

The Stone Palace

1211 Indiana St. ** PO Box 2245 (mailing)
 Wichita Falls, TX 76307
 940-322-1321 office or 636-8561/clerma1970@gmail.com

Rental Contract for the Facility located @ 1211 Indiana St., Wichita Falls, TX 76301

for the date of _____ between "The Stone Palace" & ("Renter")

Make checks out to Christina Rodriguez If mailing check please mail to PO Box 2245, WF, TX 76307

Management Reserves the Right to refuse service to anyone for any reason!!

Name: _____	Phone: _____
Address: _____	email address: _____
Event Date: _____	Color(s) for event: _____
Type of event: _____	Bride/Groom/Quinceañera Names: _____
Total Amount for Facility: \$ -	Date Paid: _____
Refundable Security Deposit: \$ -	# Tables and chairs for event: Rectange Tables 6' 8' Round Tables # of Chairs & per Table
Remaining Balance: \$ -	

Rental Items:

White or black Chair Cover (\$2 ea)		x\$2 ea =	
Table Covers (\$5 ea) -90" or rectangular		x\$5 ea =	
Table Covers (\$6 ea) -108" or 120"		x\$6 ea =	
Tutu table cover (\$20 ea)		x\$20 ea =	
Chair sashes (\$.50 ea)		x\$.50 ea =	
Table Overlays (\$2 ea)		x \$2 ea =	
Table Runners (\$2 ea)		x \$2 ea =	
Pipe & Drape w/white drape		x \$35 ea =	
Columns -white 3'		\$5 ea =	
Drink Trough (\$35 ea)(4 available)		x \$35 ea =	
15 Tier Quinceañera Cake Stand		x\$50 ea =	
4 Tier wooden cake stand		x \$20 ea =	
3 Tier wooden cake stand		x\$15 ea =	
Single Cake Stand(s)		x \$5 ea =	
Bar		x\$50 ea =	
Heavy Duty Card Box		x\$10 ea =	
Easel (variety of sizes)		x\$5 ea =	
Chaffing Dishes		x\$5 ea =	
Tea Urn		x\$5 ea =	
Coffee Dispenser		x\$10 ea =	
Arches (2 available)		x\$35 ea =	
Cleaning		x\$300 ea =	
Total Rentals			

Available Sash Colors	Available Runner Colors	Available Overlay Colors	Chair Covers	Available Table cover colors
Red Coral Burnt Orange	Red Black	Gold	White	White Ivory
Gold Silver Royal Blue	Royal Blue White	Green	Black	Black
Turquoise Purple Lavender	Coral Lavender	Purple	Ivory	Grey
Teal Pink Green	Silver Pink	black		Dark Grey
Mint Burlap	Burlap			Red

Scheduling, Fees, Cancellations

Initials: _____

* **Scheduling**

Tentative dates may be set by telephone; however, the date is not reserved on the calendar until the booking deposit and the signed contract are received. *"The Stone Palace"* asks that there be only 1 designated contact person representing the renter as to minimize confusion.

* **Reservations**

- a. The remaining of the rental fee is required to be paid ninety (90) days before event.
- b. Rented hours are from 5am to 2am. After 3:00am there will be an additional \$50 per half hour.
- c. Security/Deposit fee will be returned within 30 days after event.

* **Security Deposit**

Payment of a Security Deposit of \$500.00 is required at time of rental booking for guaranteed date. Damages for excessive clean up, damages, theft or failure to comply with rules will be deducted from the Security Deposit. Any charges for damages which exceed the amount of Security Deposit will be invoiced following the event and surrender of the premises. **\$500.00 (Initial)**

* **Cancellations**

A written notice of cancellation signed by the renter must be submitted to *"The Stone Palace"*, PO Box 2245, Wichita Falls, TX 76307. Please make checks out to Christina Rodriguez.

There will be a \$30 returned check for an NSF. After that, cash will be required or cashiers check.

****The Deposit will NOT be refunded if cancellation is given less than ninety (90) days before the reserved date.**

*****This price includes up to 45 round 60" tables, up to 3 rectangle 6' tables and up to 3 rectangle 8' tables for your event. Any tables above this will be \$5 per table to rent.**

Security Agreement

Security is required!!!! *The Stone Palace* will contact the officers for the day of your event but you are responsible for paying them. 3 securities is the **minimum** for Quinceañera's.

The number of officers will depend on chair count. 1 officer per 100 guests (we will round up)

Security: All events are required to have uniformed officers. Unless you have prior written authorization from management. *In the event the Security or management deem the event has gotten out of hand, they can STOP the party and any cost incurred will be that of the renters.*

Quinceañera's are "Invitation Only"

Any guest 18 and under **MUST** have an invitation!!!!!!!!!!!!!!

NO SMOKING FACILITY!!!!!!!!!!

NO WEAPONS ARE ALLOWED IN "THE STONE PALACE"(EXCEPT BY SECURITY PERSONNEL)

NO ILLEGAL ACTIVITY IN "THE STONE PALACE"

Parking lots-clean up of surrounding parking lots is part of your clean up requirements.

Clean-up: Sweeping, mopping, throwing out all trash to dumpster, bathrooms, stacking chairs & tables AND parking lots. If it is not cleaned by the allotted time; the cleaning fee will come out of deposit.

Disturbances: The renter, along with security, must insure that no disturbances occur inside or outside of the facility. This includes fights, brawls, horseplay, harassment, etc. Noise must be kept to a reasonable level inside and outside of the facility so that neighbors are not disturbed.

Hours: The renter, is required to see that no guest, bands, DJ's, etc. remain inside the facility, in the parking areas or on the grounds after the scheduled event has ended. A responsible Host or Hostess is required to stay until everyone connected with the event has left the premises. Loitering on the premises will not be allowed. Hours that you may occupy building is 5am to 2am on the date of your event. For every 1/2 (half hour) after 3:00am there will be a \$50 per 1/2 (half hour) fee.

Property Damage: Renter/Security will report all instances of damages to the Facility management. Renter will be held responsible, including graffiti on bathroom walls.

Rooms: *The renter will see that guests do not go into rooms that have not been rented. Entering any other part of the building without authorization is reason to terminate contract*

Initials: _____

and cancel event. All cost incurred are responsibility of the renter if the event is cancelled due to broken contract.

Loitering: There shall be NO loitering outside of event center. Minor invited guest shall stay inside. There will NOT be any "IN & OUT".

HHH Weekend- If you have rented "*The Stone Palace*" on the Hotter Than Hell Weekend then please be aware that the CWF sometimes closes Indiana Ave. to give the bikers access in front of "*The Stone Palace*". The street normally opens up around 7pm.

"*The Stone Palace*" is not responsible for damage, loss or theft of any items left on the "*The Stone Palace*" property prior to, during or following the event.

Alcohol Use Agreement

Alcohol: No beer, wine, liquor or other alcoholic beverages may be sold by anyone inside or outside of the rental facilities without written consent. If any alcoholic beverage is consumed inside the rental facilities, renter and security shall be solely responsible to determine and insure that no occupant or guest becomes intoxicated or represents a danger to themselves or others. **No alcohol may be consumed on the rented property outside the building.**

Alcohol may only be delivered on the day of the event during the hours set forth in the contract. Any alcohol left on the premises must be removed by the end time as set forth in the contract. Any alcohol remaining after the contract has expired will be destroyed. *The Stone Palace* is not responsible for alcohol left on the premises.

At no time will "*The Stone Palace*" assist with the loading or unloading of alcoholic beverages.

Definition: Alcohol, by definition, includes all intoxicating liquors such as wine, wine coolers, beer, champagne, mixed drinks, etc., etc.

Minors: Minors are not to be served or be allowed to be in possession of alcohol under any circumstances on the premises.

Open containers: Open Containers are not allowed to be carried into or out of the facility. All public intoxication laws apply.

 I will not be serving or allowing consumption of alcohol at the event.

Security: Security is required to be present at all times when alcohol is to be consumed.

GENERAL BUILDING POLICIES

Chaperones: All events for minors must have a minimum of eight adults present for each two hundred (200) guests. Chaperones must be in the party room and remain until all guests have left the premises. Minors must be accompanied by a Chaperone when leaving from and upon returning to the building during all events. If a minor leaves the building without a Chaperone, re-entering will not be permitted. Chaperones patrolling the parking areas are recommended.

Furniture/Property: All furniture must be returned to their original position following event. All other furniture, fixtures, tables, chairs, stools, etc. are not allowed to be moved. Replacing furniture to original placement is considered part of the Security Deposit Fee. Furnishings, equipment, and other property of "*The Stone Palace*", are never to be loaned, rented, or used off the 1211 Indiana St. premises. Trash bags are provided, there is no reason trash cans should get dirty. If they get dirty you must clean them.

Trash cans are NOT to be used as drink coolers. You are responsible for keeping them clean.

Chairs are for sitting on. Please do not use them as ladders. Tables are for sitting at and NOT for standing on or sitting on. If you or your guest are injured for doing one of the above mentioned items, "*The Stone Palace*" will not be held responsible.

NO taping or hanging anything from light fixtures or ceiling fans.

Initials: _____

I provide PLENTY of trash cans that you should not need to throw food or grease or mop water down the drains. PLEASE use the trash resepectales provided.

Equipment: Damage to any property will be paid from the security deposit and/or billed to the renter at current market value. *See last page.*

Insurance: General Liability Insurance is not included in the facility rental price and "The Stone Palace " does not carry liability insurance at this time. It is up to the Renter to procure liability insurance, at their sole expense, for their events and is a requirement prior to the event date to Renter to accomplish such and provide a copy of such insurance to "The Stone Palace ", further, showing "The Stone Palace " at 1211 Indiana St. as an additional insured. After many attempts to make sure roof does not leak, it still does. In the event of rain, be aware that there are leaks and we will continue to attempt to fix the problem.

Staff: Owner and anyone owner deems necessary, is allowed on the premises without invitation or cost at any time during event. "The Stone Palace " may use any pictures of your event in any of their advertising at no charge.

DECORATIONS

*****ALL Decorations are to be removed at the end of the event*****

Not Allowed: Confetti, glitter, rice, birdseed, hay, duct tape or flammables are not to be used in the building. Bubbles and/or birdseed may be used outside.

Candles: Candles are allowed in appropriate container - NO open flames unless otherwise approved by "The Stone Palace " management.

Sparklers/Fireworks: *Strictly prohibited*

Ceilings: No items may be attached to the light fixtures or ceiling without permission from "The Stone Palace " management.

Paint/Spray Adhesive: Painting of objects for decoration purposes is never permitted on "The Stone Palace " property. *Use of spray adhesive is not allowed in any area of the building.*

Walls: nails, screws, tacks, staples, glue, scotch tape or any other items that may cause damage may not be used on the walls of the building. Only masking tape or blue painters tape may be used.

Balloons: If balloons are used; it is the renter's responsibility to make sure they do not entangle on the ceiling fans. Renter will be liable for broken fans.

Linens: If you rent linens from "The Stone Palace " and you return them in a manner that they can not be cleaned from tears or stains, that were NOT there before hand, you must state **before** hand because you WILL be responsible to replace the linen at the cost specified by "The Stone Palace ".

*There will be additional charges for any decorations left behind, excessive clean-up, or damage caused by the renter or their guests.

Items left behind after the expiration of the contract become the property of "The Stone Palace ". I have read the Security and Alcohol Use Agreement and understand it. I further understand that anything other than strict adherence to these policies may result in cancellation/termination of the scheduled event without a refund and/or legal repercussions.

I, _____, do hereby agree to hold harmless "The Stone Palace ", its agents and employees from any negligence or other conduct that might be attributable to "The Stone Palace " its agents and employees, related to the rental and the use of the premises. In the case that alcohol is provided by the renter/host, agents or guests, I further agree that "The Stone Palace ", its agents and employees shall not be held responsible for negligence or other conduct related to the service of alcohol at this facility.

Renter: _____ **Date:** _____

The Stone Palace Representative: _____ **Date:** _____

Replacement Schedule

Initials: _____

(Missing or Broken)

**Any charge we incur to replace will be responsibility of renter.

1 60" Round Table	\$ 100.00
2 8' rectangle table	\$ 100.00
3 6' rectangle table	\$ 80.00
4 Chair	\$ 50.00
5 Table Covers/Manteles (white/blanco)	\$ 10.00
6 chair covers/cubre sillas (white/blanco)	\$ 5.00
7 Chair sashes/moños de las sillas	\$ 2.00
8 Table Overlays	\$ 5.00
9 Table Runners	\$ 4.00
10 Easel	\$ 40.00
11 drink trough/llelera para las bebidas	\$ 300.00
12 Toilet	\$ 200.00
13 Toilet (clogged) (plus service fee call from plumber)	\$ -
14 Stove	\$ 600.00
15 Refrigerator	\$ 800.00
16 Microwave	\$ 100.00
17 Sink (clogged) (plus service call fee from plumber and cost of new if need)	\$ -
18 Sofa	\$ 800.00
19 Coffee Tables	\$ 100.00
20 Mop Bucket	\$ 50.00
21 Mops	\$ 15.00
22 Broom	\$ 15.00
23 Ice-maker (plus service call fee from plumber and cost of new if need)	\$ 1,500.00
24 Ice Scoop- missing	\$ 15.00
25 Pipe & Drape	\$ 350.00
26 Not cleaning up parking lots	\$ 20.00
27 Not mopping	\$ 50.00
28 Excessively dirty trash cans	\$ 20.00
29 Leaving ice scoop in ice machine	\$ 10.00
30 Bar	\$ 350.00
31 Having to crawl under stalls to unlock door	\$ 10.00
32 Taking items off of walls	\$ 25.00
33 Cleaning ANY amount of throw-up	\$ 200.00
34 Taking off tape off of tables	\$ 10.00
35 Single cake stand	\$ 25.00
36 3 tier cake stand	\$ 50.00
37 4 tier cake stand	\$ 200.00
38 Dust Mop	\$ 20.00

I have read the above "Replacement Schedule" and understand and agree to pay for any cost that are incurred during my rental of "The Stone Palace".

Renter: _____

Date: _____

Initials: _____