



## Edinburg Scenic Wetlands & World Birding Center

714 Raul Longoria Rd, Edinburg, TX 78542

PO Box 1079, Edinburg TX 78540

(956) 381-9922 \* F: (956) 381-0715

www.EdinburgWBC.org

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# EWBC FACILITY RENTAL CONTRACT

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Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Bus /Organization: \_\_\_\_\_ Non Profit: Yes / No

If yes, Tax ID # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_ E-mail: \_\_\_\_\_

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

### LOGISTICS

Purpose/Event: \_\_\_\_\_

Date of Function: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Time of Function: Set up: \_\_\_\_\_ Function start: \_\_\_\_\_

Function end: \_\_\_\_\_ Final Exit: \_\_\_\_\_

### FACILITY USE (Please check one)

Meeting Room\*    Facility (Main Room & Classroom)\*\*    Pergola\*\*    Garden Deck\*\*

\* for Educational & business meetings only, M- F, 8 am to 5 pm.

\*\* After Hours Rentals only. Mon- Sat, 5 pm to 10 pm.

### ADDITIONAL VENDORS (Please check all that apply)

\_\_\_ Caterer                                      Arrival Time: \_\_\_\_\_                      Exit Time: \_\_\_\_\_

\_\_\_ Rental Company                              Arrival Time: \_\_\_\_\_                      Exit Time: \_\_\_\_\_

\_\_\_ Music/Entertainment                      Arrival Time: \_\_\_\_\_                      Exit Time: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_                              Arrival Time: \_\_\_\_\_                      Exit Time: \_\_\_\_\_

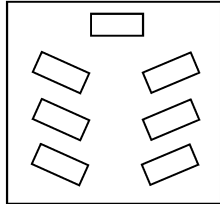
\_\_\_ Other: \_\_\_\_\_                              Arrival Time: \_\_\_\_\_                      Exit Time: \_\_\_\_\_

# FACILITY SET-UP

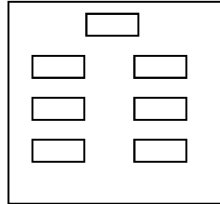
**Meeting Room Set-up** (check appropriate Configuration below)

Instructor table     Refreshment table     Screen     LCD Projector     Overhead Projector

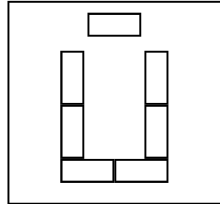
**Chevron**  
capacity: 24



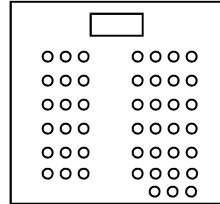
**Classroom**  
capacity: 24



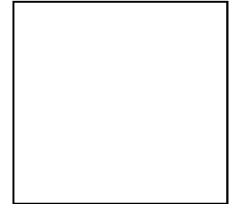
**U-shape**  
capacity: 18



**Theater**  
capacity: 45

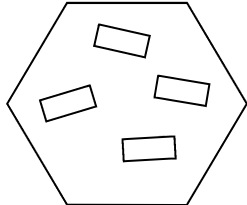


**Clear**  
capacity: up to 50

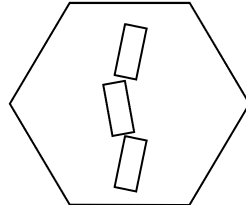


**Main (Interpretive Room) Set-up** (check appropriate Configuration below)

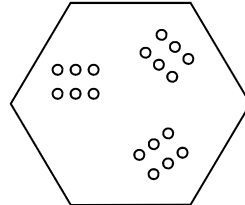
**Scattered Tables**



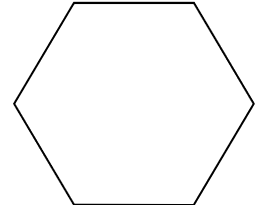
**Serving Area**



**Seating Areas**



**Clear**



**EQUIPMENT NEEDS (included in fee)**

Total tables needed: \_\_\_\_\_ (up to 7 six ft tables)

Total chairs needed: \_\_\_\_\_ (up to 45 folding chairs)

**ADDITIONAL RENTALS (Through B&GC)**

# of 6 ft tables: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

# of 6 chairs : \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**Additional Requests:**

## FACILITY RENTAL FEES & HOURS

	<i>Check where applicable</i>	<i>Days &amp; Times</i>	<i>NON-RESIDENT FEE</i>	<i>RESIDENT FEE</i>	<i>LOCAL NON-PROFIT</i>
<input type="checkbox"/>	MEETING ROOM	Mon - Fri: 8 am—5 pm	\$200	\$150	\$100
<input type="checkbox"/>	FACILITY	Mon - Sat: 5 pm—10 pm	\$500	\$400	\$250
<input type="checkbox"/>	OUTDOOR PERGOLA	Mon - Sat: 5 pm—10 pm	\$100	\$75	\$50
<input type="checkbox"/>	GARDEN DECK	Mon - Sat: 5 pm—10 pm	\$100	\$75	\$50

# RENTAL POLICIES & AGREEMENT

- \_\_\_\_\_ 1. DOWN-PAYMENT  
A down-payment (one half of the total rental fee) and signed contract are required to confirm facility rentals. Payment in full is due on the day of the event.
- \_\_\_\_\_ 2. DAMAGE DEPOSIT  
An additional 10% damage deposit is due on the day of the event. The damage deposit will be refunded 30 days following the event, if no damages occurred and policies were observed by the lessee and lessee's vendors.
- \_\_\_\_\_ 3. CANCELLATION  
In case of cancellation, the Edinburg World Birding Center must be notified in writing. If the cancellation occurs within two weeks prior to the event, the down payment is forfeited.
- \_\_\_\_\_ 4. ALCOHOLIC BEVERAGES  
Lessee will not sell or allow beer, wine, or any alcoholic beverage to be sold, given away or used upon the premises without the prior written consent from the Edinburg World Birding Center and in accordance with the rules and regulations by the City of Edinburg and in compliance with the laws of the State of Texas regulating the sale and use of alcoholic beverages under Chapter 31 of the Texas Alcoholic Beverage.
- \_\_\_\_\_ 5. FOOD & CATERERS:  
Caterers must coordinate their set-up with the Edinburg World Birding Center prior to the event.
- \_\_\_\_\_ 6. ELECTRICAL REQUIREMENTS:  
All electrical needs (catering or otherwise) must be coordinated with the Edinburg World Birding Center prior to the event.
- \_\_\_\_\_ 7. CANDLES & OPEN FLAME  
Candles (including votives) or open flames are NOT allowed on the premises.
- \_\_\_\_\_ 8. SET-UP AND TAKE-DOWN  
Clean-up must happen immediately after the event. Any items left behind, decorations and other materials, will be disposed of and a fee will be deducted from the Damage Deposit. Items may not be stored overnight without prior written consent by the Edinburg World Birding Center. The lessee must remove all items immediately following the event.
- \_\_\_\_\_ 9. DECORATIONS  
Pinatas, confetti, cascarones, aerosol silly string, sparklers, glitter and other similar items are NOT permitted on the grounds. Nails, tacks, tape, wire, staples, glue and similar items may NOT be used without consent of the Center.
- \_\_\_\_\_ 10. PARKING  
All vehicles must park in parking lot at the entrance of the facility, or in one of the designated parking areas in the Municipal Park. Caterers & Delivery Vehicles can utilize areas closer to the building for drop off & pick-up, but must coordinate the use with the Edinburg World Birding Center.
- \_\_\_\_\_ 11. MUSIC AND ENTERTAINMENT  
The use of music on the grounds of the facility MUST be approved by the Edinburg World Birding Center. Only soft music that does not disturb the local wildlife, users of the park, or surrounding community will be allowed. All music must STOP 30 minutes prior to the end of the rental period.
- \_\_\_\_\_ 12. SMOKING  
Smoking is strictly prohibited indoors at Edinburg World Birding Center or within 30 feet from the building. A deduction will be made from the damage deposit for the expense of cleaning trash and/or cigarette butts from the facility.
- \_\_\_\_\_ 13. INDEMNIFICATION  
Lessee agrees to indemnify the Edinburg World Birding Center, the City of Edinburg and incurs all responsibility for actions, losses, damages, claims and liability resulting from the event.

*I have read, initialed, and agreed to abide by the rules stated on this rental form.*

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

**For EWBC Use only:**

RENTAL AREA: \_\_\_\_\_

RENTAL FEE: \_\_\_\_\_

APPROVED: Yes / No

DAMAGE DEPOSIT: \_\_\_\_\_  
*(10% of Rental Fee)*

CONFIRMED in CALENDAR: Yes / No

B&GC RENTAL: \_\_\_\_\_

USE OF ALCOHOL REQUESTED: YES / NO

POLICE OFFICER FEE: \_\_\_\_\_

USE OF ALCOHOL APPROVED: YES / NO

**TOTAL FEE:** \_\_\_\_\_

PERMIT # \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_  
*(50% of Rental Fee)*

REMAINDER: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

DATE PAID: \_\_\_\_\_



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# ALCOHOL USE REQUEST

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Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Bus /Organization: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Date of Function: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Time of Function: Start: \_\_\_\_\_ End: \_\_\_\_\_

1. Do you plan to serve alcohol? Yes / No

2. Will you be selling alcohol? Yes / No

3. Will you be charging for the event? Yes / No

4. Will a TABC licensed Server be serving the alcohol? Yes / No

5. Please list types of alcohol you are planning to serve: \_\_\_\_\_

\_\_\_\_\_

6. The City of Edinburg requires police presence at all events serving alcohol on City Property. The rate is \$45 per hour per officer, with a minimum of two officers at 3 hours per event(\$270). The lessee is fully responsible for payment of officers, should the request be accepted.

7. Under the TABC code and City of Edinburg Code, entities that will be selling alcohol or charging for the event must have a TABC issued Permit, along with all required licensing.

***Please provide proof of the permit by faxing it to (956) 381-0715, no later than 1 week prior to event.***

Approved : \_\_\_\_\_  
EWBC Manager Date Chief of Police Date

## CONDITIONS for ALCOHOL CONSUMPTION on PREMISE

1. Alcoholic beverages will only be consumed inside the Interpretive Center and Main Building. They are not permitted in any outdoor area of the World Birding Center grounds. Therefore, only the "Facility" Rental will be considered for the Alcoholic Use Permit.
2. Drunk and disorderly behavior will not be permitted. Violations of the rules of the Center or violation of the law that could endanger the public could result in the closing of the World Birding Center building and site by Officers. Officers, at their discretion may also choose to remove or detain persons who are a liability to themselves, the Center, or other guests.
3. Recipients shall comply with Code 97.20 as listed below.

## CITY OF EDINBURG CODE

### § 97.20 CONSUMPTION AND THE LIKE OF ALCOHOLIC BEVERAGES.

(‘82 Code, § 16-28)

(C) *Public Facilities.* The City Manager or his designee is hereby authorized to allow alcoholic beverages to be consumed on the premises of public facilities designated and during organized activities under the following conditions:

- (1) That any organization using premises designated in the lease agreement shall be required to secure all proper state alcoholic beverage commission licenses and permits for the particular event held.
- (2) That the organization serving alcoholic beverages at the premises designated in the lease agreement shall comply in all respects with current regulations of the state alcoholic beverage commission, including securing all licenses.
- (3) The director shall designate the time and place where alcoholic beverages may be served.
- (4) The director is hereby authorized to make such other rules and regulations as may be necessary to govern the use of the premises where alcoholic beverages may be served.

(‘82 Code, § 16-29) (Ord. 149, passed 10-7-52; Am. Ord. 757, passed 6-20-78; Am. Ord. 884, passed 8-4-81; Am. Ord. 1027, passed 9-20-83; Am. Ord. 1887, passed 9-16-97) [Penalty, see § 97.99](#)