

# Club House Rental Policies and Procedures

931 Cedar  
Clear Lake Shores, TX 77565

Maximum Occupancy per Fire Code: 125 people

Hours of Operation: 8:00 a.m. to 10:00 p.m.

	<b>Residents</b> (must provide proof of residency)	<b>Non-Residents</b>
<b><u>Deposit:</u></b> (refunded if left clean and undamaged)	<b>\$250</b>	<b>\$375</b>
<b><u>Rental Fee:</u></b>	<b>\$125</b>	<b>\$250</b>
<b><u>Kitchen Fee:</u></b>	<b>\$50.00</b>	<b>\$75.00</b>

\*\*Please note: Both the deposit and the rental fee will be deposited upon receipt.

Key: A key will be issued the first business day prior to the event. A release form must be signed by the applicant on file. **Keys must be returned to the City Office in person. The deposit will not be refunded until key is returned and building is inspected.**

Alcohol/Large Parties: If the event includes 100 people or more and/or if alcohol is served or consumed, you are required to hire a Clear Lake Shores Police Officer to be on duty during your event. **The number of officers required shall be determined by the Chief of Police or his designee. You are responsible for contacting the police department to schedule the officer(s) with Chief Cook (281-334-1034) no later than seven (7) days prior to your event.** There is a **SECURITY FEE** of a minimum of \$150.00 if required. Please review the Alcohol/Security Agreement carefully.

For rental inquiries:

All rentals must be made in person at City Hall (1006 South Shore Drive). The deposit must be paid in full to reserve the facility.

1. **In order to receive resident rental rates, a copy of a valid Texas driver's license or current utility bill with applicant's name and Clear Lake Shores address will be required.**
2. Applicants must be 21 years of age or older.
3. The person signing the application must handle all transactions, inquiries and changes.

*Rentals are taken up to 90 days in advance. Contact City Hall, 281-334-2799 or [twilson@clearlakeshores-tx.gov](mailto:twilson@clearlakeshores-tx.gov) for availability.*

It is the policy of the City of Clear Lake Shores, Texas, is to make the Club House available for public use, subject to availability and compliance with the City's conditions of use.

The City Council may impose such additional conditions on the use of Club House as may be necessary to insure compliance with the purposes of these policies.

## Definitions

"City Council" shall mean the governing body of the City of Clear Lake Shores, Texas.

"Renter" means any person, firm or organization that makes use of Club House pursuant to the authorized rental agreement and these policies and procedures.

## Written Agreement

No person, firm or organization shall use any portion of Club House without first reserving Club House and executing a written agreement accepted and executed by the City (hereinafter referred to as "Rental Agreement").

## Procedure for Reserving Club House

Club House shall be available to all Renters on a first come, first serve basis in person at the City Secretary's office.

Reservations are made by completing the Rental Agreement and attachments, executed by the Renter, along with the payment of all required fees and deposits.

Reservations will not be accepted less than seven (7) days in advance of the date of use or more than 90 days in advance.

Refunds Upon Cancellation - A full refund of both the Rental Fee and the Security Deposit shall be made for cancellations received at least seven (7) days prior to the date of rental. A full refund of the Security Deposit only shall be made for cancellations received less than seven (7) days prior to the date of rental.

## Hours of Use

Club House, subject to availability, may be used between the hours of 8:00 a.m. and 10:00 p.m. The Renter is fully aware that all activities in Club House must cease at 10:00 p.m. NO EXCEPTIONS.

No smoking in building or within 25 feet of any building entrance allowed.

## Civic Club

The Civic Club is excluded from payment of rentals for use of the Club House and the Pavilion. The Club will not be required to hire a police officer for any event since it is not renting any facility. The Civic Club will still be required to:

- a. Reserve the use of the Club House or Pavilion in advance

- b. Maintain a single \$250.00 / \$375.00 (resident/non resident) damage and clean up deposit with the City which shall cover the Club House
- c. Complete a No Fee Rental Application since it provides for liability protection to the City for use.

## Security Deposit

The damage/security deposit shall be used to repair, replace, or pay for any damage or loss to the building, grounds, or furnishings of Club House which are damaged or destroyed by the Renter or any participant at the event. The City may hold such deposit for such period of time as is necessary to determine the full extent of damages and to make all repairs and/or secure replacements.

The damage/security deposit or a portion thereof, may be retained by the City to cover excessive or unusual cleanup costs, to compensate for the use of Club House space, or for property usage after the contract period has expired.

Any Renter failing to vacate Club House at the designated time shall forfeit their entire damage/security deposit. It is the Renter's responsibility to ensure the facility is in its original order immediately after use.

## Security

Any function with alcohol being served and/or consumed or 100 or more persons in attendance shall be required to employ a uniformed Clear Lake Shores Police Officer to provide security. Said officer(s) shall be in attendance beginning a minimum of four hours, one-half hour before and after the time of the event. An Alcohol/Security Agreement (Attachment A) must be on file prior to the event. All arrangements, costs, and payments for security personnel shall be the responsibility of the Renter. Arrangements may be made through Chief Cook at the Clear Lake Shores Police Department (281-334-1034) no later than seven (7) days prior to the event.

If additional police officers are called out due to a disturbance or more attendees than on the application, the applicant will be charged for the extra police officers(s) at a rate equal to 1 ½ times their regular hourly rate.

Chaperones for Youth Events - Events planned for youth participation shall be accompanied by not less than one adult chaperone for every ten (10) children. For the purpose of this section, "children" shall mean any person under the age of eighteen (18) years old, and an "adult chaperone" shall mean any person over the age of 21 years old.

## Kitchen Use/Clean-up

For use of the kitchen is **\$50.00 / \$75.00 (resident/non resident)**. No part of this fee is refundable. Please contact the City in advance if use of cooking range is needed. All Renters shall return Club House and its furnishings in the same condition as when received.

Electrical cookers and appliances **MUST NOT** be placed on plastic tables, and all tables must be covered to protect against stains and grease.

All leftover food, garbage, decorations, etc., must be removed from the building and the premises immediately and put in dumpster provided for this purpose or taken away. No glass containers are allowed on the premises.

All lights and/or air conditioning should be turned off after use.

### Decorations

No throwing of confetti, rice, or birdseed, or like material shall be allowed in Club House or on the premises.

All tables must be protectively covered when food or drink of any kind are served.

Crepe paper CANNOT be used on tables unless sufficient protection is made to prevent stains.

Only thumbtacks may be used to affix any decorations.

All decorations must be removed by the end of the rental period.

### Parking

Renters may use the parking spaces at Club House during the rental period. No overflow parking on the adjoining streets is permitted. Renter is responsible for ensuring compliance by all participants attending Renter's event.

If more parking is needed, you may contact Stewart Elementary School (281-284-4700) for written permission to use their parking lot.

### Indemnity

Each Renter shall, in the written agreement, agree to indemnify and hold harmless the City of Clear Lake Shores, Texas, its officials, agents, and employees from and against any and all liability arising out of the Renter's use of Club House.

### Damages

Each Renter shall in the written agreement, agree to reimburse the City for all costs which may be incurred by the City in excess of the damage/security deposit for repair, replacement, or payment for any property of Club House damaged or destroyed by the Renter or any participant at the Renter's event.

If damages to the facility have occurred, or conditions of clean-up have been violated, the deposit will be forfeited. If the cost is estimated to exceed the deposit amount, the Renter must present the City with a cashier's check or money order.

**RENTAL APPLICATION/AGREEMENT  
CLEAR LAKE SHORES CLUB HOUSE  
931 CEDAR**

**GROUP OR COMPANY:** \_\_\_\_\_

**PRIMARY CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **(DAY)**

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **(NIGHT)**

**CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**RESERVATION DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **TO** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_ **ALCOHOL SERVED?** \_\_\_\_\_

**ESTIMATED NUMBER OF PEOPLE ATTENDING:** \_\_\_\_\_

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The undersigned Renter, hereby agrees to rent the first floor and grounds owned by the City of Clear Lake Shores (the "City") and known as "Club House". This agreement and any and all fees and deposits as required, are hereby tendered upon approval of application and upon submission of this Rental Agreement to the City, Renter agrees to the following.

The RENTAL FEE shall be \$ \_\_\_\_\_ for the time period from 8 a.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, until 10 p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The time period includes the time to set up and clean-up.

A Security Deposit in the amount of \$ \_\_\_\_\_ will be paid to the City. The Security Deposit shall be used by the City to pay for any clean-up, or used to repair, replace, or pay for any damage or loss to the building, grounds, or furnishings of the facility, which are damaged or destroyed by the Renter or any participant at the event. The City may hold such deposit for such period of time as is necessary to determine the full extent of damages and to make all repairs and/or secure replacements. The City Secretary or her agent must approve the clean-up, repair or replacement before the refund can be made, then only after ten (10) days of the date of the rental.

Renter agrees to indemnify and hold harmless the City of Clear Lake Shores from and against any and all claims, lawsuits, damages or causes of action of any nature whatsoever, for injury or loss of life, or damage to or loss of property by any person whatsoever, resulting from or arising out of the use of occupancy of the premises by the Renter, its agents, employees, licenses, or invitees hereunder.

Renter has fully inspected the premises, and the same are accepted on an "as is" basis. The City of Clear Lake Shores EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, IMPLIED OR OTHERWISE, with respect to the premises, save and except warranties of title and peaceable possession.

Renter represents and certifies that:

1. All information provided in this application is true and correct.
2. Misrepresentation or erroneous information in this application constitutes grounds for denial of future applications and use.
3. Renter shall not use the premises for any unlawful or illegal purposes.
4. Renter is at least 21 years of age for this application to be considered.
5. Renter agrees to use care and diligence in the use of the premises. Rental will bear all cost of clean-up and damage; failure will result in loss of deposit and possible further charges incurred by the City. \_\_\_\_\_(initials)
6. Renter understands that the City does not furnish supplies, such as coffee, paper goods, and/or cleaning supplies, etc. \_\_\_\_\_(initials)
7. I have received and read the "Policies and Procedures" and understand the fee structure to which time I have chosen. \_\_\_\_\_(initials)
8. I understand that my deposit may not be returned to me prior to 10 days after my scheduled function. \_\_\_\_\_(initials)
9. If Renter is an organization, the person or individual signing on behalf of the organization agrees to be personally responsible to the City of Clear Lake Shores, Texas, for any damages to the building, grounds, or for any damage to or loss of furniture or equipment.
10. I have read and understand the Alcohol/Security Agreement. \_\_\_\_\_(initials)

Renter agrees to be bound by the "Policies and Procedures for Use" and "Alcohol/Security Agreement", as approved and adopted by the City Council.

**ACCEPTANCE:**

City of Clear Lake Shores  
1006 South Shore  
Clear Lake Shores, Texas 77565  
281-334-2799

RENTER  
\_\_\_\_\_

**EMPLOYEE RECEIVING APPLICATION**

\_\_\_\_\_

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

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

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

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

**OFFICE USE ONLY:** \_\_\_\_\_(Event Calendared)

# Attachment A Alcohol/Security Agreement

Applicant Name: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Event Type: \_\_\_\_\_

Actual Hours of Event: \_\_\_\_\_ to \_\_\_\_\_

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Events which include the serving of alcoholic beverages shall be conducted under the laws of the State of Texas and rules and regulations of the TABC.

1. I acknowledge that alcoholic beverages will be served/consumed during the time of this event OR 100 or more people will be attending the event. I further understand that it is a violation to serve alcohol to minors, and I agree to take the steps necessary to comply with this law.
2. I acknowledge that I am responsible for contacting the Clear Lake Shores Police Department to schedule an officer for my event.
3. I acknowledge that there is a security fee of \$150.00 that will be paid directly to the officer on the date of the event. If the officer is required to be in attendance over 4 hours an additional \$40.00 per hour, or any portion of an hour will be assessed. Entire payment to officer must be paid in CASH.
4. I acknowledge that compensation of said officer shall be paid by me at the conclusion of my scheduled event and that I have paid a deposit to the City to assure that security shall be present and paid.
5. I acknowledge that if I fail to schedule an officer for my event, I will be subject to a fine and loss of my deposit.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date

Alcohol will not be served/consumed at my event AND I will not have more than 100 people in attendance.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

# **Attachment B Key Agreement**

Date Key Issued: \_\_\_\_\_

To Whom Issued: \_\_\_\_\_

Key Number: \_\_\_\_\_

Reason for Issuance: \_\_\_\_\_

## **Key for 931 Cedar**

This key opens the front door to the Club House at 931 Cedar. This key is not to be duplicated for any reason. This key must be signed for at the time of issuance with the understanding it is to be used only by the person named above. If for any reason this key is misplaced, the deposit will be withheld. The assigned key holder must return the key to City Hall in person, on the next business day, upon conclusion of event.

I, the undersigned, do hereby attest by the signing of my signature, that I have read and do understand the policies above.

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

## **Return of Key**

Date Key Returned: \_\_\_\_\_

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