authorization has been given. In the event any automobile is for display, all fire regulations pertaining to exhibits must be strictly adhered to. Protective material must be used to cover carpeted areas from the building entry to display point. Under carriage and tire protection for all model automobiles must be used at all times. There must be less than 1 gallon of gas in each automobile. Every battery must be disconnected once inside the building.

**Banners, Posters, Signs** . . . These items are prohibited for distribution either inside or outside of the center. No signs, fliers or banners may be hung with adhesives or adhesive tape on inside or outside walls. All outside banners must be sent to the Civic Center 72 hours prior to the scheduled event (see Additional Fees).

**Building Disfiguration** . . . No holes may be drilled, cored or punched in the building. Painting is prohibited anywhere on premises. In any instance where there is risk of damage to carpeting, a protective coating such as plastic must be used. Lessee is responsible for the repair or replacement of any damage or disfiguration to the center. Approved adhesives are: gaffers tape, clear packing tape and 3M command strips/hooks.

**Caterers** . . . A Temporary Food Permit is required for all catered events and/or food vendors from the Building and Community Services Department at City Hall. A kitchen usage fee and kitchen cleaning refundable deposit is required if the kitchen is utilized. Please call 469-309-4020 to obtain a Temporary Food Permit (see Contract).

**Cleaning** . . . Lessee shall leave the facility in the same condition in which it took possession. Lessee must remove all decorations brought into facility and remove ALL trash to the outside dumpster after the event is over. The time it takes to clean the leased area is part of the event time, and if more time is needed, an additional fee will be charged. Any cleaning performed by the Waxahachie Civic Center will be billed to lessee, and/or deducted from room/kitchen refundable security deposits (see Refundable Deposits).

**Concessions** . . . All concessions/food trucks have to be approved by the Waxahachie Civic Center, and a 15% Concession Fee of gross sales is charged to the concessionaire. A sales receipt is required at time of payment, no later than two days after event.

**Contractor/Vendor Requirements** . . . It shall be the responsibility of the lessee to submit to the Waxahachie Civic Center, in writing no later than 30 days prior to the first move-in day, a list of the service contractors the lessee intends on using. All contractors must be properly licensed and permitted before they can commence work at the Waxahachie Civic Center. A current contractor's certificate of insurance must be on file at the Waxahachie Civic Center. Lessee is required to stay until all contractors/vendors are out of the building.

**Corridors and Hallways** . . . Corridors and hallways are common space and are **NOT** part of any leased area. They may only be used with written permission from the Waxahachie Civic Center. Please note that when you rent a room that means your guests are to remain in that room and not loiter in the hallways. Your guests are your responsibility. Children attending your event are not allowed to be running through the halls, unaccompanied in restrooms or in unauthorized areas including the service corridor, dock and kitchen.

**Décor** . . . Please be aware there are a few things that cannot be done/used on civic center premises:

- Open flame candles
- Duct tape (only approved gaffers tape is allowed to be used on carpet)
- Glitter, hay, silly string, or confetti (any size)
- The throwing of rice, rose petals, birdseed or the use of sparklers

\*\*Recommended items would be bubbles (outside building) or bells.

**Electrical Equipment** . . . All electrical equipment must be Underwriters Laboratories, Inc. and City of Waxahachie approved. Accessibility to equipment rooms and utility boxes is prohibited without authorization from a Waxahachie Civic Center official.

**Event Accessibility** . . . The Waxahachie Civic Center staff must have complete accessibility to all event spaces, kitchen areas, corridors and hallways before, during and after all events. The Waxahachie Civic Center must grant in writing any exclusivity to any area.

**Exit Doors** . . . A 6’ clearance on both sides (egress and ingress) with no physical obstruction must be maintained at all times.

**First Aid** . . . Lessee is to provide certified first aid personnel during the lease term for any event with an estimated 1000 or more participants. An approved list of EMTs is available or the lessee can choose an outside source as long as a 30-day written notice is given. Lessee assumes total responsibility for the qualifications and actions of these first aid personnel. Any accidents or incidents requiring first aid treatment must have a written report and a copy filed with the Waxahachie Civic Center before close of business on the day of event.

**Flammable Liquids and Volatile Materials.** . . Flammable liquids such as, but not limited to, gasoline, kerosene, bottled gas and oil are not permitted inside the Waxahachie Civic Center. All such materials, including materials under high pressure, are prohibited unless approved in writing by the Waxahachie Fire Department and the Waxahachie Civic Center.

**Floor Plans** . . . When the Waxahachie Civic Center determines a floor plan must be submitted to the Waxahachie Fire Marshal for approval, copies of approved floor plan must be submitted to the Waxahachie Civic Center 30 days prior to the first day of set-up. Floor plans must show the following:

1. Plans drawn to scale
2. All emergency exits indicated
3. Service contractor equipment
4. Aisle widths indicated
5. Primary entrance indicated
6. Concession area indicated
7. Meeting area on show floor indicated
8. Fire extinguishing equipment indicated

Floor plan distribution is as follows

1. Service Contractor (1 copy)
2. Waxahachie Civic Center (1 copy)
3. Waxahachie Fire Marshal (2 copies)

Fire Marshal copies should be distributed to:

Waxahachie Fire Department

Brent Fuller

407 Water St.

Waxahachie, TX 75165

**Freight** . . . All pre-event freight must be signed for by lessee or designated person. Lessee or designated person must send all post event freight out of the center. Any freight left in the leased space after the leased time will be stored by the Waxahachie Civic Center and be charged a storage fee of \$100.00 per day. The Waxahachie Civic Center will not be held liable for any pre or post event freight.

**Hanging and Ceiling Rigging** . . . Nothing may be hung, attached to, or suspended from any part of the building without written consent of the Waxahachie Civic Center (see WCC staff for quote).

**Insurance Requirements** . . . If the Waxahachie Civic Center determines a possible need for insurance due to the number of participants or the activity of an event, the lessee will provide, or see that there is provided, to the Waxahachie Civic Center a certificate of insurance, proving that the lessee has in force and effect insurance as follows (all which shall show the City of Waxahachie/Waxahachie Civic Center and the Waxahachie Community Development Corporation as the additional insured and certificate holder).

- A. Workers' compensation insurance as required by law.
- B. Employer's liability insurance in an aggregate amount of not less than:
  - a. \$100,000.00 Each Accident
  - b. \$500,000.00 Disease policy limit
  - c. \$100,000.00 Disease each employee
- C. Texas and/or all state's endorsements attached.
- D. Comprehensive general liability insurance, including products and liquor liability with not less than the following limits:
  - a. \$1,000,000.00 General Aggregate
  - B. \$1,000,000.00 Products/Completed Operations Aggregate
  - c. \$500,000.00 Each Occurrence Limit
  - d. \$50,000.00 Fire Legal Liability
  - e. \$5,000.00 Premises Medical Payments
- E. Automobile liability insurance with limits of not less than \$500,000.00 combined single limit.
- F. An umbrella liability insurance policy with limits of at least \$1,000,000.00 excess of the primary policies.

**Kitchen** . . . The preparing of any food items outside the kitchen area is prohibited. The Waxahachie Civic Center kitchen is approved as a prep kitchen ONLY, meaning you can heat, warm and cool. Any cooking must be requested in writing, in advance, and approved by the Waxahachie Civic Center prior to the event. When using the kitchen you will be given an area to work in, which you are responsible for cleaning after your event. Only designated people are allowed in the kitchen, **NO CHILDREN**.

**Lighting** . . . Every room has a preset light system with 4 presets to dim your lights (1 through 4), at no time can the lights be turned completely out, it is against facility safety regulations.

**Live Music/Bands** . . . Lessee **must** meet rental requirements of renting two-thirds of the main ballroom to have a band or any live music (i.e. Ballroom 3,4 and 5 or Ballroom 1,2 and 5). The level of sound in your room will be monitored, as this is a multiple event facility. Sound control issues are handled by the Waxahachie Civic Center staff. \*Live music includes, but is not limited to, guitarists, saxophonists, mariachis, pianos/keyboards, etc. \_\_\_\_\_ **Initial**

**Lost/Damaged Articles** . . . The center will not be held responsible for item/items lost or stolen from premise in any way. The Waxahachie Civic Center is not responsible for vehicle damage or theft.

**Music Franchise Fee** . . . Lessee is responsible for paying any fees directly to ASCAP/BMI.

**Parking Lot** . . . The parking lot may not be used for commercial exhibits, displays, promotions, etc. without written consent of the Waxahachie Civic Center. If permission is granted, the lessee must not drill, bore, and/or punch any type of hole in the surface of the parking lot. Lessee will also leave the parking lot area clean with all trash removed. Any damage to the landscaping in and around the parking lot will be replaced at the cost of the lessee.

**Permits/Licensing** . . . It is the ultimate responsibility of the lessee to obtain the necessary permits/permission for their event. This includes, but not limited to, temporary food permits, pyrotechnics, music/film/television licensing, building official approval, etc.

**Portable Walls/Freight Doors** . . . Waxahachie Civic Center personnel are solely authorized to move portable walls, open, and close freight doors, turn on lights, change thermostat settings or unlock doors. Lessee must provide written notice in advance of the time these items are to be utilized.

**Recreational Vehicle Parking** . . . R/V parking is limited to 72 hours and only permitted to R/V's associated with a Waxahachie Civic Center event. Recreational vehicles and tow vehicles must remain on parking lot surface at all times. All fees are to be paid to the Waxahachie Civic Center upon arrival (see Rental Rates).

**Refundable Deposits** . . . Refundable Room Security Deposit is up to amount equal to or greater than room rental. This deposit is to cover any damages to rental space, if contracted exit time is not adhered to and if trash is not removed and taken to dumpster from all rental spaces. Refundable Kitchen Cleaning Deposit is applicable to any event requesting permission to utilize, in any way, the kitchen area of the Waxahachie Civic Center. Lessee must pay the Kitchen Usage Fee (see Rental Rates), and submit a Refundable Kitchen Cleaning Deposit of \$100.00 (paid separately). This deposit will be returned based on the conditions of the kitchen area after the event.

**Rental Times** . . . All rates are based on an 8-hour rental period. All events must be cleaned up and all guests/vendors out of center by contracted exit time of event. Any event that exceeds their contracted exit time will forfeit ALL deposits. Additional hours beyond the contracted 8-hour rental period can be purchased at \$200.00 per hour. ALL hours purchased after midnight are for cleanup only and cannot exceed 2 a.m. Additional hours must be purchased a minimum of 14 days prior to event date. No event can go past midnight without the written consent of the Waxahachie Civic Center.

**Security** . . . Security used in the facility will be acquired through the Waxahachie Police Department and will be reserved by the Waxahachie Civic Center staff. Security fees will be the responsibility of the lessee. Security will be required for events serving and/or consuming alcohol (see Alcohol Policy for requirements on security). Security for any non-alcohol event must have 1 officer per every 50 participants unless waived by the Waxahachie Civic Center.

**Smoking/Vaping** . . . The building is a smoke-free center. Outside smoking/vaping is permitted in designated areas only.

**Tickets** . . . Lessee is responsible for furnishing all tickets for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print more tickets for any one performance than there are seats available.

*\*The Waxahachie Civic Center shall have final discretion over all issues regarding rental rates, the policies & procedures and the right to terminate any contract or event.*

**Event Name** \_\_\_\_\_ **Event Date** \_\_\_\_\_

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_