

**HERITAGE CENTER**  
**FACILITY RENTAL AGREEMENT**

EVENT DATE: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

FACILITY OPEN TIME: \_\_\_\_\_ FACILITY CLOSE TIME: \_\_\_\_\_

DECORATING DATE AND TIME: \_\_\_\_\_

(Please Note: Decorating time must be approved by Heritage Center Staff! If decorating is scheduled for a time when the Heritage Center is usually closed, you will be required to pay an additional sum of \$25.00 per hour, as well as a \$10.00 opening and closing fee).

**Rental Fees:**

Large Hall: Includes Small Meeting Room and Dining Room - \$100.00 Hr.  
(Minimum 4 Hrs. \$400.00)

Small Meeting Room - \$40.00 Hr. (Minimum 4 Hrs. \$160.00)

Board Room - \$20.00 Hr Flat Rate.

**Additional Fees**

**Required Deposits:**

**\$250.00. Damage Deposit** (Refundable if no damage assessed). If eligible, you may pick up your deposit Monday-Friday, 8:00 AM - 3:00 PM at the Heritage Center office the week following your event. \_\_\_\_\_ (Lessee Initials)

**\$75.00 Cleaning Fee.** If you clean the facility, your \$75.00 will be refunded after your event. \_\_\_\_\_ (Lessee Initials)

**\$10.00 Open/Close Fee** - Non-refundable. This is a separate fee assessed to open and close the facility the day of the event. \_\_\_\_\_ (Lessee Initials)

*(Heritage Center Rental Agreement Continued)*

*Payments:*

At the time this agreement is signed, the Heritage Center requires a **\$100.00** deposit to secure the facility on the proposed date. All remaining fees due, must be paid in full 30 days prior to the rental date. There will be no refund after the date fees are paid in full. Any exceptions to this payment agreement must be authorized by the Executive Director and the payment agreement/schedule must be written below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This agreement made and entered on \_\_\_\_\_ (Date), by and between the Calhoun County Senior Citizens Association, Inc. (The Heritage Center), and

\_\_\_\_\_  
(Lessee) as follows:

The Heritage Center agrees and gives permission for the above lessee to use and occupy the following facilities:

Large Hall (Includes Main Dining Hall and Small Dining Hall) \_\_\_\_\_  
Small Meeting Hall \_\_\_\_\_  
Board Room \_\_\_\_\_

located at 2104 W Austin Street, Port Lavaca, Texas 77979

The rules and policies pertaining to this agreement (see attached) apply to all individuals or groups leasing the facility - no exceptions! \_\_\_\_\_ (Lessee Initials)

I have read and agree to abide by the rules and policies of the Heritage Center as they pertain to my leasing of the facility.

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

The Heritage Center Representative: \_\_\_\_\_

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

All checks should be made payable to CCSCA or The Heritage Center. Individual checks are required for Deposit, Cleaning Fee, Rental Fees, and Open and Close Fees.