



Thank you for utilizing the Bastrop Convention & Exhibit Center for your event. The Center is committed to serving our community and guest by focusing on exceptional customer service and true small town Texas hospitality.

Below you will find our current policies and procedures to help guide your event planning process. Please do not hesitate to contact us if you have any questions. Communication is paramount to us and we will do our best to communicate the reasoning behind the policies, and adjust as necessary to ensure your continued usage of the Bastrop Convention & Exhibit Center for future events.

1. The Center is open by appointment only. Phone inquiries may be made Monday through Friday from 8 a.m. to 5 p.m.
2. No animals other than service animals are permitted at the Center without prior written consent from the Executive Director.
3. Automobiles are not permitted inside the Center without prior written consent from the Executive Director.
4. Reservations for events less than twelve (12) months out are done on a first come first serve basis.
5. Event hours and event days are subject to availability and the approval of the Executive Director.
6. Reservations are only considered complete with payment of agreed upon security deposit and executed rental agreement.
7. Security Deposit may be required depending on size and scope of event.
8. The Center offers several rental packages. Please refer to your rental agreement for details regarding booked hours, set up, tear down, staffing and event layout. Layouts are due 15 days before your event to ensure accurate room set-up.
9. Center staff will set up your event based on the agreed upon setup in your rental agreement.
10. Staff will be present during your event but will not be available to assist in tasks such as decorating or bussing tables.
11. Clients must follow all applicable local, state and federal laws concerning the sale, distribution, consumption of alcohol. B.Y.O.B is not allowed. Alcohol is not allowed at events that honor a minor.
12. The Executive Director may require you to pay for security or medical personnel at your expense depending on the nature and size of your event.
13. The Executive Director may require you to provide insurance listing the City of Bastrop as an additional insurer depending on the nature and size of your event.
14. Decorations:
 - a. No banners, flyers, posters or signs may be distributed on BCEC property, unless approved by the Executive Director.
 - b. No event materials, including banners, flyers, posters or signs may be nailed, stapled, tacked or driven into any portion of the BCEC, whether inside or out, or affixed to the

Center in such a way that causes any changes, alterations, discoloration, staining, or need for repairs. In addition, tape and other adhesive materials may not be applied to walls or other surfaces in the Center without prior approval by the Director. Outdoor signs and banners must be preapproved by BCEC before installation.

- c. All decorative materials must be flame proof or enclosed in a flame proof container.
 - d. No fog machines or bubble machines allowed indoors.
 - e. Fire exits, exit signs and air system inlets or outlets must remain accessible and visible always.
15. Depending upon your rental agreement, outside catering is allowed. The Center does not have an approved list of caterers; however, all caterers must obtain the necessary health permits, and sign a separate agreement and provide an additional security deposit for use of the Center's facilities 15 days prior to your event. Caterers must also have an applicable sales tax ID Number.
 16. Clients shall leave the Center and the parking lot in the same condition as when the Client began their rental agreement.
 17. Center staff, including management, police officers, fire department and other City staff may enter the facility at any time during a client's rental period.
 18. Special requests for electrical, AV, telephone or internet service must be specified on the rental agreement. Additional charges may apply for larger events.
 19. Public Safety is paramount; therefore all clients must adhere to the City of Bastrop occupancy requirements and any applicable local, state and federal laws.
 20. If your rental agreement requires set up not specified in the Center's options, a diagram or floor plan must be presented 15 days in advance of your event or meeting.
 21. Since the Center is open by appointment only, Clients may not ship or store items at the facility without permission from the Executive Director.
 22. The Center reserves the right to book more than one event at a time, unless otherwise specified in the rental agreement.
 23. It is the Client's responsibility to ensure all applicable sales and or music license fees are collected by the client's vendors. The Center may ask the Client to provide sales tax ID Numbers or music licenses.
 24. The Center is a smoke free facility.
 25. Clients are responsible for their own ticket sales.
 26. Clients may not sublease the facility for any duration of their rental agreement.
 27. The Executive Director and the City of Bastrop reserve the right to deny a rental agreement based on previous rental history.
 28. FORCE MAJEURE If (a) the BCEC or any portion thereof is destroyed or damaged by fire or other calamity so as to prevent the use of the leased premises for the purposes and during the periods specified in the rental agreement, or (b) if the use of the leased premises by the Client is prevented by act of God, strike, lockout, material or labor restrictions by any governmental authority, civil riot, flood or any other cause beyond the control of the Center, then the lease will terminate. Center shall not be liable or responsible to the Client for any damages caused thereby and Client waives any claim against Center and or City for damages by reason of such termination except that any unearned portion of the rent due shall abate, or if previously paid, shall be refunded by Center to Lessee.
 29. INDEMNIFICATION To the fullest extent permitted under the Constitution and the laws of the State of Texas, Lessee shall indemnify, hold harmless, and defend the Center and the City, and

their affiliates, agents, officers and employees, from and against all claims, demands, costs or expenses for loss, damage, or injury, including attorneys fees, whether incurred during the investigation or defense of a claim, or for bodily or personal injury, sickness, disease, death, or injury to or destruction of personal property, including the loss of use, in whole or in part, which arises out of or is related to the Lessee's use of the Center, the performance of the Client, or Clients' activities at the Center and Client's negligence, gross negligence, intentional acts, or omissions, or by anyone else's negligence, gross negligence, intentional acts, or omissions, who is directly or indirectly employed by or working at the direction of the Client, participating in an event of the Lessee or acting in concert with the Client. Such acts include, but are not limited to: (1) a failure of the Lessee, or any of its employees, participants, or agents, to perform in accord with this Agreement and the Policies and Procedures: (2) any injury, loss or damage, whether to person or property, occurring as a result of, or arising out of, the Client's event; (3) a failure of the Lessee, or its employees, participants, or agents to comply with any law(s) of any governmental authority; (4) any third party agreement(s) or contract(s) to provide goods or services for the direct or indirect benefit of the Client or a customer of the Lessee; or (5) any other circumstance or condition that does not arise out of or result from the gross negligence and/or willful misconduct of the City or the Center, or their agents, servants or employees.

Business/Party Name _____ Contact Person _____

Mailing Address _____

Email Address _____ Contact Phone _____

Date of Event _____ Package Selected _____

Deposit Amount _____ Date Paid _____

- Items due prior to Event Date

Rental Payment Due: 60 days

Insurance Due: 15 days

Layout Due: 15 days

Caterer Info Due: 15 days