



EVENT DATE: _____

MPR GUEST PASSWORD:
eventcenter2017

GARRETT AND MIC EVENT CENTER CONTRACT CHECKLIST, AND DEPOSIT RELEASE

60 MORGAN'S POINT BLVD

KITCHEN	Renter	Staff
Clean counter and sink		
Clean microwave		
Wipe down cabinets		
Clean appliances		
Clean range & oven		
Sweep & mop entire area		
Clean table and chairs		
Emp ty wastebaskets and replace w/trash bags		
Remove all food and belongings from the Event Center		

HOUSEKEEPING	Renter	Staff
Stack all table and chairs on cart		
Inspect marks on walls		
Inspect doors		
Lock all doors		
Check windows for smudges		
Turn all lights off		
Check parking lot and outside of the Event Center for trash		
Put trash in dumpster		
Remove all directional signs		
STORAGE ROOM	Renter	Staff
Put away cleaning equipment & supplies		

BATHROOMS	Renter	Staff
Clean sinks		
Clean/sanitize toilets		
Clean mirrors		
Sweep and mop bathrooms		
Empty wastebaskets and replace w/trash bags		

EMPLOYEE SIGNATURE: _____

Notes for non-checked Items: _____

PLEASE DO A WALK THROUGH TO MAKE SURE ALL ITEMS ON THIS CHECKLIST ARE COMPLETED. Call the on-call #254-534-0432 so they can finalize this checklist before you leave the Event Center. NO EMPLOYEE CHECKLIST=NO DEPOSIT REFUND.

DAMAGES: Report any damages that may have been incurred during your stay and/or event. This includes any damages to the interior and exterior of the Garrett and Mic Hill Event Center. Your deposit will be returned once all items listed on this checklist are checked by Morgan's Point Resort Maintenance Department and no damages are discovered.

Name: _____

Complete Address: _____

Phone #: _____

_____(Initials) I agree to abide by the aforementioned rules and agree to forfeit all or part of the \$200.00 security/refundable deposit. I also agree to pay for any additional expenses that the City deems necessary to cover cleaning and/or damages to the Event Center and/or Pool, which my use or my guest's use has caused.

Signature of Renter(Responsible Party)

Date

OFFICE USE ONLY: Total Rent Received: _____ ☐ Cash ☐ Credit Card ☐ Check# _____

Total Deposit Received: _____ Receipt #: _____

Rental Date:		
Start time:	a.m.	p.m.
End time:	a.m.	p.m.
Pkge #:		
Total # of hours:		

Deposit Approval	
Date	
Deposit refund to Renter (Please circle!)	Yes No
Clerk initials	
Renter Signature	

- HOURS PURCHASED MUST INCLUDE YOUR SET UP AND CLEAN UP TIME!
- Please attach a copy of the renter's driver's license to lease agreement.
- CHECKLIST MUST RETURNED BY MAINTANENCE DEPARTMENT TO HAVE YOUR DEPOSIT REFUNDED.



CITY OF MORGAN'S POINT RESORT
GARRETT & MIC HILL
EVENT CENTER & POOL LEASE AGREEMENT
60 MORGAN'S POINT BLVD



NAME & EVENT DATE: _____

**HOURS PURCHASED MUST INCLUDE YOUR
SET UP AND CLEAN UP TIME!**

PACKAGES AVAILABLE

1. Event Center
(Indoors only)

- ☐ \$50.00 per hour minimum **2 - 7 hours**
- ☐ \$280.00 Rental **8 - 12 hours**
- ☐ \$350.00 Rental **13 - 24 hours**
- ☐ **\$200.00 Deposit**

2. Pool Patio Area
(Outdoors Only)

(Package Available for Labor Day – Memorial Day)

- ☐ \$50.00 per hour minimum **2 - 7 hours**
- ☐ \$280.00 Rental **8 - 12 hours**
- ☐ \$350.00 Rental **13 - 24 hours**
- ☐ **\$200.00 Deposit**

3. Event Center & Pool

Pool Party Rental Times:

- ☐ **7:45p.m. – 10:00p.m.**

(Can add extra hour to 11:00 pm for \$50.00 more)

- ☐ \$50.00 per hour minimum **2 - 7 hours**
- ☐ \$280.00 Rental **8 - 12 hours** (Event Center)
- ☐ \$350.00 Rental **13 - 24 hours** (Event Center)
- ☐ \$150.00 Pool Rental Fee
- ☐ **\$200.00 Deposit**

4. Pool Rental

Private Pool Party Times:

- ☐ **7:45p.m. – 10:00p.m.**

- ☐ \$250.00 (up to 50 guests)
- ☐ **\$200.00 Deposit**

\$200.00 Deposit required with all packages

PLEASE READ CAREFULLY

The City has established the following fees and conditions for the rental of the Garrett & Mic Hill Event Center: **Renter/Party is not allowed in the facility for any reason before or after their times notated on agreement.**

A RENTER SIGNING THE AGREEMENT MUST ATTEND FUNCTION. Once this agreement is signed, the city will collect rental fees and deposit. Refund will be mailed after inspected for damages and/or cleaning requirements are met in reference to the Event Center, the number on the checklist must be called and maintenance must obtain key and checklist from party. Failure to adhere to any and/or all of these procedures will be grounds for the forfeiture of the \$200.00 security deposit. *Should it be determined that more than \$200.00 in damages and /or cleaning fees have been caused by the lessee; the lessee will be billed for the balance due to the City.*

- B. ALL FEE'S WILL BE PAID AT THE TIME OF RENTAL. CANCELATIONS MUST BE MADE WITHIN 14 DAYS TO RECEIVE A COMPLETE REFUND OR WITHIN 72 HOURS OF THE RENTAL TO RECEIVE A 50% REFUND.**
- C. The Event Center keys must be picked up at City Hall between **7:00 a.m. to 4:00 p.m. Monday-Thursday and 7:00 a.m. to 11:00 a.m. on Friday** prior to your rental date - Keys are not available after hours or on holidays. After you have finished with the keys, you must return the keys to City Hall or deposit them in the drop box at City Hall in order to receive your deposit
- D. The Event Center rental will follow the Texas Alcoholic Beverage Commission (TABC), and all Cities, States, and Federal Regulations rules for alcohol consumption. *ALL ALCOHOLIC BEVERAGES MUST REMAIN INSIDE THE EVENT CENTER.***
- E. *All intoxicants, drugs, and controlled substances are strictly prohibited with the exception of the identified alcohol policy.* This is a "NO SMOKING" facility. Designated smoking areas are provided outside the Event Center.
- F. It is the Lessee's responsibility to control the users of the facility attending the rental function. Children should not be left unattended or unsupervised.
- G. NO WET ATTIRE IS ALLOWED IN THE EVENT CENTER OR EVENT CENTER BATHROOMS.**
- H. All equipment will be inventoried and all furniture and equipment must be returned to the original place it appeared on rental day.
- I. Renters shall not be permitted to mar or in any manner deface premises or contents of the Center, to include uses of the following:
- Nails, hooks, screws or any other type of hardware.
 - Duct, scotch, and masking tapes, 3-M peel-off devices, etc. (includes use of tape on floor)
 - Staples, and/or glue of any kind
 - All other instruments to adhere and any decorations, signs, notes, banners, etc.
 - Decorations are allowed on one assigned wall with the bars using tacks only.
- J. Renter shall not be permitted to use any of the following in the Center.
- Flammable material (excluding candles for celebration cakes and food warning devices.)
 - Rice, confetti, glitter, birdseed, and smoke producing machines.
- K. City is not responsible for any loss, damage, or any property brought into or left at the Event Center.

CITY OF MORGAN'S POINT RESORT POOL RENTAL AGREEMENT

The City has established the following fees and conditions for the rental of the Morgan's Point Resort Pool:

- A.* Up to 50 guests **\$250.00 and \$5.00 per** person for each additional guest Additional monies will be collected by the lifeguards for any number over **50. Pool passes do not apply for private parties.**
- B.* A refundable deposit of **\$200.00** will be required for damages or clean up.
- C.* The pool may be reserved for private parties between the hours of **7:45 PM until 10:00 PM and 11:00 PM** if you pay \$50 for an extra hour.
- D.* The pool area will close promptly at **10:00 PM** and again at **11:00 PM** if you paid for the extra hour.
- E.* The pool rental privilege is to **renters** who must attend the pool function.
- F.* The city will provide lifeguards and they are in control of the pool area.
- G.* ***NO ALCOHOLIC BEVERAGES IN THE POOL AREA. GLASS CONTAINERS ARE NOT ALLOWED IN THE FACILITY.***
- H.* Renters are responsible for cleanup of pool area and for placing tables, chairs, etc. in original locations and emptying the trashcans. Failure to do so will cause a forfeiture of the deposit.
- I.* Smoking permitted in designated areas only.
- J.* In case of rain: the event may be rescheduled for another available date.
- K.* Parties are required to have 1 adult for every 5 children 12 and under, if not the lifeguard has the right to refuse *entry*.
- L.* **CANCELLATIONS MUST BE MADE WITHIN *48 HOURS* OF THE RENTAL DATE FOR REFUNDS TO BE RETURNED.**

CITY OF MORGAN'S POINT RESORT

SWIMMING POOL RULES

Gate fee must be paid by anyone in a swimsuit utilizing pool or pool area, unless you previously purchased a **Season Pass**.

- a. **No** running, pushing, dunking, diving or horseplay is permitted.
- b. **No** food, drinks, large rafts in pool.
- c. **No** glass containers or no alcoholic beverages allowed in or around pool area.
- d. **No** smoking is permitted in pool area. Smoking is permitted outside the fence only.
- e. Swimmers must wear a swimsuit no cut-offs.
- f. Only white t-shirts may be worn in pool, due to bleaching of color, causing water discoloration.
- g. Suntan oil or lotions may not be worn in pool. A shower is provided B sun block is permitted.
- h. Lifeguard will be provided by the city and they are in control of the pool area. Pool may be subject to closing for any safety or health reason. Lifeguard has authority to clear pool for testing, weather, scheduled breaks or disciplinary actions.
- i. **No** lifeguard is on duty at the wading pool. All children must be supervised by an adult.
- j. Children under 12 years of age must be escorted by a person 16 year of age or older and will not be left unattended at the pool.
- k. One adult must accompany *every* 5 children under 12 years of age, for both parties and regular swim; the LIFEGUARD has the right to refuse entry.
- l. **NO lifeguard is on duty at the wading pool All children must be supervised by an adult Fees not required when supervising minors only.***
- m. Patio area cannot be reserved during regular pool hours it is available on a first come, first serve basis. The patio area may be used during regular pool hours for picnics or parties. All parties must contact City Hall, for group events.
- n. **(Package 1)** Pool and Pool Area are not included in rental of Event Center.
- o. **(Package 2)** Event Center is not included in rental of Pool Area.
- p. **(Package 3)** Event Center and Pool Parties must be rented together.