

# Terms & Conditions for Rental of the Seguin Coliseum

(Revised 1-3-2018)

## 1. Alcoholic Beverages

Alcoholic beverages (beer and wine) may be served within the Coliseum during certain appropriate functions such as dances, receptions, and banquets. The City's contracted concessionaire must provide alcoholic beverages including keg beer and wine. 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.

## 2. Animals

Animals are not permitted in the Coliseum without prior written approval from the Events Complex Coordinator, with the exception of assistance dogs and animals participating in contracted events such as small dog or cat shows. 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 Coliseum 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.
- Animals must be supervised at all times.
- 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, sex, religion or national origin in the use of admission to the premises is 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

For an additional fee of \$50, the coliseum can provide wired microphones, podium (tabletop or freestanding), audiovisual cart, TV/DVD Player, 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

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 Coliseum 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 Coliseum, during the event, but prior approval from the Events Complex Coordinator must be obtained at least 30 days before the event. The Customer may hang banner(s) by providing the proper equipment such as a ladder and under the supervision of the Coliseum staff. The material of the banner(s) must be flame retardant. Larger banner(s) 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 Coliseum 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 Facilities Manager will determine the amount billed.

**10. Candles**

Candles used as decoration are permitted inside the Coliseum. 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 of 1,200 persons for lectures and 1,000 persons for banquets. Exceeding the set maximum capacity is a violation of the City of Seguin Fire Code.

**12. Casino Functions**

Casino functions require the written authorization of the Events Complex Coordinator.

**13. Catering**

With the exception of alcoholic beverages, the Coliseum allows the customer the choice of catering companies. The Coliseum does not provide an exclusive caterer, but does have a list of caterers if needed.

**14. 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.

**15. Concessions**

All concession rights are reserved by the City of Seguin except for food catering and admission ticket sales. 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.

**16. Contract**

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

**17. 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 Seguin Coliseum.

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

The Customer agrees to return all used portions of the Coliseum, 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 Coliseum 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 Coliseum and the City of Seguin from any and all claims for such loss, damage or injury. The customer will indemnify, save and hold harmless the Seguin Coliseum 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 Coliseum 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 Terms and Conditions of the Seguin Coliseum.

## **19. Decorating/Setup/Teardown Times and Charges**

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 \$50 per hour.
- 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 \$100 per hour with a minimum of 2 hours.

One month prior to the event, it is the responsibility of the customer to provide a list of decorations that are to be used. This list must be submitted to the Events Complex Coordinator for review. The Events Complex Coordinator reserves the right to accept or reject items as needed.

## **20. Deposits**

Upon reaching an agreement, the Coliseum will issue a contract 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 Coliseum. The customer must submit 50% percent of the rental fee by the due date as specified on the contract. The due date of the rental fee is 10 business days from the date that is stated on the customer signature page. The remaining balance of the Coliseum rental is due one month before rental date.
- Damage Deposit - The Damage Deposit will be refundable and returned to the customer by mail if there is no damage to the inside of the Coliseum, Coliseum property, and Coliseum grounds. Damage includes excessive amounts of trash inside the Coliseum and on Coliseum grounds. Damage deposits are due at the time a reservation is made are as follows:
  - Events anticipating 1-200 guests (\$400)
  - Events anticipating 201-600 guests (\$700)
  - Events anticipating 601 or more guests (\$1,000)

Contracts are not considered legally binding until signed by all parties AND required deposits are timely received. Checks should be made payable to the City of Seguin. Customers may be charged additional amounts if damages exceed the deposit amount.

## **21. 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, bunting, 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.

**22. Drayage (Package Delivery)**

The Coliseum 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.

**23. Electricity**

The Coliseum does not provide any additional electrical outlets or fixtures for the customer inside the Coliseum without a written request. The Events Complex Coordinator, Facilities Manager, and Electrical 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. The customer can use the standard outlets and or pull-down extension cords that are provided. **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 the following fees for the use of utility crews to connect the additional outlets and to provide electricity for these outlets:

First roll-off/panel per day/event	\$75
Each additional roll-off/panel per day/event	\$35
Use of plugs in parking lot electric poles per day	\$25
After hours electric fee (per hour)	\$140

A written request to install additional outlets must be received by the Events Complex Coordinator at least 60 days prior to the scheduled event.

**24. Equipment**

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

**25. 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:

<u>Days Prior to the Event:</u>	181 days or more	10% of total rental fee
	91-180 days	25% of total rental fee
	0-90 days	100% of total rental fee

**26. 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.

**27. Exhibit Booth Furnishings**

The Coliseum 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. The Events Complex Coordinator can provide a list of decorators, if needed.

**28. Exhibit Booth Cleaning**

The Coliseum does not provide exhibit booth cleaning services. The customer must make arrangements with a general services contractor/decorator for these items.

**29. 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 Code.

**30. 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. Prior to the rental of the Coliseum, the customer shall provide a list of all equipment to be used before, during and after the event for the approval of the Events Complex Coordinator.

**31. Floor Plans**

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 the following fees:

2-13 days	\$75
1 day or less	\$100

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 a \$50 fee. Additional set up on day of the rental (table and up to 10 chairs) is \$25.

**32. 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.

**33. General Services**

The Coliseum provides 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). The event staff will clean the building after the event is over. All items remaining will be discarded. If excessive amounts of trash are remaining inside the Coliseum or on Coliseum grounds, the customer may incur additional charges at the discretion of the Events Complex Coordinator and/or Facility Manager.

The customer is responsible for any extra labor, such as lighting or sound technicians. The Coliseum 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 audio/visual equipment. The customer must provide the Events Complex Coordinator with specific details of all setup requirements well in advance so that the setup may be accomplished as efficiently as possible.

**34. Giveaways**

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

**35. 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 7 days prior to the event if special services are required.

### **36. 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 is 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 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.

### **37. Keys**

The Coliseum prohibits the customer from requesting and/or obtaining keys to the Coliseum for any reason. Event staff is required to open and close the Coliseum and to be onsite at all times when the customer is in the facility.

### **38. Kitchen**

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 most 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. Operation of all lighting equipment must be by qualified personnel.

### **41. Literature/Handouts/Leaflets**

Distribution of any printed materials must have prior approval by the Events Complex Coordinator. A fee to clean up litter created by such distribution may be imposed. Any brochures, papers, or manuals left beyond the move-out date will be discarded.

### **42. 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.

### **43. Marquee**

Only scheduled events are displayed on the marquee. Move-in dates are not included as display dates. The number, nature, and duration of such announcements will be subject to the availability of time and space based on the Coliseum's overall schedule of events as determined by the Events Complex Coordinator.

### **44. Nails (See Staples/Stickers/Nails/Tacks/Tape)**

### **45. Natural Gas**

Natural gas is not available.

### **46. 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.

### **47. Operable Partitions**

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.

### **48. Painting**

All painting is prohibited in any portion of the Coliseum.

#### 49. Parking

The Coliseum provides approximately 400 parking spaces. Handicap parking is also available and is located on the north side of the Coliseum. The Coliseum shares parking with other 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.

#### 50. Piñatas

Piñatas are allowed only as decorations. The customer is not allowed to break a piñata inside the Coliseum or on Coliseum grounds.

#### 51. 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.

#### 52. Posters/Signage

Posters are to be mounted on easels or individual holders. All signage must meet the approval of the Event Coordinator. 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.

#### 53. Rental Rates

As approved in Appendix C - Fee Schedule, Chapter 74, in the City of Seguin Code of Ordinances, the rental rates for the entire Coliseum are as follows:

- Rental of the Coliseum in its entirety and/or the Coliseum parking lot (defined as an area east of a north/south line from Building A-Dance Pavilion to South Austin St.) including the initial set-up and break down of requested tables and chairs per the customer submitted floor plan are as follows:
  - Monday
    - 1-200 guests in attendance \$300\*
    - 201-600 guests in attendance \$450\*
    - 601-1,000 guests in attendance \$600\*
  - Tuesday
    - 1-200 guests in attendance \$300\*
    - 201-600 guests in attendance \$450\*
    - 601-1,000 guests in attendance \$600
  - Wednesday
    - 1-200 guests in attendance \$300\*
    - 201-600 guests in attendance \$450\*
    - 601-1,000 guests in attendance \$600\*
  - Thursday
    - 1-200 guests in attendance \$400\*
    - 201-600 guests in attendance \$600\*
    - 601-1,000 guests in attendance \$800\*
  - Friday
    - 1-200 guests in attendance \$600\*
    - 201-600 guests in attendance \$1,100\*
    - 601-1,000 guests in attendance \$1,600\*
  - Saturday
    - 1-200 guests in attendance \$800\*
    - 201-600 guests in attendance \$1,300\*
    - 601-1,000 guests in attendance \$1,800\*
  - Sunday
    - 1-200 guests in attendance \$500\*
    - 201-600 guests in attendance \$800\*
    - 601-1,000 guests in attendance \$1,100\*

\*All above fees are for up to a 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.

Additional hours are \$100 per hour.

- Individual room rates are as follows:
  - Weekdays 8:00 a.m. to 5:00 p.m., Monday through Thursday, per room (*up to 50 ppl per room*) \$100
  - Evening 5:00 p.m. to 10:00 p.m., Monday through Thursday, per room (*up to 50 ppl per room*) \$100
  - Gazebo \$100
  - Civic Luncheon for up to 2 hours during the noon timeframe (10:30 a.m. to 3 p.m.) \$100
  - Civic Luncheon for more than 2 hours during the noon timeframe (10:30 a.m. to 3 p.m.) \$125
- Hourly rental of the Coliseum for event move-in/move-out the day before or the day after the event, if available:
  - During regular business hours, 8 a.m. to 5 p.m., Monday through Friday, per hour \$50
  - Outside regular business hours and weekends, per hour with a two-hour minimum \$100
- Miscellaneous other Coliseum fees:
  - Relocate stage from existing location to the Cypress Room \$50
  - Relocate stage from existing location from the Coliseum entirely \$100
  - Parking lot light pole charge for use of all four lights on a pole \$10/day
  - Chairs for Gazebo \$1/chair/event

**55. Smoking**

City Ordinances prohibits smoking inside the Coliseum facility.

**56. Sparklers**

Sparklers are not permitted inside the Coliseum or on Coliseum grounds.

**57. Security**

Customer agrees to have on hand at all times 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 (as of January 1, 2018 - \$35 per hour) for off-duty officers and for which there is a four (4) hour minimum. Exception is given to New Year's Eve when security will be paid double-time.

Payments are to be made as cash or Money Order to the officer(s) upon arrival. Checks are only accepted from a business. Upon the officer's arrival, the Customer who signed the contract must meet with the officer(s) for a briefing. The officer(s) will explain the rules and procedures. Failure to make payment will result in immediate function suspension with no refund to customer.

Customers will be given a Security Agreement to sign outlining the number of security officers and times they are scheduled to work the event. The following are guidelines for security:

**RENTALS WITH ALCOHOL:**

<u>Number of Guests</u>	<u>Number of Officers</u>
1-200	2
201-400	3
401+	4

**RENTALS WITHOUT ALCOHOL:**

<u>Number of Guests</u>	<u>Number of Officers</u>
200 or less	0
201-400	1
401-600	2
601+	3

Please note, these are only guidelines and changes may be made based on the scope of the event as determined by the Events Complex Coordinator and the Seguin Police Department. Security officers may be required at the start of the event.



## **58. Simultaneous Events**

The Events Complex Coordinator may schedule simultaneous or overlapping events in separate un-booked portions of the Coliseum including the Coliseum 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 in order to prevent simultaneous events from taking place. The City, at its discretion, can authorize shared parking of the Coliseum parking lot.

## **59. Stage**

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 2 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. These arrangements must be made 30 days in advance with the Events Complex Coordinator.

## **60. 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 Coliseum property.

## **61. Sublease**

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

## **62. Tables**

All tables to be used during the contracted event including those owned by the Coliseum 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.

## **63. Tape**

Only clear tape or decorator tape may be used on floor surfaces. Clear tape or mats are required when extension cords are in use or any type of cords, such as microphone 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.

## **64. Texas Disaster Shelter**

In the event of a natural or man-made disaster, the Seguin Coliseum may be used as an evacuation shelter 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 damage deposit paid. The Events Complex Coordinator will notify the customer as quickly as possible if the Coliseum becomes unavailable for their scheduled event.

## **65. Trash Removal**

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

## **66. Youth Parties**

Youth parties include quinceañeras, sweet sixteens, birthday parties, graduations for persons under the age of 18, etc. The following items are required when a youth party is held at the Coliseum:

- Wristbands are 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.