



**There are no VERBAL AGREEMENTS**

# Cultural Services Facility Rental Application

Parks & Recreation Department  
1581 N. Chaparral, Corpus Christi, TX 78401  
(361) 826-3415

Today's Date: \_\_\_\_\_ Rental Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Security Co. \_\_\_\_\_ DL- \_\_\_\_\_  
 Type of Event: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Food Caterer: \_\_\_\_\_ Alcohol Caterer: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> <b>First Floor - \$375 – 6hrs.</b> (60 chairs; 3-6 ft, 7-8 ft tables)<br><input type="checkbox"/> <b>First Floor 3 hrs-business hrs only - \$250</b> (60 chairs; 3-6 ft, 7-8 ft tables)<br><input type="checkbox"/> <b>First Floor &amp; Courtyard - \$625 - 5 hrs.</b> (150 outside chair & 60 indoor padded chairs; 22 tables)<br><input type="checkbox"/> <b>Courtyard &amp; Rose garden - \$525– 5hrs.</b> (150 chairs; 20 – 8 ft tables)<br><input type="checkbox"/> <b>First Floor &amp; Rose garden - \$475 – 5hrs.</b> (80 chairs; 3 – 6 ft, 7 – 8 ft tables)<br><input type="checkbox"/> <b>Additional Hrs.</b> \$45 per hour<br><input type="checkbox"/> <b>Christmas Season</b> (Nov. 26-Jan. 8) additional charge of \$75 per rental | <input type="checkbox"/> <b>Courtyard - \$425 – 6hrs.</b> (150 chairs; 20 – 8 foot tables)<br><input type="checkbox"/> <b>Courtyard 3 hrs-business hrs only - \$250</b> (150 chairs; 20 – 8 foot tables)<br><input type="checkbox"/> <b>Rose garden - \$375 – 4hrs.</b> (50 chairs)<br><input type="checkbox"/> <b>Rose garden - 3hrs. – (Sat. and Sun. before 3 p.m. only) - \$275</b> (50 chairs)<br><input type="checkbox"/> <b>Rose garden (2 hrs-business hrs only) - \$165</b> (20 chairs)<br><input type="checkbox"/> <b>Total Package - \$775-7 hrs.</b> (150 outside & 60 *padded indoor chairs; 22 table)s<br><b>Max 150</b> outside metal folding chairs available<br>More chairs needed – use outside rental source |
|---|---|

For Rehearsals, see below. (B. 8) All rentals include use of the Galván House kitchen  
 60 Padded non-folding chairs are for inside use only. Extra tables are \$5.00 each and extra chairs are \$0.70 each.

FINAL BALANCE of \$ _____ due by _____ (final balance due 3 months prior to event)	Receipt #	Date	Amount
<span style="color: red;">Non Refundable Initial Deposit (\$150)</span>			
Security Deposit \$250.00	Payment #1		
Due by _____	Payment #2		
Receipt# _____ Date: _____	Payment #3		

**ALCOHOL** - Will you be serving alcohol?  YES  NO. If yes, an alcohol permit **and caterer** authorized by Cultural Services to serve liquor must be obtained by renter. (see paragraph A – 3)

**FACILITY RENTAL INFORMATION**

**A. Rental Fees**

1. All fees are based on a six-hour minimum usage of the facility (exception: Rose Garden during business hours and 3hr. weekend option), including setup, breakdown and cleanup. All tables and chairs are to be set up and stored away by lessee. Forty five dollars (\$45) per each additional hour will be charged for time over the six-hour minimum. Rental arrangements must be made no later than two weeks prior to the event. Initial here: \_\_\_\_\_
2. A \$250.00 security deposit is required, and must be paid at least 3 months before the event. The renter must leave the facility in the condition it was received, and vacate premises by agreed time. All equipment used by the renter must be in place and accounted for before the renter releases the facility back to the City. All missing or damaged equipment, and permanent fixtures, plus additional hours accrued at a \$45/hr. minimum will be the responsibility of the renter at the fair market value which will be assessed against the \$250 fee. Initial here: \_\_\_\_\_
3. No alcoholic beverages are permitted in the building or surrounding area without an alcohol user agreement and **an alcohol caterer** approved by Cultural Services. The alcohol user agreement must be submitted and approved by the facility 2 weeks before the event. It is the renters' responsibility to inform their guests before the event of all rules governing alcohol use. Initial here: \_\_\_\_\_

4. A **\$150 non-refundable initial deposit** and a completed rental application are considered a valid rental. (The deposit will only be refunded if the Cultural Center or a natural disaster cancels date.) **Initial here: \_\_\_\_\_**
5. Balance of rental fee is due 3 months prior to your event and at this time, applicants are required to update information and confirm their rental agreements. If final balance is not made event will be cancelled. **No refund will be made after this date and applicants will be billed for the remainder** of the balance. **Initial here: \_\_\_\_\_**
6. Final arrangements (time of event, total hours needed, etc.) must be made two weeks prior to the event. Any changes after this date will result in an additional charge of \$35. **Changing the date of the event at any time will result in a \$60 charge.** **Initial here: \_\_\_\_\_**
7. A Cultural Service **staff person will be on duty during the event** and will be responsible for opening the facility, taking trash out and locking up. **Staff is not responsible for setting up/taking down chairs or tables, playing music in any form, working with a DJ, etc.** All parties are responsible for setting up, taking down, storing tables/chairs, cleaning kitchen, clearing off all tables and taking down all decorations within the time agreed upon. There are no verbal agreements. **Initial here: \_\_\_\_\_**

**B. Additional Information**

1. All applicant(s) must be 21 years old.
2. The facilities are available for rent Monday through Thursday after 5 p.m.; Friday after 2:00 p.m. and Saturday after 1:00 p.m. and all day Sunday (schedule permitting). All events must be over by 12 midnight. **Initial here: \_\_\_\_\_**
3. Applicant(s) must sign an indemnity form holding the City of Corpus Christi, its officers, employees, and guests, harmless against any and all liabilities. Applicant(s) must assume responsibility and shall reimburse Cultural Services for any damages to equipment, furniture, building or exterior features during their rental period. See A.2. above. **Initial here: \_\_\_\_\_**
4. Applicant(s) may be required to provide liability insurance for public/private functions. **Initial here: \_\_\_\_\_**
5. Where alcohol is served, and any other event planned for 100 or more guests, renters are required to provide at least one peace officer present in uniform for the entire event. **Initial here: \_\_\_\_\_**
6. A list of approved caterers will be available. If the event is self-catered, the lessee will be responsible for cleaning the kitchen and tables. **Initial here: \_\_\_\_\_**
7. Throwing of rice is not permitted. Birdseed outside the facility is allowed. Fireworks (including sparklers) are prohibited, due to city ordinance. **Initial here: \_\_\_\_\_**
8. **Wedding rehearsals & photo sessions** shall be considered an additional reservation at the standard rate of \$30 per hour, Monday through Friday before 10 a.m. or Monday through Thursday between 4 p.m. – 6 p.m. **Initial here: \_\_\_\_\_**
9. Applicant(s) are responsible for setting up outside rented or personal materials. **Tacks, nails, and staples are not permitted for decorating**, but tape or wire is allowed. **The Parks and Recreation Department and Cultural Services staff are not responsible for lost or stolen items.** **Initial here: \_\_\_\_\_**
10. Deliveries may be made during regular operating hours; however, set-up is permitted only during rented time (tables, chairs, tents, decorations etc.). Applicant(s) will need to instruct caterers or outside services to deliver and pick-up all equipment, materials, and/or other items within the time agreed upon in the rental application or an additional charge may be added to the contract. Operating/Business hours are Mon.-Thurs. 9 a.m. – 5 p.m., Fri. 9 a.m. – 2 p.m., and Sat. 1 p.m. – 2 p.m. **Initial here: \_\_\_\_\_**
11. Acoustical musicians (mariachis, trios, vocalists) are allowed to perform at the Cultural Services facility. Amplified equipment (bands, etc.) are permitted only in the courtyard. The piano is available for use, but may not be moved. Tuning the piano is the lessee's responsibility. **Initial here: \_\_\_\_\_**
12. Art exhibit and antique furnishings are not to be removed or relocated. **Initial here: \_\_\_\_\_**
13. Dancing is not permitted for indoor rentals at the Galván House unless an approved dance floor is provided. **Initial here: \_\_\_\_\_**

Cultural Services does not discriminate against individuals on the basis of sex, race, national origin or disabilities in the provision services. I have read and received a copy of this "Cultural Services Facility Rental Information" form. I also understand and will abide by the guidelines listed above.

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Cultural Service Staff  
 Elevator needed

Date : \_\_\_\_\_

Indemnity form

*CITY OF CORPUS CHRISTI*  
*PARK & RECREATION DEPARTMENT*

**SPECIAL EVENT INDEMNITY AGREEMENT** for the use of the (name of park)  
\_\_\_\_\_ for (Name of event) \_\_\_\_\_  
sponsored by \_\_\_\_\_ (**known as "Lessee"**) on (date and time)  
\_\_\_\_\_.

Lessee agrees that it will indemnify and hold and save the **City of Corpus Christi, Parks & Recreation Department (known as "City")** whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgements recovered from or asserted against City on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Lessee, the City or any of their respective agents, servants, employees, contractors, patrons, guests, licensees, or invitees, or of any other person entering in or upon (name of park) \_\_\_\_\_ (date and time) \_\_\_\_\_ for the purpose of \_\_\_\_\_ with the express or implied invitation or permission of Lessee, or when any such injury or damage is the result, proximate or remote, of the violation by Lessee, the City and or any of their respective agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Lessee, its agents, servants, employees, contractors, patrons, guests, licensees or invitees. Lessee covenants and agrees that in case City shall be made a party to any litigation against Lessee or in any litigation commenced by any party, then Lessee shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon City by virtue of any such litigation. These terms of indemnification shall be effective unless such damage or injury may result from the gross negligence or willful misconduct of City.

The signature of Lessee's representative hereon indicates that \_\_\_\_\_ is the authorized agent of Lessee and has the authority to bind Lessee by his or her signature upon this Indemnity Agreement.

APPROVED \_\_\_\_\_, 20

\_\_\_\_\_  
Ms Sally Gavlik, Director or Representative  
Parks & Recreation Department

\_\_\_\_\_  
Lessee or Lessee's Representative