

Mesquite Historical House Museums

RESERVATION POLICY
AND CONTRACT

August 2018



**Mesquite Historical House Museums
Facility Reservation Policy**

1. **Reservation Procedure:** Reservations for facilities may be made twelve (12) calendar months in advance. Example: Beginning October, reservations for October through September can be made. Call the Historic Mesquite, Inc. office at 972-216-6468 or visit our website at www.cityofmesquite.com. ____
2. **Residency Requirements:** The individual requesting a reservation must be at least 21 years of age. Residency documentation is required during the reservation process. A resident without a Mesquite address on their driver's license must provide other documentation, such as a recent rental lease or utility bill in their name. Employment or owning property in Mesquite does not constitute residency. *This is to receive the lower rates.* ____
3. **Payment:** Payment is due at the time the reservation is made. Tentative reservations without payment will not be guaranteed. Reservation payments will be accepted at Historic Mesquite, Inc. offices, 711 E. Kearney St., Monday – Thursday from 10 a.m. to 4 p.m. Payments may be cash, credit card or checks made payable to Historic Mesquite, Inc. and must include driver's license number and date of birth. Telephone reservations must be paid by credit card. Personal checks and credit cards cannot be accepted in any other name than the name of the reserving party. ____
4. **Cleaning/Damage Fee:** A \$100 cleaning and damage fee is required for rentals - except for Tier 5, which is \$200 - and must be paid at the time the reservation is made. If no damages or violations are reported, deposit will be refunded within three (3) weeks after the conclusion of the reservation. **Customer must check-in at beginning of reservation and check-out with attendant at the end of reservation, otherwise cleaning/damage fee will be forfeited.** A \$50 fee will be deducted from the deposit if the facility is not returned to its original condition. Fees for such charges incurred for excessive damage are the responsibility of the reserving party and will be invoiced and forwarded to the responsible party for payment. ____
5. **Transfer, Refunds and Cancellations:** Fifty dollars (\$50) of the reservation fee, or all of the \$25 rentals, will be assessed for any cancellations made less than 20 days from the scheduled date of the reservation. ____
6. **Reservation Periods:** A reservation is set up for the specific time period noted on the contract on an hourly basis. Rentals must be reserved for a minimum of two (2) hours. Reservation times must include setting up, decorating and cleaning the facility by the reserving party. Rental contracts and permits must be kept at all times in the possession of the person to whom it is issued and must remain onsite for the duration of the event. **The facility will be opened and closed only for the person named on the rental contract, ID and contract required for check-in.**

The reserving party may occupy the facility only during the stated reservation period. Additional time may be purchased, if available, at least 48 hours in advance of reservation date for a cost per hour for each hour added. *Unused time is non-refundable.* **If reserving party does not show up within the first hour of scheduled time the reservation will be cancelled, and reservation fee will be forfeited. Leaving early without checking out with attendant will forfeit deposit.** ____

7. **Take Down and Cleaning the Facility:** The reserving party is responsible for cleaning the facility with equipment replaced to its original condition ready for the next reservation. The responsible party must review the condition of the facility with the Historic Mesquite, Inc. attendant prior to and after the function.

Responsible parties must sweep (on historical floors) and/or vacuum the floor. **Mopping is required for any type of spill that occurs.** Patrons are also responsible for cleaning facility entries and restrooms. Litter created by a reservation must be removed from the facility and immediate grounds and bagged garbage is to be placed outside in the appropriate bins. Garbage bags and cleaning supplies are provided. Tables and chairs are to be cleaned and returned to their original location.

The take down and cleaning of the facility must be factored into the reservation period. Up to \$100 may be deducted from the deposit if the facility is not cleaned properly and/or the equipment not returned to its original location. Patrons should check with the Historic Mesquite, Inc. attendant in an effort to avoid these charges. A detailed custodial report will be prepared for the responsible party if charges are assessed. ____

8. **Additional Fees:** The reserving party will be responsible for all damages and/or missing equipment. The facility must be left in the same condition and all equipment replaced to its original location at the conclusion of the reservation. Fees will be assessed to correct damages. Custodial fees and late charges will also be assessed. Functions that extend beyond the stated reservation period are subject to penalties. A fee of double the hourly rate will be assessed for functions that extend beyond the reservation period. Additional fees affected by such charges will be invoiced and forwarded to the responsible party for payment. ____
9. **Alcoholic Beverages & Smoking:** Alcoholic beverages are prohibited within all reservation facilities except for formal functions at the Florence Ranch Homestead and Opal Lawrence Historical Park, where champagne, wine and beer may be served, but not sold. Patrons are also prohibited from smoking cigarettes or electronic cigarettes inside the facility or within fifty feet from the entrance of facilities. Patrons

will abide by all Texas Alcoholic Beverage Commission rules and regulations. NO CONSUMPTION OF ALCOHOL OUTSIDE THE FACILITY. Individuals who have been consuming alcohol will not be allowed in the building. ____

10. **Decorations:** Interior walls may not be decorated. Nails, tape or pins may not be used to hang decorations. Evidence of decorations will result in loss of deposit, based on the time needed to clean or repair the affected areas. One unity candle can be used for weddings and one glass enclosed votive candle can be used as a centerpiece in areas other than historical ones. In historical areas, open flames are prohibited; the use of battery-controlled candles are acceptable. Confetti and silly string are not allowed. ____
11. **Admission Fee and Other Charges:** Admission fees charged by the renter, or solicitation of funds in conjunction with a reservation is not allowed. Reservations are for parties with invited guests. Special events open to the public are not permitted, unless coordinated with and approved by the Executive Director. ____
12. **Standing Reservations:** Standing reservations will be considered on a case by case basis only at the approval of the Executive Director of Historic Mesquite, Inc. There is an additional 25% fee per reservation for residents and 35% fee per reservation for non-residents. ____
13. **Bounce houses or other inflatables:** Bounce houses or other inflatables are not allowed on historical park property due to the fragile state of the buildings and artifacts.
14. **Dances:** DJs or professional sound equipment are not allowed at the historical facilities due to the parks' proximities to residential areas. Music played through portable speakers or audio docks is allowed, provided it is played at a reasonable level- to be determined by staff attendant. Dances for events such as barn dancing, line dancing, weddings, rehearsal or anniversary parties will be allowed, provided a staff attendant can be present to monitor noise levels; such events will incur an additional \$15 per hour. Any possible bands will be vetted for appropriateness through the application process. Dance hours will cease promptly at 9 p.m. ____
15. **Viewing of Rental Facilities** - Viewing is available by appointment. ____
16. **Holiday Reservations:** Historic Mesquite, Inc. will not make any reservations for the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. ____
17. **Non-Compliance:** Failure to comply with the policies and guidelines alone could be grounds to terminate reservation on site without refund and may result in loss of future reservation privileges. ____
18. **Indemnification.** *The Licensee shall defend, indemnify and hold harmless Historic Mesquite, Inc., the CITY OF MESQUITE, and its officers, agents and employees from and against all damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including reasonable attorney's fees and expenses, in any way arising out of or resulting from any act or neglect or omission of the Licensee, its officers, agents, employees, subcontractors, franchisees or invitees, in, on or about the Facilities. This indemnity shall survive the termination of this Contract/Permit. Licensee also hereby releases Historic Mesquite, Inc. and the City from any and all liability or responsibility to Licensee or anyone claiming through or under License by way of subrogation or otherwise for any loss or damage to equipment or property of Licensee covered by any insurance then in force.* ____

FLORENCE RANCH HOMESTEAD

1424 Barnes Bridge Road
Mesquite, TX 75150

The individual, organization or other entity granted this reservation agrees to abide by the Rules and Regulations as stated on the *Facility Reservation Policy* and all City, State and Federal laws.

<u>Seating Capacity</u>	<u>Max. Number</u>
Gift Shop	10
Long Room	Exhibit space – 10 at a time
Outside grounds	100

Amenities: Six 6-foot rectangular tables and 25 chairs are available for indoor or outdoor use. There is one unisex bathroom in the gift shop area. For large gatherings, a portable toilet is recommended.

Rental hours: 10 a.m. to 8 p.m.; can be broken into as small as two hour increments or as large as the full day, if available.

Fees: See Mesquite Historical House Museums – Rental Rates.

Cleaning/damage deposit: \$100, unless commercial rental, such as for recordings or filming, and it is due when the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation. If commercial rental, the deposit is \$200.

Plan ahead: Reservations are made up to a year in advance. Staff recommends viewing the facility prior to making the reservation. The facility may be viewed by appointment, with the exception of City holidays and special events.

Provide details: The more Historic Mesquite, Inc. staff knows about the event, the better service and support can be provided. This facility is designated, first and foremost, as a historic house museum, and then for formal functions such as teas, business meetings, showers, weddings and rehearsal dinners. The designated parking area has 26 parking spaces. Additional parking is available with prior notification. **No dances are allowed at this facility.** ID is required during the reservation process.

Alcohol: For formal functions, champagne, wine and/or beer may be served at the Florence Ranch Homestead but not sold. All other types of alcoholic beverages are prohibited. There is no consumption of alcohol outside of the facility other than the immediate grounds for an outdoor event.

Allow enough time: The patron is responsible for the set up and take down of tables and chairs and cleaning the facility. Time allotted for this must be factored into the reservation period. The gate and building will be opened and closed by a staff member who may remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$50 custodial fee will be assessed if conditions must be improved for the next reservation.

Cancellations or changes: Fifty dollars (\$50) of the reservation fee, or all of the \$25 rentals, will be assessed for any cancellations made less than 20 days from the scheduled date of the reservation. Changes will be considered on a case-by-case basis.

Staff reserves the right to refuse any event that might damage the facility/museum or disturb the neighborhood. For more information, contact the Historic Mesquite, Inc. office at 972-216-6468 or visit the website at www.cityofmesquite.com.

OPAL LAWRENCE HISTORICAL PARK

711 E. Kearney St.
Mesquite, TX 75149

The individual, organization or other entity granted this reservation agrees to abide by the Rules and Regulations as stated on the *Facility Reservation Policy* and all City, State and Federal laws.

<u>Seating Capacity</u>	<u>Max. Number</u>
Parlor	15
Range Farmhouse	25
Range Farmhouse Kitchen	Warming kitchen for caterers
Barn	80
Outside grounds	100+ (case-by-case basis)

Amenities: Six 6-foot rectangular tables and 25 chairs are available for indoor or outdoor use. There are male and female restroom facilities in the Noah Range Farmhouse. For large gatherings, a portable toilet is recommended.

Rental hours: 10 a.m. to 8 p.m.; can be broken into as small as two hour increments or as large as the full day, if available.

Fees: See Mesquite Historical House Museums – Rental Rates.

Cleaning/damage deposit: \$100, unless commercial rental, such as for recordings or filming, and it is due when the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation. If commercial rental, the deposit is \$200.

Plan ahead: Reservations are made up to a year in advance. Staff recommends viewing the facility prior to making the reservation. The facility may be viewed by appointment, with the exception of City holidays and special events.

Provide details: The more Historic Mesquite, Inc. staff knows about the event, the better service and support can be provided. This facility is designated, first and foremost, as a historic house museum, and then for formal functions such as teas, business meetings, showers, weddings and rehearsal dinners. The designated parking area has 50 parking spaces. Additional parking is available with prior notification. Dances are restricted to the barn and lawn area. ID is required during the reservation process.

Alcohol: For formal functions, champagne, wine and/or beer may be served at Opal Lawrence Historical Park but not sold. All other types of alcoholic beverages are prohibited. There is no consumption of alcohol outside of the facility other than the immediate grounds for an outdoor event.

Allow enough time: The patron is responsible for the set up and take down of tables and chairs and cleaning the facility. Time allotted for this must be factored into the reservation period. The gate and building will be opened and closed by a staff member who may remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$50 custodial fee will be assessed if conditions must be improved for the next reservation.

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Mesquite Historical House Museums — Rental Rates

Potential renters are defined as follows:

- City Departments (Tier 1)
- All other nonprofit organizations in Mesquite (Tier 2)
- All nonprofit organizations outside of Mesquite (Tier 3)
- Individuals (weddings, etc.) and commercial organizations (Tier 4)
- Recordings, films, video, or photography sessions (Tier 5)

Damage Deposits (due at reservation): Tiers 1-4 = \$100; Tier 5 = \$200

Rates for Opal Lawrence Historical Park (OL) are based on two hour minimum. Parlor rented for small organizational meetings only. The Range House lease includes the kitchen. If kitchen usage is desired otherwise, add \$50 to the published rates.

Tier	Parlor	Range House	Barn	Front Lawn			
	Part of Lease	Part of Lease	Part of Lease	Part of Lease			
1	25	75	100	75			
2	N/A	100	150	150			
3	N/A	200	200	200			
4	Depends	250	300	300			

Rates for Florence Ranch Homestead (FR) are based on two hour minimum.

Tier	Gift Shop	Long Room (Exhibits only)	Outside				
	Part of Lease	Part of Lease	Part of Lease				
1	25	25	50				
2	50	50	75				
3	100	75	100				
4	150	150	200				

Rates are for additional hours.

Tier	OL Parlor	OL Range House	OL Range Kitchen	OL Barn	OL Lawn	Front	FR Shop	Gift	FR Long Room	FR Outside
1	N/A	N/A	N/A	N/A	N/A		N/A		N/A	N/A
2	25	50	50	100	50		25		25	25
3	N/A	75	75	100	100		50		50	50
4	N/A	100	100	100	100		75		50	75
5	N/A	200	N/A	100	100		100		100	100

- For multiple areas, staff will assist in creating individual packages to meet any need.
- Food, wine, champagne and/or beer service is only allowed in the major structures or in the immediate outside of same structures. Exception is OL Parlor – no red liquids allowed.
- A fee of \$50 will be charged if canceled within 20 days of event.

MESQUITE HISTORIC HOUSE RENTALS

CONTRACT

Property: _____

Particular area: _____

First date choice: _____ Second date choice: _____

What type of event: _____

Would you like security services? _____ Provider is Mesquite Police Department and charges are \$45 per hour. By checking the above line, HMI will have an officer contact the responsible party.

Estimated # of guests: _____

Time of event, which includes set-up and clean-up: _____

What, if any, equipment is requested? _____

Party responsible for event (please print name): _____

Address: _____

City: _____ State: Texas Zip: _____

Phone: _____ E-mail: _____

I have read, understood and initialed each article in the Facility Reservation Policy and will abide by the guidelines. Otherwise, I understand the contract for reservation could be terminated without refund.

Signature: _____ Date: _____

Approvals: _____
Executive Director

Event coordinator (print name, then sign): _____

Date paid: _____

What form of payment? _____ Check, _____ Credit Card, _____ Cash

Reservation completed and all fees paid/refunded (date): _____ Initials: _____

Service of wine, champagne and/or beer at Mesquite Historic Houses
Waiver Statement

_____ I/we will be serving wine, champagne and/or beer at our event (continue below).

_____ No alcohol will be served at our event (sign form and turn in with contract).

I, the undersigned, representing _____, in consideration for being permitted access to and use of the City of Mesquite historical park known as Opal Lawrence Historical Park or Florence Ranch Homestead (circle one) for _____ (event), together with permission to serve wine, champagne and/or beer at such event agree to abide by the applicable laws of the State of Texas relating to use and consumption of alcohol, and to abide by the rules and regulation governing the use of Opal Lawrence Historical Park or Florence Ranch Homestead.

In addition, I, for myself and those I represent, hereby assume all responsibility, risks and liability associated with such activity and alcohol service for myself and any third person or persons attending the event, and agree to hold harmless and indemnify the City of Mesquite, Historic Mesquite, Inc. and all officers and employees of each and both from any and all liability whatsoever for injuries or damages of whatever kind that I or any person or persons attending the event may sustain in any way during or arising out of the conduct associated with this event.

Date: _____

Signature: _____

Print Name: _____