



# *The Event Center*

## **Rental Package**

2023 Alpine Road  
Longview, Texas 75601  
Office: 903-758-6416  
Fax: 903-758-0695  
Email: [LeAnn@easttexasbuilders.org](mailto:LeAnn@easttexasbuilders.org)



# The Event Center

## RATES

<u>Hours</u>	<u>Package Total</u>
2 Hours	\$700
3 Hours	\$850
4 Hours	\$950
5 Hours	\$1050
6 Hours	\$1200

Each Additional Hour+ \$100

\$300 Deposit Required To Reserve Date

\$600 Decorate Day Before

\$300 Per Hour After Midnight



## AMENITIES

Our event center is 4200 square feet of beautiful porcelain tiled floors and accommodates up to 280 guests. Set up of tables and chairs for up to 160 people is included with rate and is customized to fit your event. All our amenities are included in our rates.

- 12/14 foot ceiling
- (23) 60 inch round tables
- (17) 6 ft. rectangle tables
- (4) 8 ft. rectangle tables
- (6) pub tables
- 162 chairs
- Basic cleaning
- Set up/ tear down of tables and chairs
- Parking for up to 135 vehicles
- Catering kitchen
- Wireless internet
- Audio/Video equipment:
  - Projector
  - 90" x 160" widescreen
  - Sound system
  - Wireless microphone
  - Wireless lapel microphone
  - Tabletop podium

## Security

We will secure an off duty Longview police officer on your behalf for events lasting past 9 pm. There will be an additional \$35 per hour charge that will need to be paid directly to the officer by the renter.

## Alcohol

If you choose to provide alcohol at your event you must abide by all TABC laws and

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# AGREEMENT

This agreement exists between East Texas Builders Association, hereinafter known as the “LESSOR”, and the individual or individuals responsible for the event hereinafter known as the “LESSEE”.

**1. Representatives of Parties:** LESSOR is acting herein by and through its AGENT, who is duly authorized to legally bind LESSOR to this Agreement or any modifications thereto. Signatory warrants they are the duly authorized representative of the LESSEE, legally empowered to enter into this Agreement and any modifications on behalf of the LESSEE. Unless otherwise notified in writing by LESSEE, the LESSOR shall have no obligation to deal with any other representative of LESSEE with respect to the subject matter of this Agreement.

**2. Leased Space:** Subject to the terms and provisions of this Agreement, LESSOR hereby grants to LESSEE the right to use those portions of the Event Center on the floor plan attached hereto and incorporated herein for all purposes, (hereinafter called “the Lease Space”). LESSEE and its patrons, customers, guests, employees and agents shall not have the right to enter office space and LESSOR reserves the right to exclude anyone from un-leased areas at ALL times. Failure of any person to abide by LESSOR’s directive to vacate un-leased areas shall be grounds for immediate termination of this Agreement. Access to the Leased Space during LESSEE’s event shall be through doors designated by the Manager on Duty or LESSOR representative and no other doors will be made available.

**3. Purpose:** The Lease Space will be used for the purpose (hereinafter called “the Event”) stated to the LESSOR and no other.

**4. Lease Date and Time:** LESSEE shall have access to the use of the Leased Space beginning at times agreed to by LESSOR and LESSEE and stated on the summary of event page. LESSEE shall terminate and relinquish use and access of the Leased Space no later than midnight of the date of the event. LESSEE’s rights of access are subject to satisfactory compliance with all terms of the Agreement.

**5. Fee Terms:** LESSEE agrees to pay LESSOR at its duly authorized offices at 2023 Alpine Road in Longview, Gregg County, Texas 75601. The damage/security deposit is due upon execution of this Agreement. The balance of the invoice is due no later than 14 days before the LESSEE is to have access to the Lease Space. **If the LESSEE cancels the Event for any reason or fails to pay the rental invoice balance in full at least 14 days prior to the date of the event, LESSOR will retain the damage/security deposit.**

Event Center rental includes the use of 150 chairs, 20 round tables, 17 rectangular tables and 6 pub tables. Should you need additional chairs or tables, you will be required to rent those from a rental company. Rental rate is based on renting the Event Center only.

There is no additional charge for using the sound equipment and projector. However, if you use this equipment and if any damage occurs, the Lessee will be responsible for the cost of repair. If the sound equipment, projector and/or screen do not function properly during your event, you will not receive a refund or discount. Responsible persons are required to operate the equipment. Should your event end prior to your leased time, there will be no refunds given. Should your event extend your lease time by 30 minutes, you will be charged the additional hourly rate of \$100.

**6. Insurance:** A portion of the rental package rate is applied to the cost of insurance for Event of Lessee. Insurance form is to be completed.

**7. Decorations:** The use of any tape, wire, staples, tacks, glue, nails or similar items are strictly prohibited and may not be attached to the walls, doors, floors, lamps or any furniture inside or outside of the building. The use of painters tape on the floor may be allowed to secure electrical lines if needed. DUCT TAPE IS STRICTLY PROHIBITED. Glitter, confetti, streamers, sparklers, and the use of fire are not allowed inside, outside or around the building in any manner.

The use of rice, birdseed, bran flakes, corn flakes or other food materials are considered confetti and are prohibited. It will be the LESSEE's responsibility to remove all balloons & decorations.

The use of candles is permitted with prior written consent, provided they are in an enclosed container to ensure wax is not dripped on the floor, furniture or tablecloths. Decorations are limited to inside the building, and must be environmentally friendly. All decorations must be disposed of in designated containers prior to departure. LESSEE shall not install or place any projection, sign or external lights or image on the exterior of the building without the express prior written approval of ETBA. Nor shall any such image, sound or projection originating from within the building be visible outside of the building.

**8. Defacement of ETBA Event Center:** LESSEE shall not injure, mar, deface, alter, paint or modify the premises or equipment contained therein; and shall not cause, permit or allow any other party to damage, injure, mar, deface, alter, paint or modify, change or alter the appearance, finish or features of the structure or equipment or any part of the Event Center during the lease period. Without the express written consent of the LESSOR, nothing shall be nailed, tacked, taped, stapled, tied, glued, screwed in or otherwise attached to the building, furnishings or fixtures and no flammable materials may be brought on the premises. LESSEE will be held liable for any and all damage done by any party, patron, employee, customer or guest during the lease period, the amount of the damage and the reasonable cost of repair. **Do NOT drag tables.** If for any reason tables need to be moved, they are to be picked up and moved. If there is a spill clean it only using a **wet mop on the floor.** No cleaners are to be used on the floors.

**9. Janitorial Services:** The Leased Space shall be clean and orderly at the time LESSEE is given access. The LESSOR will contract janitorial services for basic cleaning. If your event requires excessive cleaning an additional cleaning fee will be withheld from the damage/security deposit. It is expected the LESSEE and their guests will maintain a clean, safe, neat environment within and around the building at all times. The facility is to remain free from dirt, rubbish and trash (other than normal Event articles). For safety, all residual items should be removed as quickly as is reasonably possible. No food, beverage, ice or other items are to be left on the premises at the end of the LESSEE period of occupation.

**10. Damage/Security Deposit:** LESSEE shall post with LESSOR a deposit of **\$300.00** dollars to secure and hold the event date. **If the LESSEE cancels the Event for any reason** or fails to pay the rental invoice balance in full at least 14 days prior to the date of the event, **LESSOR will retain the damage/security deposit.** LESSOR is authorized to retain from the deposit any amount necessary to pay costs of repair or replacement, for any and all damages sustained by the premises during the Event, by acts of default or negligence of the LESSEE, their agents, employees, patrons, guests or customers; or any person the LESSEE allows upon the property during the lease period. Additional claims against the deposit may be made for the need of excessive cleaning of the Event Center. If the deposit is insufficient to cover such costs, LESSEE shall be liable for such excess and agrees to pay the amount upon demand. LESSOR shall provide an itemized accounting for such costs to LESSEE not later than thirty (30) days after the Event.

**11. Selling Merchandise:** Making sales of any nature is prohibited unless prior written consent is obtained before entering into this Agreement and an all-inclusive list of those items to be sold must be attached, as an Addendum, to this Agreement, along with a sales tax permit. ETBA and the Event Center will not be responsible for any non-payment of sales tax to the State of Texas or other taxing authorities on items sold on the premises.

**12. Food and Beverage Catering and Rental Equipment:** Catering is subject to the personal use of the Event Center kitchen by the LESSEE or the LESSEE's designated Catering Service. The LESSEE is responsible for all elements of the selection and payment of the caterer, including contract, menu selection, price negotiation, payment arrangements and fulfillment. LESSEE is responsible to LESSOR for all activities of the Catering Service, and further warrants the LESSEE accept full responsibility for any and all damages or loss which may be incurred by the LESSOR due to the actions or negligence of the Catering Service chosen by the LESSEE. The Catering Service will act as an agent of the LESSEE, and is bound by the same rules, covenants and guidelines of the LESSEE in this agreement and the instigating Event Center Lease Agreement.

**13. Alcoholic Beverages:** Lessee & guests must abide by TABC laws & guidelines. No alcoholic beverages will be served to under age patrons. All persons attending Events may be required to show proof of age upon the request of Event Center or Security Personnel present. No guest may leave the premises with alcohol in hand. All drinks must be retrieved before guests depart. No guest may consume alcohol in the parking area.

Any person or LESSEE violating this policy either by serving, promoting the service of, or accepting the alcoholic beverages illegally, will be subject to immediate removal from the Premises and may be reported to the proper authorities. No alcoholic beverages will be sold without proper license. If a cash bar is provided by the LESSEE, no private alcoholic beverages can be brought onto the premises.

**14. General Conduct:** NO FIREARMS allowed in or near the building except for licensed security agents as provided or requested by LESSOR. No loud music or noise that can be heard outside of the building at any time. No congregating outside of the building or on the grounds. Children must be attended to at all times. **No Pets allowed** except for official use only i.e., Police Dog, Seeing-Eye Dog.

**THIS IS A NON-SMOKING FACILITY  
NO SMOKING IS ALLOWED INSIDE ANY AREA OF THE EVENT CENTER**

**15. Fire Regulations:** No hallway, doorway, access, sidewalk, driveway, parking area, entrance or exit shall be obstructed by the LESSEE or their guests. LESSEE will not bring onto the premises, nor allow on the premises anything that constitutes or would increase the likelihood of a fire, or be deemed a fire hazard. **NOTE: SMOKE/FOG MACHINES ARE NOT PERMITTED!** No open flame candles will be approved. All temporary seating arrangements must comply with fire regulations. The arrangement of chairs, tables and portable equipment placed in the Event Center will be subject to the approval of the LESSOR and the City of Longview Fire Marshal.

**16. Control of Facility / Right to Enter:** In renting the Leased Space to the LESSEE, it is agreed the LESSOR does not relinquish the right to control the management thereof, and retains the control, interest and enforcement of all necessary rules and regulations without regard to delegated or loaned rights given to the LESSEE by virtue of the property lease. Duly authorized representatives of the LESSOR may enter the premises, or any portion of the premise at any time, on any occasion, for any purpose, without any restriction whatsoever by the LESSEE.

**17. Staff Requirements / Security:** LESSOR will provide a staff on duty whose responsibilities will be to facilitate the use of the venue. The LESSOR has included this service in the rates provided. LESSOR shall not be responsible, however, for the protection or security of individuals or the personal property of the LESSEE or any party, guest, patron or service provider brought on the premises as a result of the Event.

For Events after 9:00 pm and on Weekends, at least one (1) Security personnel is recommended; however, if alcohol is served, a Security personnel is REQUIRED. The LESSOR reserves the right to require security personnel during any Event to help maintain order and safety. Any Security personnel required would serve under the direction and for the benefit of the LESSOR, and would be bound by all applicable laws, regulations and statutes of the City, County, State, and Federal governments. The expense for such personnel will be PAID BY LESSEE in addition to rental rate.

**18. Occupancy Interruption:** In the event the LESSOR, due to conditions beyond its control, such as building damage caused by fire, flood, tornado, windstorm, vandalism, civil tumult, riots, acts of God or any other act over which the LESSOR has no control; should find it impossible to provide the Lease Space as contracted herein, LESSOR may cancel this Agreement and shall refund any prepayment made by LESSEE, but LESSOR SHALL HAVE NO OTHER LIABILITY to LESSEE on account of such cancellation.

**19. Evacuation of Facility:** Should it become necessary, in the sole judgment of the LESSOR, to evacuate the premises because of a bomb threat, weather condition or other reason of public safety or necessity, the LESSEE will retain possession of the premises for sufficient time to complete presentation of the Event without additional rental charge, PROVIDED such time does (a) not interfere with another building lease or (b) not place any member of the public at potential harm, as judged by the LESSOR or LESSOR's AGENT or assigns. If it is not possible to complete the presentation of the Event, the rental shall be prorated, or adjusted at the discretion of the management of the Event

Center based on the situation, and the LESSEE hereby waives any claim for damages or compensation in any form from the LESSOR.

**20. Indemnity:** Except for the matters over which LESSOR retains exclusive control during the Event, LESSEE agrees to hold LESSOR harmless against all claims, demands, suits, costs and expenses, including reasonable attorney's fees, arising out of or in any way connected with staging of the Event; including, but not limited to any property damage or personal injury or death sustained by any party coming upon the Event Center premises as a result of or for the purpose of attending the Event.

**21. Compliance with Laws, Rules and Regulations:** LESSEE and any party coming upon the Event Center's premises as a result of or for the purpose of attending the Event shall comply with all Federal, State, County and City of Longview laws and ordinances; as well as all rules and regulations provided by LESSOR to regulate behavior at the Event Center. Any party violating any law, ordinance, rule or regulation shall be removed from the Event Center premises at LESSOR's discretion.

**22. Licenses and Permits:** Except as otherwise expressly provided herein, LESSEE shall be responsible for providing all required taxes, permits, excise or license fees required by any governmental authority to conduct the Event.

**23. Relationship of Parties:** It is expressly understood this Agreement is solely intended to create the relationship of independent contractors between LESSOR and LESSEE. LESSOR shall exercise no supervision or control over the employees of LESSEE or others in the service of the LESSEE; and, the LESSOR shall provide no special services other than those specifically mentioned herein. Nothing contained in the Agreement shall be deemed or construed to create a partnership or joint venture between the LESSOR and LESSEE, or cause the LESSOR to be liable in any way for the debts and obligations of the LESSEE.

**24. Non-Assignment:** LESSEE may not transfer or assign this Agreement, as it is a binding Contract; nor may the LESSEE sub-lease the Leased Space, nor allow use of the Leased Space other than as herein specified without the express written consent of the LESSOR.

**25. Place of Performance:** This Agreement is performable at the East Texas Builders Association Office or at the Event Center, both located at 2023 Alpine Road, Longview, Gregg County, Texas.

**26. Entire Agreement:** This Lease Agreement constitutes the entire agreement between LESSOR and LESSEE. No other agreement, contract, statement, promise or issuance relating to the subject matter of this Agreement, except for those Exhibits directly referred to herein and attached as stated herein are a part of this agreement. Any and all addendums, additions, alterations or changes must be made in writing, as stated herein; signed by both parties and copies provided to both the LESSOR and LESSEE prior to being accepted or adopted as part of this Agreement.



## Cleaning Requirements

Our cleaning professionals wipe down the tables and chairs, sweep and mop the floors, wipe down the kitchen appliances, and clean the bathrooms. They also place the tables and chairs in the designated storage area on carts.

## Charges will be withheld from your deposit for the following:

- Liquid, sticky, confetti, glitter and/or trash on the floors
- Renter stacking the chairs and placing the tables on carts
- Broken or stolen property
- Bodily fluids anywhere
- Food on the walls
- Damage to walls
- Trash
- Trash and/or debris left on the exterior premises
- Damage to flower beds/landscaping

## Agreement Acceptance and Signature

In signing this agreement, I hereby signify and state that I have read the entire agreement, I understand the contents, and will abide with all requirements.

I understand that I will not have access to the Lease Space and I will forfeit the deposit if my rental invoice balance is not paid in full at least 14 days prior to the date of my event.

I understand that if I cancel the event for any reason the damage/security deposit will not be refunded.

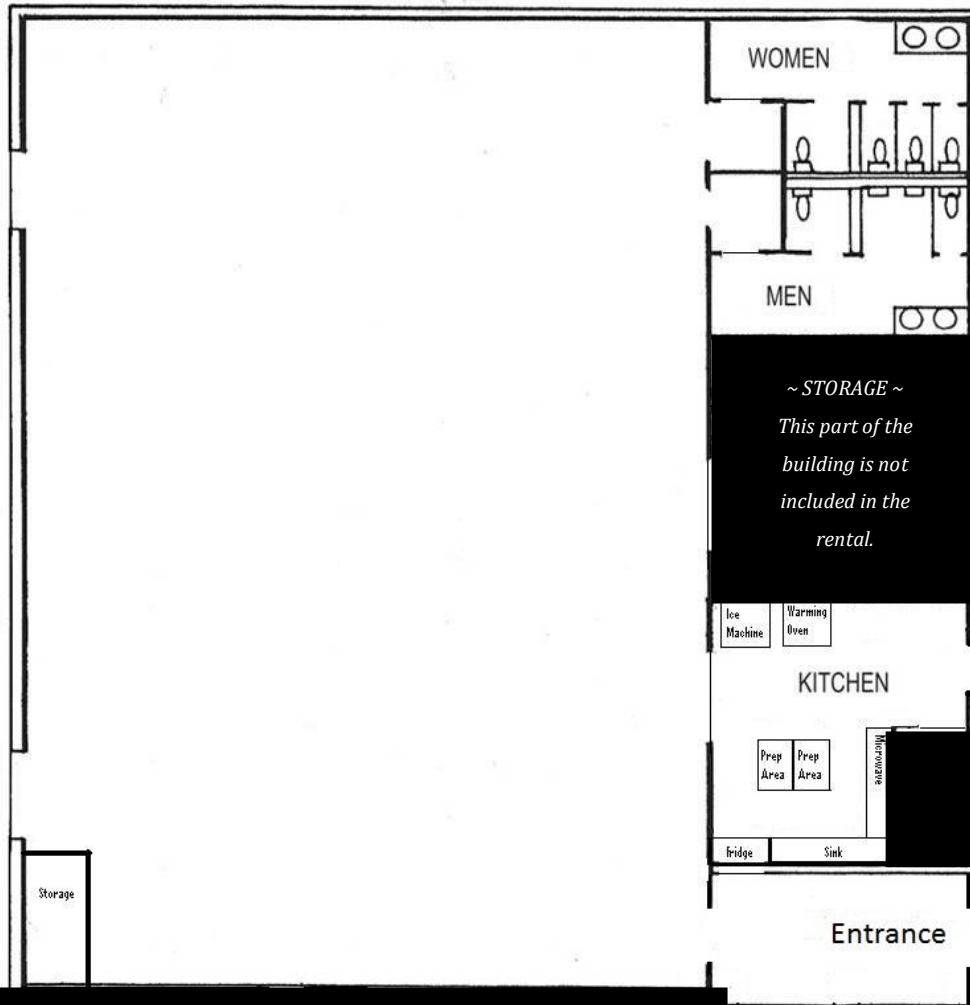
Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ETBA Representative Signed: \_\_\_\_\_ Date Executed: \_\_\_\_\_

Name of Rental: \_\_\_\_\_

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

Time: \_\_\_\_\_



Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*~ OFFICE SPACE ~*  
*This part of the building is not included in the rental. There will be no access to the office space during your event.*

*Office of:*  
*ETBA & Event Center*  
*2023 Alpine Rd., Longview, TX*

Ceiling 12/14 Ft.  
Main Floor 73 Ft. x 54 Ft.