

CONTRACT #  
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## OLD BEDFORD SCHOOL Rental Facilities Contract

### Rental Hours

The Old Bedford School is available for rental. Chart below shows rental hours. **Please read through contract and initial and sign the OBS contract.**

<u>Day</u>	<u>Rental Hours</u>
<b>Monday – Thursday</b>	<b>8:00 a.m. - 10:00 p.m.</b>
<b>Friday</b>	<b>8:00 a.m. - 11:00 p.m.</b>
<b>Saturday</b>	<b>8:00 a.m. - 11:00 p.m.</b>
<b>Sunday</b>	<b>8:00 a.m. - 10:00 p.m.</b>

\*\*\*It is recommended that renter allow ample time to decorate prior to event in order to provide a cordial and prepared occasion for you and your guests. **Please do not arrive earlier than event start time designated on the contract. Doors will not open until scheduled event time begins.** It is advised to schedule **AT LEAST ONE HOUR** to allow for cleanup and departure from the Old Bedford School by times listed.

**\*\*Arrival before and Departure after these hours (including all service providers) will result in forfeiture of renter's security deposit and the renter will be financially responsible for the cost of additional hours incurred. \*\***

**Conditions of Rental**  
A **signed and approved contract**, reservation fee (**50% of the rental cost**) and **\$250,000 General Liability Insurance** are required to **reserve** the Old Bedford School facility. The remainder balance of the rental fee and \$200 or \$500 (refundable) security deposit is due one month prior to the rental date. Payment by check, cash or credit card (Visa or MasterCard) will be accepted. A \$25 fee will be charged for returned checks.

Any individual or organization renting the Old Bedford School must abide by and conform to all Old Bedford School rules, policies and regulations. Failure to do so will result in forfeiture of the security deposit. The renter shall be responsible to make guests, service providers (caterers, musicians, rental deliveries, etc.) and other concerned parties aware of and abide by Old Bedford School policies and regulations. Rental fee includes use of specified room(s) and available chairs and tables; linens are provided for Wedding Package B. Groups or individuals will be given equal opportunity regardless of race, creed, color, sex, religion or national origin.

**Cancellation or Rescheduling of Rental Date**  
**In the event of a cancellation, renter must give written notice of cancellation plans.** 25% booking fee will be held if cancelled **at least 2 months prior to the event**; balance of reservation fee will be returned to renter. If cancellation is made **less than 2 months and more than 30 days** prior to event, **ONE HALF** of reservation fee will be refunded. **NO REFUND** will be made for a cancellation **less than 30 days** prior to event. **Rescheduling an event is considered the same as cancellation and is subject to the above policy.**

**Security Deposit**

Security deposit will be returned within **ten business days** of event if renter, guests of renter, service providers and anyone else associated with the event comply with Old Bedford School, City of Bedford Policies and Regulations. All or part of deposit will be held if any Old Bedford School, City of Bedford property is damaged or removed from premises or if any Old Bedford School regulations are violated.

**All or part of deposit will be held if anyone associated with event shows up earlier than the times or remains in the building beyond the times you have scheduled. (See Rental Times above).**

**Any individual or organization renting the Old Bedford School, City of Bedford facilities assumes all liability for damages or injuries to the premises as a result of usage. Following the rental period, an OBS representative will check areas for damages and cleanliness. Charges for damaged items or missing items will be based on replacement costs. If repairs or missing items are more than the deposit, renter will be financially responsible for the cost of repairs not covered by the deposit. The final decision will be made by the City of Bedford City Manager.**

**Furniture**

To simplify your planning process and to help settle expenses, the Old Bedford School provides tables and chairs. All Display items shall be equipped with non-marring rubber feet, thick felt pads, or suitable skids.

**Decorations**

**Decorations and displays are to be of a freestanding nature and not secured, adhered, or otherwise fastened to plaster masonry walls, doors, wood or windows within in the facility. Renters may not attach tacks, florist clay, screws, staples, nails, appliques tape, or other adhesive-based materials shall be applied to any wall, ceiling, door, window, floor or furnishings indoor or outdoor Old Bedford School, City of Bedford. No grills, signs, banners, or other displays may be placed on the school grounds, building, or parking areas without permission. User understands that all Art Exhibits will remain in place during any/all facility rentals. Do not remove anything from walls or shelves in any area of the Old Bedford School.**

**No open flames. Only votive candles and hurricane lamps are allowed in the Old Bedford School; caterers may not use candles with exposed flames on food service tables. Renters must place protective drip plates under candles placed on mantel or tables.**

**No rice, no rose petals, confetti, glitter, sparklers, are allowed inside the building. No sparklers, bird seed, rice, are allowed outside the building.**

**Note: Old Bedford School stair railings will be decorated for Christmas between the Monday following Thanksgiving and the first business day following New Year's Day. Do not move or remove any decorations.**

**Set-up and Clean-up**

Renter is **responsible** for set-up and clean-up of facility/grounds or hiring of services to do so. This time is included in the overall reservation time reserved on the written contract. **Old Bedford School representative is not responsible for setting up or putting away tables, chairs, or any other equipment used during your reservation.** Renter agrees to leave premises/grounds in good or better condition than which existed prior to usage. This includes putting away all equipment, removing decorations, spot mopping floors, sweeping and taking trash out to the trash barrels. **Cleaning supplies will be provided by this facility.** Grounds will be left free of trash and debris. The set up and clean up also includes making sure that Cigarette Butts are thrown away and not left outside on the grounds. Additional services/equipment is the responsibility of the user. **If the building is entered before the**

**time specified on contract or not vacated at the specified time on the contract the security deposit will be forfeited and the renter will be financially responsible for the additional hours.**

**\$250,000 General Liability Insurance Policy is required by all users.**

All individuals renting the facility must provide a Homeowner's Insurance Policy, Business Insurance Policy or a Special Event Policy with the amount per occurrence limit stated and The City of Bedford as a Covered Identity for that day. The insurance can be found at <https://privateeventinsurance.com>. The Policy must be current and a copy attached to the contract upon signing. This fee may be waived for meetings of less than 50 people in attendance, where food and alcohol will not be served and the facility is used for meeting purposes only; and for wedding ceremonies of less than 50 people in attendance where only cake & non-alcoholic punch is served. Catered events must provide a copy of Caterer's Insurance Licenses. ALL the following documents are to be received 30 days prior to event: TABC license caters insurance, and name of police officer working event.

**Additional Insured:**

City of Bedford  
Old Bedford School  
2400 School Lane  
Bedford, TX 76021

**Safety and Welfare of Guests**

User agrees to indemnify and hold harmless the City of Bedford, its agents and employees from and against any claims for damages to persons or property arising out of any use of the Facility and its premises by user. The user does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind of character, whether real or asserted, occurring in connection with the use of the Facility or its premises by User, his or its agents, servants, employees or subcontractors. The City of Bedford assumes no responsibility for any property placed in or about the Facility.

**No oral agreements for use of City facilities shall be valid.**

**Smoking and gambling are prohibited at all City facilities.** Smoking is permitted only outside on the patio east of the school with Cigarettes being extinguished inside the ash urns provided. Failure to do so will result in the Security deposit being forfeited.

**Alcohol**

Where alcoholic beverages are served or rentals of 100 people or more are in attendance City of Bedford police officers and a TABC licensed bartender are required for the activity. The TABC bartender must arrive before alcohol is served. City of Bedford Police officers must arrive before the alcoholic is served and stay till the end of the event. User is responsible for scheduling and payment of police officers if they are deemed necessary by the City staff. Renter **agrees** to be liable for all mandatory licenses or fees (ASCAP, BMI, TABC etc.) that may be applicable for a particular event or production. Wine, Champaign and Beer (Bottle or Can) are permitted at the school during weddings and receptions. **Licenses and confirmation of uniformed police officer being hired must be received 30 days prior to the event date.**

**User agrees that sound/audio/visual equipment will be run by facility staff** or other qualified personnel upon approval of the Old Bedford School Coordinator. Requests must be made for usage of this equipment during signing of the contract.

**Photographs**

User **agrees** that any and all photographs taken by facility staff may be used on promotional brochures, as well as, our web site and cable television station

**Caters Fee** All caterers that renters use will have to pay a fee. If the caterers are on our preferred vendor list they only have to pay \$50 per event to the Old Bedford School. If the caterers are not on our preferred vendor list they will have to pay \$100 per event to the Old Bedford School. This is the renter's responsibility to get us the payment. The fee will be due 30 days before event. **(All Checks Made Out to City of Bedford, mailed to 2400 School Lane, Bedford, TX 76021).**

**Other:**

- Old Bedford School staff on duty during an event has complete authority to enforce all Old Bedford School, City of Bedford rules and regulations.
  
- Renter understands that there are 149 seats and an occupancy limit of 156 individuals inside the auditorium as set by the Fire Marshall. No chairs will be allowed to be set up for additional seating.
- Renter understands that the both Galleries hold 130 seated and 200 standing.
- It is the Users responsibility to ensure that performers, employees, caterers and guests are aware of The City of Bedford rental regulations pertaining to the Old Bedford School and are responsible for any violations of said regulations.
- Children are to be under adult supervision during entire rental time.
- The City of Bedford staff on-duty during the rental shall have complete authority to enforce all Old Bedford School rules and regulations. City staff reserves the right to determine whether a specified number of adult chaperones are required for an activity.
- User agrees that there will be no food or beverage allowed inside the auditorium or Classroom. Food may be permitted inside boardroom for small meetings.

***These rules are made for the protection of the guests attending your special event and for the preservation of the Old Bedford School. We appreciate your cooperation. Failure to abide by any of these rules will result in forfeiture of the damage deposit.***

I, \_\_\_\_\_  
*(print name of person responsible for rental)*

\_\_\_\_\_  
*(Signature)* *(today's date)*

**have read and understand the terms of this RENTAL CONTRACT and shall comply with all Policies and Regulations of the Old Bedford School, City of Bedford, 2400 School Lane, Bedford, TX 76021.**

**Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_**

**A RESERVATION IS NOT CONFIRMED UNTIL ONE-HALF OF THE RENTAL FEE IS RECEIVED AND THE GENERAL LIABILITY INSURANCE IS PROVIDED ALONG WITH THIS CONTRACT IS APPROVED BY AN OLD BEDFORD SCHOOL REPRESENTATIVE.**

**Rental request has been approved by**

\_\_\_\_\_  
*(Signature Old Bedford School Representative)* *(Date)*

**Old Bedford School**

**RENTAL INFORMATION**

**Event Date** \_\_\_\_\_ **Day of Week** \_\_\_\_\_

**Type of Event being held** \_\_\_\_\_

**Time OBS Event will begin** \_\_\_\_\_ **Time OBS Event will end** \_\_\_\_\_

**Number of guests expected** \_\_\_\_\_

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**Person responsible for arrangements** \_\_\_\_\_  
(Indicates person OBS staff will contact regarding event plans.)

**Cell Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

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**Person responsible for the walk through after the event** \_\_\_\_\_  
(Indicates person OBS staff will do a walk through with after the event to insure deposit refund.)

**Cell Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Old Bedford School Payment**

**Rental Fee Total** \_\_\_\_\_

**Reservation fee (1/2 rental fee)** \_\_\_\_\_ **Date Received** \_\_\_\_\_

**Receipt #** \_\_\_\_\_

**Rental Balance**

⇒ **Security Deposit** \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_ **Total due by** \_\_\_/\_\_\_/\_\_\_

**Payment Amount** \_\_\_\_\_ **Date Received** \_\_\_\_\_ **Receipt #** \_\_\_\_\_  
**Balance**

**Payment Amount** \_\_\_\_\_ **Date Received** \_\_\_\_\_ **Receipt #** \_\_\_\_\_  
**Balance**

**PAID IN FULL** \_\_\_\_\_ **Date Received** \_\_\_\_\_ **Receipt #** \_\_\_\_\_  
**Balance**

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**Following successful rental, return security deposit to:** *Please be sure Old Bedford School has correct address to mail refund.*

**Name**

\_\_\_\_\_

\_\_\_\_\_

*Mailing address*

*city*

*state*

*zip*