



**This agreement made and entered into by and between the City of Seguin, acting by and through its duly authorized leasing agent, hereinafter called Seguin Events Complex (SEC), and [redacted] hereinafter called Customer.** The Seguin Events Complex is defined, for the purposes of this agreement, as the Coliseum, Dance Pavilion, and / or Midway Hall.

***The Seguin Events Complex does hereby lease to Customer the following portion or portions of the Seguin Events Complex at 950 S. Austin Street, Seguin, Texas for and in consideration of the following reservation agreement and for the period or periods specified below. The Seguin Events Complex Terms and Conditions, which are attached hereto, govern the performance of this Lease. By initialing here, Customer acknowledges receipt of and agreement to the Terms and Conditions. Additional initials are required at the end of each page in this document.***

**Initial:** [redacted]

Please complete the following information | **Event Details**

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

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

Facility Requested		Estimated Attendance	
Date(s)		Day(s)	
Day 1: <b>Set-up / Clean-up</b> Start & End Time(s)		Day 1: <b>Event Start &amp; End</b> Time(s)	

Please complete the following information | **Permits and Requirements and SEC Requests**

- Please note, most requests, permits, and requirements may require additional fees.

Permits & Requirements	Yes	No	Due
Event Insurance Required?			
Amusement Insurance Required?			
Alcohol Permit Required?			
Floorplan Required?			

Please complete the following information | **Coliseum Requests**

Coliseum Requests	Yes / No	Count	Coliseum Requests	Yes / No
8 foot rectangular table(s)			Projection Screen (stage)	
6 foot round table(s)			Portable Projection Screen	
Chairs			Projector w/cart	
Dressing room(s)			Spotlights	
Easel(s)			TV & DVD Player	
*Public Address System			Mini String Lights	
Podium			Stage & Lights	
U.S. Flag and Texas Flag			Kitchen (oven, stove, and fridge)	
*Set-Up Day Before Event			*Teardown Day After Event	
*Set up with City Scissor Lift			*Relocate stage from Coliseum	
*Relocate stage to Cypress Room				* Indicates extra fee

Please complete the following information | **Entertainment Information**

- Complete all options that apply.
- Food trucks and caterers that serve or sell any food item that is required to be kept cold or hot must have a current food permit. For more information on food permits call 830.401.2432.

Entertainment Information	This event will not have any entertainment.		Initial:
	Name of Entity	Business   Organization	Contact Number
Photo Booth			
Photographer			
Caterer / Food Trucks			
Live Band or DJ			
Florist			
Decorator / Linen Provider			
Event Planner / Wedding Coordinator			
Other			

Please complete the following information | **Security, Concessions, Hotel Use**

<b>Security</b>	<b>Initial</b>
The Events Complex Coordinator schedules all security.	
For officer requirements, see the Terms and Conditions.	
<b>Circle one:</b> Required      Not Required	
Number of officers required: <input type="text"/>	
<b>Alcohol</b>	
Do you plan to offer alcohol at this event? <b>Circle:</b> Yes or No	
Do you wish to gift guests with alcoholic beverages or do want beverages available for guests to purchase?	
<b>Circle:</b> Given or Purchased	
<b>Coliseum Note:</b> All alcohol in this facility must be provided by the approved vendor.	
<b>Dance Pavilion Note:</b> All alcohol sold in this facility must be provided by the City approved concessionaire however Customer may choose to give alcohol beverages to guests. If alcoholic beverages are given away, the Customer would not require use of the City approved concessionaire.	
It is the responsibility of each customer to contact RRL Concessions regarding alcohol concession service needed at 830.708.1879.	
<b>Hotels</b>	
Will you be using hotels in the Seguin area? <b>Circle:</b> Yes      No	
If you need assistance with blocks of rooms, please call the Convention & Visitors Bureau at 830.401.0810.	

Staff will complete the following information with Customer | **Payment Information**

<b>Payment</b>	<b>Full Fee</b>	<b>Fee(s) Due By</b>
(damage deposit + half rental) Rental Deposit	\$	
Rental Fee	\$	
Additional Hours Charge	\$	
Charge for Additional Requests	\$	
Refundable Damage Deposit(s)	\$	
<b>Total Rental Charge</b>	\$	
<b>Amount Paid</b>	\$	
<b>Amount Due</b>	\$	

Please complete the following information | **Signature and Contact Information**

*It is understood and agreed that the Terms and Conditions, restrictions and special service provisions within this contract are hereby incorporated herein by reference for all purposes, and Customer by the execution of this contract acknowledges that he/she has read the attached Terms and Conditions, which contain restrictions and special service provisions and fully understands their meaning and effect. This contract is considered invalid without the signature of a designated Customer over 18-years of age.*

**City of Seguin**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Customer**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

\_\_\_\_\_

Please read and initial the bottom of each page | **Facility Rental Agreement Terms and Conditions for Rental of the Seguin Events Complex (SEC).**

For the purpose of the Facility Rental Agreement Terms and Conditions, the Seguin Events Complex is defined as the Coliseum, Dance Pavilion, and Midway Hall.

### **1. Alcoholic Beverages**

- Coliseum and Dance Pavilion: Alcoholic beverages (beer, mixed drinks, and wine) may be sold within the facility during certain appropriate functions such as dances, receptions, and banquets. The City's contracted concessionaire must provide alcoholic beverages including keg beer and wine.
- Dance Pavilion and Midway Hall: As long as alcoholic beverages are not sold; Customers may bring alcoholic beverages to consume during use as long as the Customer has purchased the appropriate permit.
- Seguin Events Complex: The service or sale of alcohol to minors is prohibited by law. During events held concurrently at the Coliseum and Fairgrounds where beer and wine are sold, Customers may carry beer and wine back and forth from the Fairgrounds into the Coliseum. At least one off-duty Seguin Police Officer must be present at any function where alcohol is served or sold. The exact number of Officers will be determined by the Events Complex Coordinator in conjunction with the Seguin Police Department. The Security Guidelines list for the number of Officers required at an event and may be modified at any time as determined by the Events Complex Coordinator in conjunction with the Seguin Police Department.

### **2. Animals**

Animals are not permitted in the SEC without prior written approval from the Events Complex Coordinator, with the exception of assistance / service dogs and animals participating in contracted events such as dog or cat shows. Animals must be supervised at all times.

When an approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A protective coating (such as plastic) must be used to protect floors, columns, and any SEC equipment.
- The Events Complex Coordinator must approve the coating in advance.
- Absorbent material (such as sawdust or fire-retardant wood shavings) must be placed within the pens and around columns.
- Clean up and proper disposal of absorbents and waste must be provided by the Customer.

### **3. Anti-Discrimination**

It is understood that the premises are owned and operated by the City of Seguin. Any discrimination by the Customer, his/her agents, or employees on account of race, color, gender, religion, sexual orientation, or national origin in the use of admission to the premises is strictly prohibited.

### **4. Attorney's Fees**

If the City of Seguin is required to file suit to collect any amount owed it under this lease for use of the premises, including rental fees as well as damages and labor costs, the City of Seguin will be entitled to collect attorney's fees from the Customer.



**5. Audio | Coliseum Only**

For an additional fee, the Coliseum can provide wired microphones, podium (tabletop or freestanding), audiovisual cart, portable projection screens, and easels that are owned by the Coliseum. Any additional audio-visual equipment (laptop computers, projectors, etc.) should be obtained through an outside audio-visual contractor and is the responsibility of the Customer.

**6. Automobiles | Coliseum Only**

Automobiles may not be driven into the Coliseum at any time. Vehicle parking inside the Coliseum is prohibited.

**7. Balloons**

Helium balloons are allowed in the SEC for decorating purposes only and must be securely fastened. Free-floating balloons are not allowed.

**8. Banners**

Event-related banners may be displayed in various locations inside the SEC, during the event, as long as the content and graphic(s) are appropriate and non-offensive. The Customer may hang banner(s) by providing the proper equipment such as a ladder of lift and under the supervision of the Event Complex Coordinator or Event Staff. The material of the banner(s) must be flame retardant. Larger banner(s) must receive approval in advance and will be considered on a case-by-case basis. The City of Seguin is not responsible for accidents related to the hanging or use of banners.

**9. Birdseed/Confetti/Glitter/Rice**

**The use, display, or throwing** of birdseed, confetti, glitter, or rice is prohibited inside any building and on the SEC grounds. The Customer will be billed for the labor and materials required for clean-up resulting from non-adherence to this policy. The Events Complex Coordinator and the Director of Facilities will determine the amount billed.

**Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**10. Candles**

Candles used as decoration are permitted inside the SEC. Lighted candles must be enclosed in a non-flammable covering.

**11. Capacity (Seating)**

No event will sell or disperse tickets to a meeting, dinner, concert, exhibition, or other event in excess of the seating capacity. The capacity of the Coliseum is as follows: 1,200 persons for lectures and 1,000 persons for banquets. Dance Pavilion: 500, and Midway Hall: 75. Exceeding the set maximum capacity is a violation of the City of Seguin Fire Code.

**12. Casino Functions**

Casino functions, for entertainment purposes only, require the written authorization of the Events Complex Coordinator.

**13. Casualty Provision**

If the facilities or equipment subject to the Facility Rental Agreement should be totally destroyed by fire, tornado, or other casualty, or if they should be so damaged that rebuilding or repairs cannot reasonably be completed prior to the scheduled event, the City of Seguin, at its sole discretion, shall have the right to terminate the Facility Rental Agreement and refund any security deposit as Customer's sole remedy for said termination.

**14. Catering**

With the exception of alcoholic beverages, the SEC allows the Customer the choice of catering companies. The SEC does not provide an exclusive caterer.



**15. Concerts**

Requests to have concerts will be reviewed on a case-by-case basis by the Events Complex Coordinator. At no time will explicit lyrics or vulgar language be allowed. Failure to adhere to the policy will result in the immediate suspension of the event and no refunds given.

**16. Concessions**

All concession rights are reserved by the City of Seguin except for food catering and admission ticket sales, if approved. The City's contracted concessionaire must provide concession services, including the provision of alcoholic beverages. The contracted concessionaire is Robert Stange, RRL Concessions, 3613 Prairie Park, New Braunfels, TX, 78130, (830) 708-1879.

**17. Contract**

The SEC has no commitment to the Customer whatsoever until a signed Facility Rental Agreement and deposit is returned to the Events Complex Coordinator by the Customer. Without a signed Facility Rental Agreement and applicable deposit(s), reservations of days or space are merely for the convenience of the Customer. No commitment for dates or space on behalf of the SEC shall be final until the Customer signs a contract and submits the required deposit(s). No oral agreement for the rental of the SEC is valid under any circumstance.

**18. Contractors**

It is the responsibility of the Customer to inform any contractors (including decorators, planners, and the like,) of these Terms and Conditions of the SEC.

**19. Damages/Indemnity/Private Property Left Behind/Refusal of Service**

The Customer agrees to return all used portions of the SEC, including the kitchen and Coliseum grounds, in the order in which received. Customer has the option to contact the Events Complex Coordinator to schedule a pre-event and post-event walk through of all contracted space in order to establish the condition of the contracted space and equipment prior to and after the event. At the Customer's request, a checklist will be provided to the Customer. The Customer agrees to pay for any damages to the leased premises and equipment resulting from the Customer's use or occupancy thereof; or resulting from any acts or omissions, intentional, negligent, or accidental, whether said acts or omissions are those of the Customer, its agents or employees or persons participating in or attending the function contemplated by this contract. The City of Seguin shall not be liable to the Customer for any damage, loss or expense of any kind sustained by the Customer as a result of vandalism or malicious mischief. The City of Seguin reserves the right to refuse event requests for any lawful reason. All event requests will be determined on a case-by-case basis.

**THE SEC WILL NOT BE RESPONSIBLE FOR ANY DAMAGE OR INJURY THAT THE CUSTOMER OR ITS AGENTS, EMPLOYEES OR PROPERTY SUSTAIN FROM ANY CAUSE PRIOR TO, DURING OR SUBSEQUENT TO, THE PERIOD COVERED BY THE CONTRACT; AND THE CUSTOMER EXPRESSLY RELEASES THE SEC AND THE CITY OF SEGUIN, INCLUDING ALL STAFF AND EMPLOYEES, FROM ANY AND ALL CLAIMS FOR SUCH LOSS, DAMAGE, OR INJURY. THE CUSTOMER WILL INDEMNIFY, SAVE AND HOLD HARMLESS THE SEC AND THE CITY OF SEGUIN FROM ALL ACTIONS OR PROCEEDINGS TO RECOVER DAMAGES FOR INJURIES TO PERSONS OR PROPERTY ARISING FROM THE CUSTOMER'S OCCUPANCY OF THE CONTRACTED PREMISES OR THE CUSTOMER'S ACTIONS THEREIN.**

All private property brought into the SEC and/or grounds must be removed after the event as part of the facility rental day(s) and time window. Any private property left behind after the facility rental day(s) could become the property of the City of Seguin and/or disposed of properly. Additional facility rental charges could be incurred in accordance with the Facility Rental Agreement Terms and Conditions of the SEC.

**20. Decorating/Setup/Teardown Times | Coliseum Only**

The Customer has the following options:

- The Customer may use the day of the event for setup and teardown during regular contracted hours as part of the facility rental day(s) and time window.
- If the Coliseum is not already in use, the Customer may use the Coliseum the day before the event for set-up and/or the day after the event for teardown during regular business hours (8am-5pm, Monday through Friday) for an additional fee.
- If the Coliseum is not already in use, the Customer may use the Coliseum the day before the event for set-up and/or the day after the event for teardown beyond regular business hours (nights and weekends) for an additional fee.

**21. Deposits**

Upon reaching an agreement, the SEC will issue a Facility Rental Agreement for the Customer's signature. The Customer must sign, return the contract, and submit two different types of deposits, a Reservation Deposit and a Damage Deposit.

- Reservation Deposit - The Reservation Deposit is to secure the rental date of the SEC. The Customer must submit 50% percent of the rental fee by the due date as specified on the contract. The due date of the total rental fee is 10 business days from the date that is stated on the Customer signature page.
- Damage Deposit - The Damage Deposit will be refundable and returned to the Customer by mail if there is no damage to any or either of the following of the SEC: the inside facility(ies), property, and grounds. Damage includes excessive amounts of trash inside the facility(ies) and on grounds. Damage deposits are due at the time a Facility Rental Agreement is signed.
- Recurring Events - Recurring events, events that happen annually for two (2) or more years or scheduled more than twice per year, can secure a reservation by submitting a Facility Rental Agreement form and paying the damage deposit. The paid damage deposit will secure the date and will be carried over to the next reservation(s) as long as a Facility Rental Agreement is submitted. The full reservation fee must be paid three (3) business days before the beginning date of the reservation. Recurring events may submit Facility Rental Agreements up to two (2) years in advance.

Facility Rental Agreements are not considered legally binding until signed by all parties AND applicable deposits are received. Checks should be made payable to the City of Seguin. Customers may be charged additional amounts if damages exceed the deposit amount or additional services, and amenities were used.

**22. Draping**

No decorative or structural items may be hung from overhead beams, columns, utility pipes or exterior walls without prior approval from the Events Complex Coordinator. Only general services contractors/decorators who have the proper liability insurance will be allowed to drape items from the overhead beams and then only upon the approval of the Events Complex Coordinator. Drapes, decorations, buntings, and other decorative materials must be fire retardant materials properly treated to meet the requirements of the National Fire Protection Association (NFPA) and approved by the City Fire Marshal. A Certificate of Flame Resistance for Flame Retardant Treated Materials must be on file with the Events Complex Coordinator at least 60 days before the event.

**23. Drayage (Package Delivery)**

The SEC will not accept freight shipments for the Customer or its exhibitors. Freight must be consigned prepaid or billed to the Customer's general services contractor or delivered directly to the service contractor during the event. Shipments may not be made prior to the Customer's contracted dates. Any attempts to deliver shipments will result in the shipment being turned away.

**24. Electricity**

The SEC does not provide any additional electrical outlets or fixtures for the Customer without a written request. The Events Complex Coordinator, Facilities Director, and Electric Utilities Department will review these requests. These requests must be submitted 60 days before the event and will be charged on a case-by-case basis. If this is not sufficient, it is the responsibility of the Customer to procure electrical services through a licensed electrical contractor upon the Events Complex Coordinator's approval.

If additional outlets are needed outdoors, the City of Seguin will charge the Customer additional fees. A written request to install additional outlets must be received by the Events Complex Coordinator at least 60 days prior to the scheduled event.

**25. Equipment**

Requests to use any Coliseum equipment outdoors must be approved by the Events Complex Coordinator and will incur an additional fee. This includes tables and chairs.

**26. Event Cancellation**

Cancellation fees are determined by the number of days remaining before the scheduled rental date that the cancellation notice is received. Contract cancellation will result in the following charges:

Cancellation Information   SEC	
Cancellation Fees	
Number of Days	% of Rental Fee Charged
181+	10%
91-180	25%
0-90	100%

**27. Event Termination (Texas Disaster Shelter)**

In the event of a natural or man-made disaster and / or recovery efforts aligned to the disaster, the SEC may be used as an evacuation shelter, vaccination center, and / or emergency center. The City of Seguin, along with the Seguin Emergency Management Services, has the right to the use of the facility, if necessary. In such event, as the Customer's sole and exclusive remedy for cancellation of the event, the rental contract will be voided, and the rental fee paid will be returned to the Customer including the deposit(s) paid. The Events Complex Coordinator will notify the Customer as quickly as possible if the SEC becomes unavailable for their scheduled event.

**28. Event Staff**

In distinguishing between security personnel, the Coliseum has chosen the term "Event Staff" to describe personnel who may provide non-security related services. These services are primarily janitorial (see General Services). These services do not include assisting the Customer or the caterer with food, drinks, or music. Some general cleanup will be provided during the event. Excessive amounts of trash may result in additional charges. Event Staff has the right to enter all rented rooms at any time during the rental. Additionally, the Business Office is neither a rentable nor useable space for Customers and can only be occupied by City of Seguin Event Staff.





**29. Exhibit Booth**

**Furnishings**

- The SEC does not provide equipment or furniture (pipe & drape, carpet, tablecloths, or wastebaskets, etc.) for exhibitors' booth displays. The Customer must make arrangements with a general services contractor/decorator for these items.

**Exhibit Booth Cleaning**

- The SEC does not provide exhibit booth cleaning services. The Customer must make arrangements with a general services contractor/decorator for cleaning services.

**30. Fire Marshal**

The City of Seguin Fire Marshal reserves the right to shut down an event summarily for safety purposes if the Customer violates the 2015 Fire Code. If the Customer has any concerns about the event layout, the Customer must contact the Events Complex Coordinator prior to the event. The Events Complex Coordinator, at his/her discretion, may contact the City of Seguin Fire Marshal if he/she feels the Customer is in violation of the Fire Code.

**31. Floors**

Drip pans and scrap buckets should be provided by the Customer for any type of operating machinery or materials being displayed, demonstrated, or sampled to prevent lubricants, paint, liquids, etc., from staining or damaging the floor, or causing a slip hazard. Customer will be billed for any damages incurred or pay for the from the damage deposit on file. Prior to the rental of the SEC, the Customer may be asked to provide a list of all equipment to be used before, during and after the event for the approval of the Events Complex Coordinator.

**32. Floor Plans | Coliseum Only**

Customer will deliver by mail or in-person plans indicating seating arrangements at least 30 days before the scheduled rental date. Plans submitted less than 14 days before the scheduled rental date will be assessed fees.

Floor plans must provide adequate aisle space and must not prevent access to fire exits, fire hose cabinets, fire alarm pull stations, or concession stand. Displays should not reduce the passageway to the main entrance. Drapes or displays must not obstruct the exit signs. Customer is strongly encouraged to meet with the Events Complex Coordinator to discuss the desired floor plan. Only one seating arrangement is allowed per day. Multiple seating arrangements on the same day are not allowed. If an event is scheduled for consecutive days and requires multiple seating arrangements, the Customer must submit the seating arrangements to the Events Complex Coordinator at least 30 days prior to the event for consideration. Any changes made to the floor plan after setup will incur an additional fee.

**33. Food Shows**

Customer is responsible for arranging to provide exhibitors with food waste containers. A grease bucket must be provided for all grease disposal and exhibitor cleaning. Grease cannot be disposed of at any facilities or grounds of SEC or the Fairgrounds Complex (Rodeo and practice arenas, Livestock Barn, Horse Barn, Horse Stalls, and Concession Stands).

**34. General Services**

The SEC may provide, at no additional cost to the Customer, general room lighting, air conditioning or heating during event hours, and maintenance of restrooms and facility trashcans (catering and decorator wastebaskets are not included. All items remaining will be discarded. If excessive amounts of trash are remaining inside the SEC facilities or grounds, the Customer may incur additional charges at the discretion of the Events Complex Coordinator and/or Facility Director.

The Customer is responsible for any extra labor, such as lighting or sound technicians. The SEC does not provide items such as office supplies, extension cords, dishes, utensils, tablecloths, condiments, tape, coffee, etc. Event Staff will be available for any general services assistance such as maintenance of restrooms, trash, and cleaning of the floors if needed.

Not included in the basic rental are charges for special labor required to assist the Customer with event setup needs or operation of such items as special staging, supplemental lighting and sound, and supplemental audio/visual equipment.

**35. Giveaways**

Exhibitors may offer "free" giveaways at any time, excluding alcohol. Food and drink items must be sample-sized.

**36. Handicapped Access**

The Customer shall have the responsibility of complying with the Americans with Disabilities Act (ADA) and shall ensure that all activities do comply with said Act during the term of the contract. The Coliseum is fully accessible to individuals with disabilities. The Customer shall notify the Coliseum seven (7) days prior to the event if special services are required.

**37. Insurance**

When the Coliseum is contracted for a public event where the public is invited and/or where alcohol will be served at a public event, **a certificate of insurance may be required at least 30 days before the event.** The Customer agrees to provide a policy of public liability and property damage insurance issued by a reputable insurance company, naming the City of Seguin as an additional insured with personal injury liability limits of no less than \$1,000,000 for anyone injury, \$300,000 for anyone accident and property damage liability of not less than \$25,000.

**38. Kitchen | Coliseum Only**

Use of the Kitchen is included in the rental fee. Customer is responsible for providing all serving items such as utensils, plates, glasses, silverware, etc. as needed during the course of the event. Customer is responsible for cleaning the Kitchen after the event is over. This includes but is not limited to; cleaning grease spills on countertops and floors, excessive food spills, and removing all items from the food warmer and refrigerator.

**39. Licenses/Permits/Taxes**

The Customer is responsible for acquiring and paying the costs of any and all licenses, permits, and taxes required by authorities having jurisdiction over the Coliseum that are particular to that event.

**40. Lighting**

Other than general lighting as covered in General Services, the Coliseum does not provide special lighting requirements. The Customer, after approval from the Events Complex Coordinator, should contact an outside lighting contractor with related costs to be paid by the Customer.

**41. Loading Docks**

The Coliseum loading docks are primarily for the use of exhibitors, decorators, and show contractors during move-in and move-out. All vehicles left on docks without authorization will be towed at owner's expense.

**42. Marquee**

Only scheduled events at the SEC are displayed on the marquee. The number, nature, and duration of such announcements will be subject to the availability of time and space based on the overall schedule of events as determined by the Events Complex Coordinator.

**43. Novelties**

The Customer may elect to sell event-related souvenirs, programs, novelties, or merchandise during an event. All such sales shall have prior approval of the Events Complex Coordinator.

**44. NSF Checks**

If any payment is returned from Customer’s bank for nonsufficient funds (NSF), or credit card charges are cancelled, a \$30 fee shall be assessed, and the payment will not be considered as received for purposes of meeting the deadlines required by the Facility Rental Agreement.

**45. Operable Partitions | Coliseum Only**

No decorative items may be hung or attached to the partitions. It is prohibited to use Velcro, adhesive (all forms of tape) or any other material to attach items to the operable partitions. The Customer will be subject to a loss of the damage deposit and may incur additional repair charges if damage to the operable partitions occurs.

**46. Painting**

All painting is prohibited in any portion of the SEC.

**47. Parking**

The SEC provides approximately 400 parking spaces. Handicap parking is also available and is located on the north side of the Coliseum off Nelda St. The SEC shares parking with other city facilities and therefore the City cannot guarantee an exact number of parking spaces available. If an event is held on the Coliseum parking lot, tents may be used but may not be staked to the asphalt.

**48. Piñatas**

Piñatas are allowed only as decorations. The Customer is not allowed to break a piñata inside the SEC facilities nor grounds.

**49. Plants**

Plants for an event are not provided by the Coliseum. The Coliseum does have its own plants that are located in the lobby and should remain in the lobby unless otherwise specified by the Events Complex Coordinator. The Customer may make arrangements for additional plants at his or her own expense through an outside decorator or other contractor.

**50. Posters/Signage**

Posters are to be mounted on easels or individual holders. All signage must be appropriate and non-offensive. This policy is also applicable to the posting of signs in exhibit booths. No signage may be affixed to walls or doors. At move-out, the Customer and/or decorator must remove all posted signage.

**51. Rental Rates**

Rental rates are as approved in Appendix C - Fee Schedule, Chapter 74, in the City of Seguin Code of Ordinances. Current rental rates can be found on Appendix A of this document. Half of the rental fee is due when Facility Rental Agreement is submitted and is required to reserve the requested date. The remaining fees are due seven 10 days prior to the facility use.

**52. Right of Entry**

The City of Seguin staff and employees have the right to enter any and all facilities at any time during contracted events.

**53. Security**

Customer agrees to have on hand sufficient police security to maintain law and order and protect all persons and property. Such personnel will be Seguin Police Officers arranged for by the Events Complex Coordinator. If the Seguin Police Officers are not available, the Events Complex Coordinator will schedule officers from the Guadalupe County Sheriff's Department. All officers are paid for by the customer at the department's prevailing rate for off-duty officers and for which there is a four (4) hour minimum. Exception is given to New Year's Eve and City Holidays when security will be paid double-time.

**54. Smoking**

City Ordinances prohibits smoking inside the SEC facility.

**55. Sparklers and Fireworks**

Sparklers and fireworks are not permitted inside the SEC facilities nor grounds.

**56. Simultaneous Events**

There may be other events occurring simultaneous or overlapping events in separate un-booked portions of the SEC including the parking lot for shared parking with other events at the Seguin Volleyball Complex and the "Smokey" Joe Williams Baseball Field. If so decided, the Events Complex Coordinator will first contact the party who first made a reservation, who will then have the option to contract the entire facility to prevent simultaneous events from taking place. The City, at its discretion, can authorize shared parking of the Coliseum parking lot at any time.

**57. Stage | Coliseum Only**

The Coliseum provides the use of the stage to the Customer as part of the entire facility rental fee. The stage consists of 27 individual sections (plus an additional two (2) sections for a runway) that are dimensions of 8' x 6' each. This gives the stage a great deal of flexibility in accommodating the Customer. The stage is fully assembled at all times unless otherwise requested by the Customer. Stage arrangements must be made when floor plan is submitted. Moving the stage may incur an additional fee.

**58. Staples/Stickers/Nails/Tacks/Tape**

The driving of nails, tacks, staples or screws into floors, walls, columns, partitions ceilings, tables, chairs, or stage is prohibited. The use of stickers, tape, fabric glue, or other adhesives is also prohibited. A fee will be imposed on the Customer to remove any such materials from SEC property.

**59. Sublease**

At no time will the Customer sublease or assign his/her reservation to another individual, group or organization.

**60. Tables**

All tables to be used during the contracted event including those owned by the SEC or the Customer and its contractors, are required to be covered with either plastic or linen tablecloths for health and sanitary purposes. Coliseum tables may not be used outdoors.

**61. Tape**

Only painters' tape or approved audio-visual tape may be used on floor surfaces and are required when extension cords are in use or any type of cords that pose trip-hazards. It is the responsibility of the Customer to make sure that the proper tape is used. Any concerns should be brought to the attention of the Events Complex Coordinator. It is also ultimately the responsibility of the Customer to ensure that all tape is removed from the floor surfaces during move-out of the event. Should tape be left over from an event, the Customer will be billed for the



labor required to remove the tape. At no time should any item be taped to the wooden panels.

**62. Trash Removal**

Trash pick-up during the event will be performed as necessary from the SEC containers only. Any trash cleanup that requires extra labor will incur an additional charge at the determination of the Events Complex Coordinator.

**63. Youth Parties**

Youth parties are defined to include, but are not limited to, the following events: quinceañeras, sweet sixteen parties, birthday parties, and graduations for persons under the age of 18. The following items may be required when a youth party is held at the Coliseum:

- Wristbands may be required to be worn by each guest age 18 and younger during the event. Wristbands are provided by the City of Seguin and are available from the Events Complex Coordinator prior to the event at no extra charge. Anyone who is age 18 and younger that does not have a wristband will not be permitted into the Coliseum.
- The Customer is responsible for the distribution of the wristbands.



Please read and initial the bottom of each page | **Appendix A: Fees for SEC**

Facility Damage Deposit	
Coliseum Damage Deposit Fees	
Project Guests	Fees
1 - 200	\$ 400
201 - 600	\$ 700
601+	\$ 1,000
Seguin Events Complex	
\$250 per facility reserved	

Facility Rental Fees   Coliseum	
Monday, Tuesdays, and Wednesdays	
Guests	Fees
1 - 200	\$ 300
201 - 600	\$ 450
601 - 1000	\$ 600
Thursdays	
1 - 200	\$ 400
201 - 600	\$ 600
601 - 1000	\$ 800
Fridays	
1 - 200	\$ 600
201 - 600	\$ 1,100
601 - 1000	\$ 1,600
Saturdays	
1 - 200	\$ 800
201 - 600	\$ 1,300
601 - 1000	\$ 1,800
Sundays	
1 - 200	\$ 500
201 - 600	\$ 800
601 - 1000	\$ 1,100

Coliseum   Individual Room Fees		
50 people per room		
Days	Times	Fees
Monday - Thursday	8:00 a.m. - 5:00 p.m.	\$ 100
Monday - Thursday	5:00 p.m. - 10:00 p.m.	\$ 100
Coliseum   Other Fees		
Gazebo	7:00 a.m. - 12:00 a.m.	\$ 100
Civic Luncheon   < two (2) hours	10:30 a.m. - 3:00 p.m.	\$ 100
Civic Luncheon   > two (2) hours	10:30 a.m. - 3:00 p.m.	\$ 125

Coliseum fees are for up to an **12-hour continuous** rental that includes customer and/or vendor setup, the actual event, and cleanup/breakdown during the 12-hour continuous rental window.

Coliseum rental hours available are from 7 a.m. - 12 midnight (event must end by 12 midnight) with cleanup allowed until 1 a.m. City Staff will count the number of guests entering the building for the rental. If the guest count exceeds the number of guests written in the contract AND falls into a higher rental rate, the customer will be charged the appropriate rental rate as written in the terms and conditions of the signed contract.

Facility Rental Fees			
Facility	Fees	Fee Description	Additional Information
Dance Pavilion	\$500	per day	Includes 32 picnic tables (wood)
Midway Hall	\$250	per day	Includes ten (10) eight (8) ft tables and 75 chairs Address: 728 Midway



Please read and initial the bottom of each page | **Appendix A: Fees for SEC**

Permits and Other Items	Description	Fees	Fee Description
Vendor Permit	Required for the sale of goods and services. One (1) permit covers all vendors.	\$ 30	per event
Alcohol Permit	Required if bringing your own alcohol a carter or beverage service that will serve alcohol.	\$ 20	
Amusement Permit	Required if making the following amenities available: bounce house, petting zoo, climbing wall, etc. Requires \$1,000,000 insurance policy	\$ 20	per event
RV Hookups	Designed for 30 amp RVs. Water and electric utilities available.	\$ 25	per day
Food Permit	Required when cooking and/or and serving food items that require to be kept hot or cold. Purchased through the Planning & Code Department. For more information, call Planning at 830.401.2435.	\$ 25	per event
Metal Bleachers	As available.	\$ 25	per event
Electrical Roll-Outs	As available.	\$ 75	first roll-off, per event
		\$ 35	for each addt'l roll-off, per event
		\$ 25	for each light pole plug, per event
Barricades & Cones*	As available.	\$ 50	per event, up to 10
		\$ 100	per event, 11 - 21
Trashcans (one (1) liner)*	As available.	\$ 25	per event, up to 5
		\$ 50	per event, up to 10
Security	Required for some events. Quantity required varies depending on event.	\$ 45	per hour
		\$67.50	New Year's Eve and City Holidays
Public Address (PA) System	For reservations held at the Coliseum.	\$ 50	per day
Decorate (set-up) day before event	As available. For reservations held at the Coliseum.	\$ 50	per hour, M - F, 8 a.m. - 5 p.m.
		\$ 100	per hour, outside of hours above
Teardown day after event	As available. For reservations held at the Coliseum.	\$ 50	per hour, M - F, 8 a.m. - 5 p.m.
		\$ 100	per hour, outside of hours above
Set-up w/ Scissor Lift	Available to rent for events held at the Coliseum and Dance Pavilion.	\$ 50	per hour
Relocate stage to Cypress Room	For reservations held at the Coliseum.	\$ 50	per event
Relocate stage from the Coliseum entirely	For reservations held at the Coliseum.	\$ 100	per event
Lost Key Fee	As applicable.	\$ 25	per key
Stripping Chute	For reservations held at the Rodeo Arena.	\$ 15	per event
Floor Plans	For reservations held at the Coliseum. Fee charged to plans submitted late.	\$ 75	2 - 13 days prior to event.
		\$ 100	1 day or less prior to event.
		\$ 50	Changes made after set-up.
		\$ 25	Additional set-up day of event.
Removal of Shavings	For reservations held at the barns.	\$ 300	per barn, per event
		\$ 5	per stall, per event
Panels	For reservations for the Rodeo Arena. Barrel races typically require 18 panels. A Return Alley uses 20 panels.	\$ 5	per panel, per event
Dirt Preparation and Dirt Dragging (during event)	For reservations held at the Rodeo Arena. Two (2) hour minimum required. Hours must be continuous.	\$ 35	per event
Animal Performance Permit	For circuses and other commercial performances.	\$ 200	per event

All items listed in table are purchased through Parks and Recreation Department unless noted otherwise.

\*Higher quantities are available upon request if available.