

Cook Education Center

at NAVARRO COLLEGE

3100 West Collin, Corsicana Texas 75110

www.CookCenterEvents@navarrocollege.edu

Rental Agreement and Payment

EVENT INFORMATION

Event Date: _____ Rental Space: ____ Meeting Room ____ A ____ B ____ A&B

Event Name: _____

Rental Time: *Begins* _____ *Ends* _____ Event Time: *Starts* _____ *Stops* _____

12 Hour Rental: **Day 1**, date & time _____ **Day 2**, date & time _____

LESSEE (RENTER) INFORMATION

Contact Name: _____

Address: _____ City/State/Zip: _____

Phone/Home: _____ Cell: _____ Work: _____

Email: _____

RENTAL PRICE: _____ **EXTRA FEES:** _____ **TOTAL:** _____

ADDITIONAL SERVICES

Navarro College Campus Police Officer (if alcohol is served):

Total # of People Expected: ____ 0-100 ____ 101-500 Total Hours of Event (with serving alcohol): _____

TOTAL AMOUNT FOR POLICE OFFICER(S): _____

Navarro College Media and Sound (Tech Support): ____ Level 1 ____ Level 2 ____ Level 3

TOTAL AMOUNT FOR MEDIA AND SOUND (1&2): _____ (Level 3 amount varies per event)

RENTAL AGREEMENT

____ I, the undersigned, have read and understand the rules and regulations presented for the rental of the Cook Education Center. I understand that as the signer of the contract I am responsible for the condition of the building during and after the event.

Lessee's Printed Name: _____ Date: _____

FOR STAFF ONLY:

Cook Education Center

at NAVARRO COLLEGE

Facility Protocol and Procedures

We are delighted you have selected the Cook Education Center (CEC) for your event. In order to assure that you understand the protocol governing the CEC, we ask that you read and sign the following information.

RENTAL HOURS

The facility is available for rental: Monday through Saturday 8am to midnight.

The CEC is open to the public Monday through Friday from 8am to 5pm and on Saturday from noon to 4pm. Please be aware that some events may not be allowed during public hours.

Holiday rates are double the usual rates. The Cook Center follows the holiday on the Navarro College Academic Calendar.

BOOKING POLICIES

Event is not scheduled until a 'secure the date' deposit and a signed contract is received. The 'secure the date' deposit is included in the rental fee and is nonrefundable. More than one event may be scheduled at the same time. All paperwork, fees, damage deposit must be submitted no later than one week prior to the event.

EVENT SCHEDULING

1. The person signing the contract is responsible for the event.
2. All service providers contracted by the lessee must agree to the rules and regulations of the Center.
3. The damage deposit must be received prior to the event. If there is no damage the deposit will be returned. (See Deposits)
4. The rotunda and tile hallways must remain open during public hours. After public hours the rotunda may be decorated for event use.

PAYMENT OF RENTAL FEES

1. Full payment of rental fees is due one week before the event. If contract is signed less than one week prior to the event, full payment is due upon signing.
2. A personal check with a driver's license number and phone number is accepted as well as Visa, MasterCard and Discover.

INSURANCE REQUIREMENTS

For insured entities:

All events need to provide a Certificate of Insurance (COI) listing Navarro College Cook Education Center as an additional Insured. COI must include a waiver of subrogation and liquor liability if your event includes alcohol.

For uninsured entities or individuals:

Special events liability policies may be secured through your insurance agent or other insurance sources. Navarro College Cook Education Center should be listed as an additional insured and include a waiver of subrogation. Event policies will need to a minimum of \$1,000,000 occurrence liability with a \$2,000,000 annual aggregate.

DEPOSITS

1. 'Secure the date' deposit is required before the event can be booked. This deposit is absorbed into the total rental fee and is nonrefundable.
2. The damage deposit is required before the event. The damage deposit may be cash or a check with driver's license number and phone number included. Damage is defined as abuse to property or lack of cleanliness. If damage is determined by the CEC staff after the event; the deposit is forfeited. If there is no damage after the event; the deposit is returned to the lessee.

MEDIA AND SOUND

Media is classified by different needs. There are three (3) levels, and each level is a different price.

Please note: all PowerPoint presentations and videos must be checked by the Navarro College Media staff before your event - a MINIMUM of three (3) days in advance.

1. Level 1 is one (1) microphone - \$50
2. Level 2 is a microphone plus a large screen set up - \$100
3. Level 3* is any event with multiple microphones, screens, additional media, etc.

*Level 3 - College Media staff hiring is required for Level 3 and pricing is based on complexity of set up. If you hire the College Media staff for Level 3 for your event, payments must be in the CEC office before the event.

FACILITY CONDITION

CLEANING

1. Lessee will leave facility in the condition in which it was found. The person that signed the contract is responsible that the facility is clean after the event.
2. Lessee is responsible for trash. Trash should be removed to the outside dumpster immediately after the event in bags provided by the Cook Center.
3. Tablecloths need to be stacked in kitchen.
4. Cleaning must be completed, and event concluded by **midnight**. CEC staff is not responsible for clearing tables, etc. after the event.
5. CEC staff will move tables and chairs after the event is completed.

SMOKING

Navarro College is Smoke & Tobacco FREE. This policy prohibits the use of any tobacco products in or outside of the CEC including the parking areas and sidewalks.

It is the lessee's responsibility to make their guest aware of this policy.

DECORATIONS

1. Decorations must be freestanding. **Nothing may be affixed to the walls.**
2. Nothing may be hung or suspended without additional fees occurring.
3. Adhesive backed decals, confetti, sparklers or glitter are prohibited.
4. Throwing of rice, confetti, sawdust or birdseed is prohibited.
5. Blowing bubbles is permitted outside.
6. All candles must be in secure glass containers.
7. Balloons must be removed after the event is over.
8. No vehicles are permitted on the walkways or grass of the CEC. This includes the grassy area behind the facility. Loading and unloading is permitted at the service entrance.

KITCHEN USAGE

1. Rental rates and damage deposit includes use of the catering kitchen. Catering kitchen includes commercial refrigeration, warming towers, three-compartment sink, ice machine and worktables.
2. All food must be prepared off site and brought to the event.
3. All kitchen supplies must be supplied by lessee.
4. Loading and unloading will be through the service entrance, not through the rotunda.
5. Clean up of the kitchen and dishes removed must be completed by **midnight** unless arrangements are made with the Event Director.

CATERING AND OTHER SERVICE PROVIDERS

1. The CEC has a list of recommended vendors on the college website.
2. Lessee is responsible for notifying the CEC staff of what vendors will be used for the event. If the lessee chooses to use a vendor not approved by the CEC, they will assume full responsibility of the vendor and their actions.

ALCOHOLIC BEVERAGES POLICY

Dispensing alcoholic beverages at the CEC will be in strict accordance with the rules and regulations of the Texas Alcoholic Beverage Commission (TABC) and Navarro College.

1. All alcohol is host provided according to the rules of the TABC. Host provided means that no alcohol can be sold to the attendees of the event. No one will be allowed to bring individual containers of alcoholic beverage onto the premises. Violators will be removed from the Cook Education Center and will cause termination of the event.
2. Any time alcoholic beverages are served, one Police Officer or more will be required.
3. All dispensing of distilled beverages/mixed drinks plus beer and wine will be from a formal bar or a designated area by a TABC certified bartender.
4. Alcoholic beverages will be consumed only in the areas rented to the lessee and not in restrooms, foyer, cars, parking lot and areas surrounding the CEC.
5. College students are not allowed to serve alcoholic beverages.
6. All persons will dispose of their drinks before leaving the rented area. No one will leave the CEC carrying alcoholic beverages.
7. Any event with alcohol requires a Navarro College Police Officer. The CEC will secure the officers. Payment of Police Officer will be \$60/per hour (1-100 people) | \$120/per hour (101-250 people). Three hour minimum.
8. Payment to the officer/officers must be in the CEC office before the event in cash or the form of a personal check with a driver's license number and phone number on it.
9. A last call must be made by the DJ or Emcee a minimum of one hour before the end of the event.

SECURITY RULES & REGULATIONS

1. All security used at the CEC is through the Navarro College Police Department. Securing officers is the responsibility of the CEC.
2. Security requirements will be evaluated on an individual basis. Our goal at the CEC is to enable you to have a successful and safe event. Security will be required at an event for your safety if:
 - a. The event has over 100 people and/ or children.
 - b. Alcoholic beverages are served, one Police Officer or more will be required.

FIRST AID

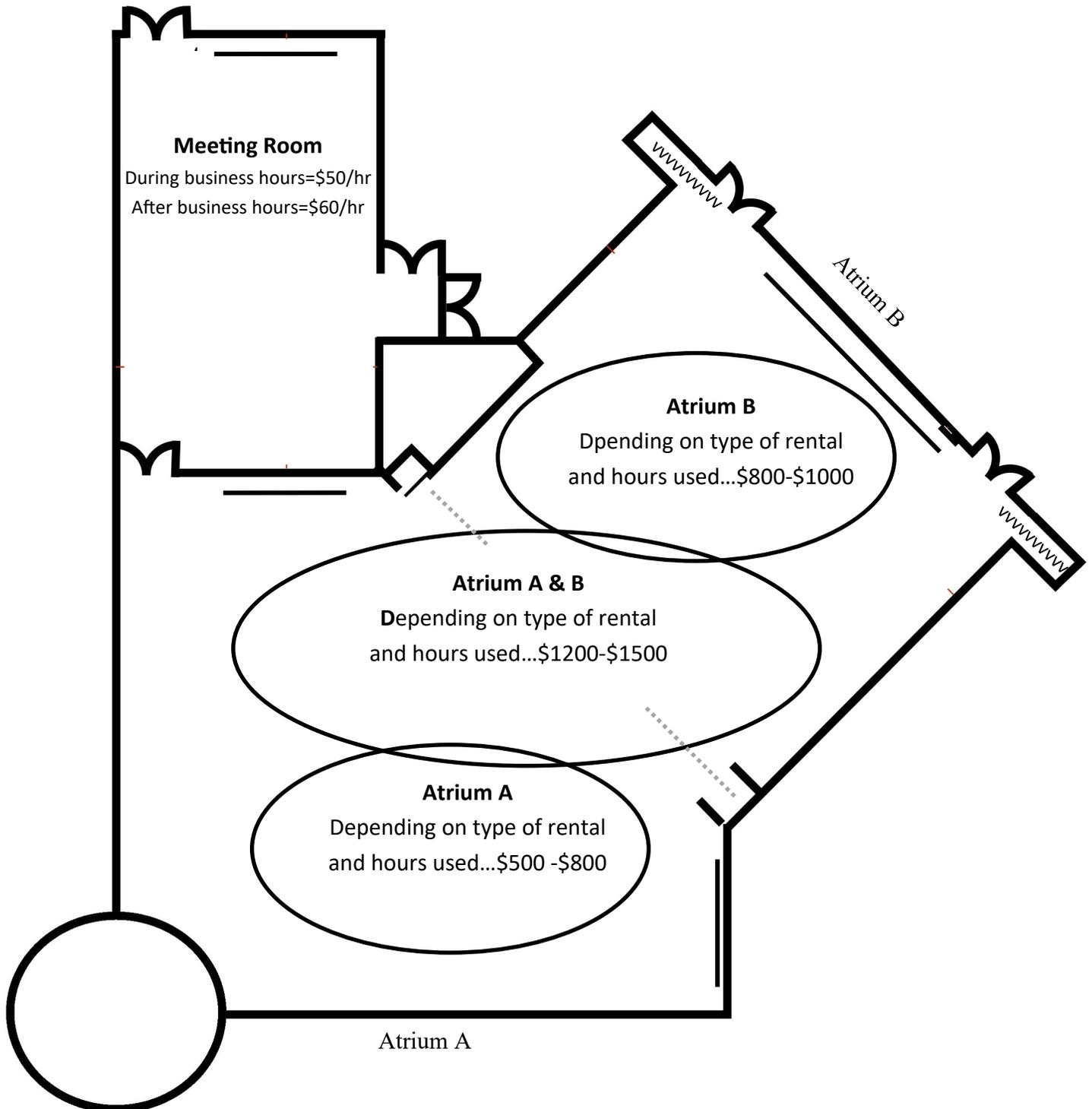
AED Defibrillator is located on the right wall as you enter the kitchen. In case of an emergency, campus police can be reached at (903) 654-3999 or call 911.

Lessee Signature

Date

Cook Education Center

at NAVARRO COLLEGE



EVENT: _____

EVENT DATE: _____

LESSEE SIGNATURE: _____

Additional Cook Education Center Event Rentals

Sound, Lighting and Extras	Price	Quantity	Total
Stage with staircase and skirting...8'x16'	100.00		
Level 1, microphone	50.00		
Level 2, microphone and large screen	100.00		
Level 3, multiple microphones, videos, etc.	Per event		
1 Police Officer (1-100 people) \$60.00/per hour (3hr min)	60.00/hr	Hours:	
2 Police Officers (101-250 people) \$120.00/per hour	120.00/hr	Hours:	
Pipe and drape per 10'	50.00		
Dance Floor plus labor	650.00		
Linens	Price	Quantity	Total
Napkins	1.00		
Round Tablecloth	10.00		
Rectangle Tablecloth	10.00		
Accessories	Price	Quantity	Total
Chargers	1.00		
Reserve/table number stands	1.00		
Décor Accessories	Price	Quantity	Total
Metal arch	50.00		
Ferns	5.00		
Glass vases	1.00		
Baby Grand Piano	200.00		
Rolling white board	5.00		
25' red carpet	15.00		
50' red carpet	25.00		
5" square or 7" round LED light base	5.00		
100-gallon Trough	25.00		
Bar - Wooden	25.00		
TOTAL COST OF RENTAL			