

# The Event Center Rental Package



2023 Alpine Road // Longview, Texas 75601

Office: 903-758-6421

Email: [Events@EastTexasBuilders.Org](mailto:Events@EastTexasBuilders.Org)

The Event Center is owned and operated by the  
East Texas Builders Association (ETBA).

# The Event Center

The Event Center is 4,200 square feet of beautiful porcelain tiled floors under a stunning chandelier mounted in our 12' / 14' ceilings. The facility comfortably seats 200 guests with a capacity set to 280 guests. The set-up of tables and chairs for up is included in the package total along with access to our catering kitchen and AV system.

All the following amenities are included in each rental package:

## AMENITIES:

- 184 Chairs
- (23) 60 in. Round Tables
- (16) 6 ft. Rectangle Tables
- (4) 8 ft. Rectangle Tables
- (6) Pub Tables
- Set up & tear down of tables and chairs
- Parking for up to 135 vehicles
- Catering Kitchen
- Wireless Internet
- Audio/Video Equipment:
  - Projector and 90" x 160" widescreen
  - Sound system, wireless microphones, wooden or acrylic podium, easel



**RATES:** The rental rate is based on the number of hours that guests are in attendance Example, an event from 5:00 PM – 8:00 PM is a 3 hour rental and the cost is \$950. The renter will have access to the venue the day of to decorate and tear down at no additional cost. The \$500 deposit is required to secure the date and is separate from the rental rate. The deposit is refundable after the event if the agreement guidelines are followed.

| <u>Hours</u>   | <u>Rental Rate</u> |
|----------------|--------------------|
| <b>2 Hours</b> | <b>\$800</b>       |
| <b>3 Hours</b> | <b>\$950</b>       |
| <b>4 Hours</b> | <b>\$1100</b>      |
| <b>5 Hours</b> | <b>\$1250</b>      |
| <b>6 Hours</b> | <b>\$1400</b>      |

## \$500 Refundable Deposit To Reserve Date

|                     |          |
|---------------------|----------|
| Extra Time          | \$100/hr |
| After Midnight      | \$300/hr |
| Decorate Day Before | \$600    |

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## Security

ETBA will schedule security for events lasting past 9 pm, that serve alcohol or at the discretion of the venue coordinator. The renter will directly pay the officer \$45/hr for a minimum of 3 hours of service.

## Alcohol

If you choose to provide alcohol at your event you must abide by all TABC laws and guidelines. Alcohol sales are **not** permitted unless TABC has issued a temporary event permit. Alcohol may be served to guests age 21 and older at no cost or exchange.

## Payment & Cancellation Policy

All rental invoice balances are due in full at least **30 days** prior to the date of the rental event.

If the RENTER cancels the event 30 days or more prior to the event date the deposit is retained by ETBA. The remaining paid balance will be refunded to the Renter.

If the RENTER cancels the event less than 30 days prior to the event date there will be no refund given to the Renter. The deposit and all paid rental balance will be retained by ETBA.



**6. Insurance:** [REDACTED] 's event [REDACTED]

[REDACTED]

**7. Decorations:** [REDACTED] 's responsibility to remove all balloons & decorations. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**8. Defacement of ETBA Event Center:** [REDACTED] Do NOT drag tables. [REDACTED] wet mop on the floor [REDACTED]

[REDACTED]

**9. Janitorial Services:** [REDACTED] If your event requires excessive cleaning an additional cleaning fee will be withheld from the damage/security deposit. See additional "Cleaning Requirements" listed on page 7 of this agreement. [REDACTED]

[REDACTED]

**10. Damage/Security Deposit:** [REDACTED] \$500.00 [REDACTED] If the RENTER cancels the event, for any reason, the deposit is retained by ETBA. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**11. Selling Merchandise:** [REDACTED]

**12. Food, Beverage, Catering and Rental Equipment:** [REDACTED] 's designated Catering Service. The [REDACTED]

Longview's Environmental Health Dept to apply for a Temporary Health Permit for any cat  
Call the City of Longview's Health Dept for further instruction (903) 237-1111

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**13. Alcoholic Beverages: RENTER & guests must abide by TABC laws & guidelines.**

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**14. General Conduct:**

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**No Pets allowed**

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

**15. Fire Regulations:**

Longview's Environmental Health Dept to apply for a Temporary Health Permit for any cat  
Call the City of Longview's Health Dept for further instruction (903) 237-1111

**NOTE: SMOKE/FOG MACHINES ARE NOT PERMITTED!**

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**16. Control of Facility / Right to Enter:**

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**17. Staff Requirements / Security:**

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18. **Occupancy Interruption:** [REDACTED]

19. **Evacuation of Facility:** [REDACTED] 's AGENT or assigns. If it is not possible to [REDACTED]

2

20. **Indemnity:** [REDACTED] harmless against all claims, demands, suits, costs and expenses, including attorney's fees, [REDACTED]

2

21. **Compliance with Laws, Rules and Regulations:** [REDACTED] 's discretion. 2

2

22. **Licenses and Permits:** [REDACTED]

2

23. **Relationship of Parties:** [REDACTED]

2

24. **Non-Assignment:** [REDACTED]

2

25. **Place of Performance:** [REDACTED]

2

26. **Entire Agreement:** [REDACTED]

# The Event Center Rental 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:

- ❖ All rental invoice balances are due in full at least 30 days prior to the date of my event.
- ❖ If I cancel the event 30 days or more prior to my event date the deposit is retained by ETBA. I will receive a refund for the remaining paid balance.
- ❖ If I cancel the event less than 30 days prior to my event date there will be no refund given. The deposit and all paid rental balance will be retained by ETBA.

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

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**RENTER Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ETBA Representative Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Final Rental Requirements & Checklist

ETBA's 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
- Restrooms- clogged or running toilets
- Food on the walls or damage to walls
- Trash left in the building or trash and/or debris left on the exterior premises- parking lot, etc.
- Damage to flower beds/landscaping

### Closing Checklist

- Bathroom Inspection- Please walk through the bathrooms and check proper operation of all toilets.
- Trash- Please remove all trash from the building and place in the exterior dumpster.
- Close & Lock Doors- Close and secure all doors. Check all emergency exits. Lock the outer glass door from inside.
- Lights- Please turn all lights off.
- Key- Please leave the key on the counter in the kitchen and exit through the kitchen emergency door.

# East Texas Builders Association: The Event Center

## Insurance Request Form

NAME OF INSURED: East Texas Builders Association

NAME/TYPE OF EVENT: \_\_\_\_\_

EVENT LOCATION: 2023 Alpine Rd., Longview, TX 75601

ACTUAL EVENT DAYS TO BE COVERED: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

CATEGORY OF INSURANCE REQUIRED: \_\_\_\_\_

WITH HOST LIQUOR LIABILITY: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Lessee)

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
**Lessee Signature**

East Texas Builders Association  
**Named Insured**

\_\_\_\_\_  
**Date**

**Lessee: Make Payment to East Texas Builders Association**

**Gans & Smith Insurance Agency, Inc.**  
**P O Box 2869**  
**Longview, TX 75606**  
**Phone: 903.757.4601**  
**Fax: 903.753.2936**



Event: \_\_\_\_\_ Contact \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

