



CELEBRINO

COME CELEBRATE!

VENUE CONTRACT

Wilco Tax Assessor ("Client" hereafter) hereby enters into this contract (the "Contract") for the use of facilities owned by CELEBRINO Events, LLC ("CELEBRINO" hereafter) as provided below.

EVENT DATE: Monday, October 14th, 2019

EVENT TYPE: Corporate Retreat

	Client	Secondary Contact
Name	Wilco Tax Assessor	
Phone	512 943 1954	
Alternate Phone		
Email	jkocian@wilco.org	
Mailing Address	904 South Main St	
City, State, Zip	Georgetown, TX 78626	

TERMS OF AGREEMENT: CELEBRINO hereby permits Client to occupy and use the facilities as described above according to the terms and provisions below. "Client" also refers to client's vendors, agents, guests and invitees as well as any other person included in their party.

GENERAL POLICIES & INFORMATION:

- CELEBRINO does not provide medical staff or medical coverage for Client utilizing CELEBRINO facilities.
- All vehicles, motorbikes, etc. must be parked in the designated parking lot.
- Smoking is permitted outdoors only.
- Illegal drugs and firearms are not permitted on CELEBRINO premises.
- If an Act of God (tornado, earthquake, fire, hurricane, wind, flood, etc.) leaves CELEBRINO unusable, causing the Event to be cancelled, CELEBRINO will refund the amount paid by Client to date. Under no circumstances will CELEBRINO be liable for any damages, (including but not limited to exemplary or incidental damages) in excess of previously made deposits.
- No article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire at the facility (e.g. Fireworks) are permitted on THE CELEBRINO premises. Exceptions: Sparklers are permitted. Only Pyrotex, Inc. an independent third-party vendor, may contract with Client to perform specific pyrotechnic services.
- No article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire at the facility (e.g. Fireworks, sparklers) is permitted on CELEBRINO premises.
- Subwoofers and amplified drums are not permitted on CELEBRINO properties.

- Outdoor music is limited to soft processional music only. No loud music, instruments or devices are allowed outside the hall.
- CELEBRINO reserves the right to make modifications and updates to appliances, fixtures, décor, furniture, lighting, and landscaping.
- CELEBRINO is closed on Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day.
- No pets or animals of any kind are permitted on CELEBRINO property (with the exception of certified service dogs).
- Client agrees to maintain a \$1 million event liability insurance policy and list "CELEBRINO Events, LLC" as an additional insured.
- All vendors providing services for the event must maintain adequate liability insurance.
- Client is required to use CELEBRINO's preferred vendor, Esquivel Event Rentals, for the rental of materials and equipment for the event unless the items required by Client are not available from the preferred vendor.

DÉCOR: The below CELEBRINO policies are in place to keep the facility beautiful and safe for your Event.

- Glitter, hay, rice, silly string, confetti of all types, and gel-like substances are not permitted anywhere on CELEBRINO property. Sand may only be used inside enclosed containers. Fresh, loose dark flower petals cannot be used anywhere on the property. Silk flower petals may not be used any place outside but may be used inside the hall.
- Candles may only be used in glass containers. The top of the glass must go above the top of the flame.
- No nails, screws, staples, duct tape or any permanent marking tools may be used on the floors, walls, furniture.
- No substances (e.g. cornmeal), or any item that might do harm, may be placed on the indoor floor.
- Birdseed is not permitted at the facility. Bubbles may be used only outside.
- No items should be thrown or placed in the water features, including but not limited to floating candles or flowers.

DAMAGE TO PROPERTY OR LOSS WHILE ON PROPERTY:

- Client is responsible for any and all personal property brought onto CELEBRINO premises. CELEBRINO and its insurers shall not be liable for any damages or loss resulting therefrom.
- Client agrees to leave the facilities in the same condition as existed at the time of the beginning of the Event. Any additional charge incurred by CELEBRINO because of an excessive amount of post-Event clean-up will be charged to Client.
- Client shall pay for any damages to the property (including theft) caused by Client. In addition to the Deposits for the use of CELEBRINO facility, Client shall provide CELEBRINO with a damage deposit of \$500 prior to the Event. If Client damages the facility, the \$500 security deposit will either not be returned or drafted and the following will occur: 1) Client will be notified in a timely manner and invited to assess the damage themselves if possible. 2) Pictures of damage will be provided from CELEBRINO to Client. If the damages exceed the security deposit, CELEBRINO will invoice Client for the assessed damages and repair costs. Within 30 days of receipt of invoice, Client will provide payment for the excess damage cost.

DAY OF EVENT:

- Day of hall rental time begins at 9am and ends at 12am. Client and client's belongings shall be cleaned and removed from the premises by midnight.
- CELEBRINO provides 30 60" round tables, 4 8' rectangular tables, 4 6' rectangular tables, and 300 total indoor/outdoor white plastic folding chairs.
- CELEBRINO will provide the setup of tables and chairs for inside the hall and chair setup only at the ceremony site. Client shall provide CELEBRINO the seating plan at least one week prior to the Event. Tables and chairs will be setup prior to 9:00AM on the Event Date. CELEBRINO will setup the tables and chairs one time and will not be responsible for moving or adjusting thereafter.
- CELEBRINO shall make available to Client ladies' and men's dressing suites for the Client and their guests.
- Client shall provide their own ladders, extension cords, or any other type of tool or equipment for set up.
- CELEBRINO holds the right to give tours from 9am to 12pm on Client's Event Date.
- A CELEBRINO representative will be available by phone and on-site for the duration of the Event.
- Client is responsible for providing ice, cups, utensils, linens, pots, pans, plates, chafing dishes, napkins, ice chests, or any other catering item for use by Client. Chair & table carts/dollies can only be used to move CELEBRINO tables & chairs.
- CELEBRINO provides one refrigerator, a kitchen prep room with prep tables, one serving table, and one bar table.
- CELEBRINO provides a climate controlled indoor facility and an outdoor, ceremony site.
- CELEBRINO does not provide additional foliage beyond what is already in place. Client shall respect the natural foliage and not disturb it.

- CELEBRINO shall make available to Client CELEBRINO' indoor A/V and outdoor PA equipment. Client may not connect their own sound equipment to CELEBRINO' sound equipment. This prohibition refers to instruments such as guitars, sounds boards, mixing boards, etc.
- Client may not tie into main electrical box for band/DJ equipment or any other needs.
- DJ/entertainment vendors must stop by 11:00pm.
- All caterers and food-service vendors must be properly licensed and insured.
- For on-site food preparation, the following policies must be followed: no cooking is permitted inside the venue, only outdoor electrical outlets may be accessed, cooking equipment must be self-contained, fire lanes and all necessary entrance/exits must be left unblocked, and no cooking can take place within 10 feet of the building. Client must consult with CELEBRINO personnel to determine cooking location and manner of waste disposal.
- CELEBRINO reserves the right to eject or cause to be ejected from the facilities any objectionable person or persons. Neither CELEBRINO nor any of its officers, agents or employees shall be liable to Client or any of Client's guests or invitees for any damages that may result by CELEBRINO exercise of this right. The term "objectionable persons" shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of CELEBRINO policies, or violation of local, state or federal laws, make the normal and proper conduct of business or the Event or the enjoyment of the Event difficult or impossible for others.
- CELEBRINO requires that Client engage Texas state officers for security for the duration of the event provided by CELEBRINO. Security shall begin at the event start time and continue until 12:00 am contracted venue time, with 1 Officer for every 150 guests. Checks will be payable to individual officer(s) at final walk thru/meeting with CELEBRINO.

DAY BEFORE THE EVENT RENTAL:

- If available, Client has the option to rent the venue the day before the Event Date at half price, however, the only days available for this half price option are Monday, Tuesday, Wednesday, and Thursday.
- The day before hall rental time begins at 11am and ends at 9:00pm. Clean up following the Event will be the responsibility of the Client, with the exception of the bathrooms, which will be cleaned by CELEBRINO.
- All of the rules concerning alcohol as outlined under the "alcohol" section apply to day before the Event rental.
- All food and beverages must be removed from the premises each night.
- Client must be off the premises by 9:00pm on the first night. No overnight sleeping or camping allowed on CELEBRINO premises.

RELEASE OF LIABILITY-INDEMNITY:

Client, its guests and invitees agrees to WAIVE, RELEASE, INDEMNIFY, HOLD HARMLESS, AND FOREVER DEFEND AND DISCHARGE CELEBRINO, its owners, employees, equipment manufacturers and sponsoring agencies from all liability for any such personal injury, disability, death, proceeding cost, expenses or loss or damage to a person or property during the Event or any of the activities connected with the Event to the fullest extent of the law, even if the liability arises from the negligence of CELEBRINO, its owners, employees, equipment manufacturers or sponsoring agencies.

ALCOHOL:

- RELEASE OF LIABILITY: Client agrees to hold CELEBRINO, its agents, employees, and officers harmless in the event of alcohol- related injuries to Client or Client's guests attending or returning from Event.
- All alcoholic beverages served on CELEBRINO premises must be served by a CELEBRINO preferred vendor bartending company, an independently-contracted, TABC-licensed and insured bartending firm.
- All underage drinking is strictly prohibited on CELEBRINO premises, even when provided by parents to their children.
- Client is permitted to have alcohol served by licensed and insured bartender up to six hours for Event.
- The serving of all alcoholic beverages will cease thirty (30) minutes prior to the end of event time.
- Per State Law, no alcoholic beverages can be stored overnight on CELEBRINO premises.

AFTER EVENT:

- Client will be responsible for removing all decor and leftover food the night of the Event.
- CELEBRINO will be responsible for the majority of the hall cleanup, including providing all trash receptacles, trash bags, and restroom supplies during the Event and picking up tables and chairs, sweeping, mopping, etc., after the Event ends.
- Client is responsible for clearing off tables, putting trash in trash receptacles and removing all décor provided by Client.

FFB & DEPOSIT:

- **Payment Schedule:** Unless otherwise stated in the schedule on page 5, Client shall pay the Contract Amount according to the following deposit date schedule:
 - At date of booking, a deposit of 25% of the total Contract Amount shall be made.
 - Six months before the Event Date or at booking, whichever is later in time, a deposit of 50% of the total balance of the Contract Amount shall be paid.
 - Three months before the Event Date or at booking, whichever is later in time, a deposit of 75% of the total balance of the Contract Amount shall be paid.
 - One month before the Event Date or at booking, whichever is later in time, a deposit of 100% of the total balance of the Contract Amount shall be paid.
 - If Event Date is 16 months or more in the future, payments must be made at least quarterly from date of contract.
 - Except as described below, each of the foregoing deposits made are non-refundable.
- CELEBRINO will charge Client a \$35 processing fee for each returned check or each time an auto-draft transaction is rejected.
- Contracts signed and monies paid at one CELEBRINO venue are not transferable to another CELEBRINO venue.
- Contracts shall not be sold or transferred to another party.
- Failure to receive payment at the appropriate due date will result in forfeiture of all contractual rights. Before cancellation, THE CELEBRINO will provide a written notice to Client. If no response is received within 48 hours from Client, the contract will be cancelled.
- **Cancellation of Event Date:**
 - In the event of a cancellation of the Event, written notice of cancellation must be delivered to CELEBRINO in order to process cancellation and end automatic payment processing.
 - Once a written cancellation notice is delivered to CELEBRINO, this contract cannot be regenerated. If client desires to re-schedule the Event, a new contract must be entered and signed by the parties.
 - If the Event is cancelled at any time after the date is eight months or less prior to the Event Date, Client is obligated to pay the total remaining Contract Amount balance.
- **Rescheduling of Event Date:**
 - Written notice of postponement must be received in order to end automatic payments and process postponement.
 - If Client postpones the Event and does so at any time after the date which is eight months or less prior to the original Event Date, deposits previously made toward the original Event will not apply as credit toward the new event.
 - This Contract shall thereafter be null and void and a new one will be entered.
 - A new date must be selected no later than 30 days after written notice of postponement is received.
 - If Client desires to postpone the original Event Date and does so at any time prior to the date which is eight months or more before the Event Date, and the new date selected is no more than 15 months after the date the written postponement notice is received, then all deposits previously made shall apply to the new event.
 - When rescheduling of a date occurs, the Client is obligated to pay the higher of the two prices.
 - If all above clauses are met, then a date can only be rescheduled onetime.

Payment Information and Schedule

Contract Amount: \$800.⁰⁰ Deposit: \$800.⁰⁰ Remaining: 0

Date	Amount
March 3 rd , 2019	\$800. ⁰⁰

AUTHORIZATION / SIGNATURES: I certify that I am an authorized representative of the Client and that I am authorized to enter into this Contract as the Client and on behalf of all persons included in the definition of the "Client" herein. Further, I agree to be personally responsible for the performance of all of Client's obligations of this Contract.

Wilco Tax Office
Client Name

Client Signature

Date

Ashley L Bunch
CELEBRINO Representative

Ashley L Bunch
Signature for CELEBRINO

3/12/19
Date