



Red Rock Historical Association RRHA Activity Center Facility Use Agreement

2629 Rodeo Street ❖ (P.O. Box 230) ❖ Gladewater, TX 75647 ❖ 903-734-5944

The Red Rock Historical Association (hereinafter referred to as RRHA) Activity Center is 3200 square feet spacious building which includes a kitchen. The facility comfortably seats 150 guests with a capacity of 200 guests. Alcohol is permitted on the premises under certain conditions; however, NO FIREARMS (concealed or open carry) are permitted on the premises.

A person must be at least 25 years of age to rent the RRHA activity center.

If you are a non-profit 501C3 organization and would like to partner with RRHA to rent the facility at a reduced rate, please contact Mrs. Bennie Moore at 903-734-5944.

DEPOSIT: A \$300.00 refundable deposit is required to secure the date and to cover any excessive cleaning needed after the event. The deposit is refundable if the agreement guidelines are followed. Meetings that are four hours or less are excluded from paying the deposit.

The deposit will be withheld for the following reasons:

- Residues of liquid or sticky substances, glitter, confetti, and/or trash are on the floor, doors, walls, ceilings, or countertops.
- RRHA property and/or equipment is stolen or damaged.
- Signs or decorations are fastened to the walls without prior written approval from RRHA.
- Toilets and/or other drains are clogged or running.
- Food on or damage to walls and doors
- Trash left in the building
- Trash and/or debris left on the exterior premises, such as parking area
- Damage to exterior flower beds, walkway, landscaping, etc.

If the damage, clean up, repair and/or replacement cost exceeds the deposit amount, the RENTER is responsible for the additional payment of the difference to RRHA immediately and may forfeit any future privilege of renting the facility.

RATES: The rental rate is based on the number of hours that guests are in attendance and all listed amenities are included in each rental package as noted. There is no additional cost for you to decorate, or for RRHA staff to set up and tear down the day of the event.

Hours	Package Cost
Up to 4 hours (*applicable to meetings only)	\$50.00 per hour
½ day morning hours (8:00 a.m.-3:00 p.m.)	\$350.00 flat rate
½ day evening hours (6:00 p.m.-1:00 a.m.**)	\$450.00 flat rate

All day (8:00 a.m.-1:00 a.m.**)	\$700.00 flat rate
Memorial Service Repast (three hours)	\$100.00 flat rate

Note: *The Meetings Only package does NOT require a deposit and you will have limited access to the amenities. No deposit will be refunded.

Note: ** Events with guests in attendance after 10:00 p.m. require two licensed security personnel to be on the premises for the duration of the event.

AMENITIES: All of the following amenities are included in each rental package:

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| 200 chairs | usage of kitchen facilities |
| (13) 60 in. round tables | setup and tear down of tables and chairs |
| (2) 8 ft. rectangle tables | basic cleaning / sanitation |
| (6) 6 ft. rectangle tables | |
| (4) pub tables | |

SECURITY: When alcoholic beverages are on the premises during an event and/or when the event lasts past 10:00 p.m., at least two licensed peace officers and/or licensed security officers are required to be on the premises during the event. It is the RENTER’S responsibility to vet and hire security personnel for the event.

PAYMENT AND CANCELLATION POLICY: If the booking is not secured through RRHA’s website, all rental invoice balances are due in full at least 30 days prior to the date of the rental event.

Whether the renter books the facility online or in-person, if the RENTER cancels the event 30 days or more prior to the event date, RRHA will retain the deposit. The remaining paid balance (package cost) will be refunded to the Renter within 60 days of cancellation.

Whether the renter books the facility online or in-person, if the RENTER cancels the event less than 30 days prior to the event date, no refund will be given to the Renter. The deposit and all paid rental balance will be retained by RRHA.

CONDITION OF FACILITY: RRHA is committed to providing you with a clean and safe environment to host your event. RRHA staff will clean and sanitize kitchen facilities, tables, chairs, and bathroom facilities, as well as sweep and mop the floors before the event. Please take a moment to look around and document (take a picture) any questionable damage or uncleanliness that you see in the building prior to your guests arriving.

Tables and chairs will be placed on the floor before your event.

GENERAL EXPECTATIONS:

- Possession or use of firearms is prohibited on the premises and in the building.
- Possession of or use of illegal substances is prohibited on the premises and in the building.
- Usage of tobacco products is prohibited on the premises and in the building.

As the RENTER, you are responsible and liable for the behavior and actions of all guests on the premises during the event. In the event that something unfortunate happens, please contact Mr. Jerry Hawley at 903-237-9008 or Claudette Clay at (903) 736-4583 immediately.

As the RENTER, you assume all liability and hold harmless and indemnify the Red Rock Historical Association, its board and members, from all liability arising out of the use of the RRHA Activity Center.

We hope that you have a safe and enjoyable event. When your event is over, please:

- Inspect the bathrooms.
- Sweep all debris from floor.
- Remove all trash and place bags in exterior trash cans.
- Leave key on kitchen counter.
- Turn off all lights.
- Check/Close/Lock all doors.

By taking possession of the facility at the time of the rented event, you thereby agree that you have read and agree to the conditions as laid out in this RRHA Activity Center Facility Use Agreement.

RRHA may revoke permission to use the facility at any time if it is determined that a group or individual use damages or threatens to damage the property or violates any of the RRHA policies and regulations declared in this Facility Use Agreement.

If you have any questions, please contact:

[Jerry Hawley \(903\)237-9008](tel:9032379008) or jerryhawley5661@icloud.com

[Claudette Clay \(903\)736-4583](tel:9037364583) or sassy clay@hotmail.com

[Darren Richardson \(903\)374-1370](tel:9033741370) or dr1352@gmail.com

[RRHA email - redrockha@gmail.com](mailto:redrockha@gmail.com)

[website - www.redrockha.org](http://www.redrockha.org)