

Chateau Woods Municipal Utility District
10224 Fairview Drive, Conroe, Texas 77385

Building Rental Agreement and Reservation Form

Name of Responsible Party: _____ (“Renter”)

Address: _____

Telephone Number: _____

Date & Time of Event: _____

Rental Fee Paid: _____ TX TDL _____

Rental Deposit Paid: _____ Renter’s initials _____

Event Premises: Chateau Woods Municipal Utility at 10224 Fairview Drive (“CWMUD”)

Rental Times: Sunday to Thursday 10:00 AM to 10:00 PM, Friday/Saturday 10:00 AM to 12:00 Midnight

Deposit and Rental Fees:

- 1) Rental fee and deposit are needed at time of booking (signing this contract) Refundable (cashier’s check or money order) deposit of \$300.00 will be returned after inspection of premises following rental within 3 business days. The following month’s board meeting.
- 2) Rental Fee for CWMUD customers/ (residents) \$100.00 per day; all others (non-residents) \$250.00 per day.
- 3) Rental fee, rental deposit, and rental agreement must be signed no later than 3 business days prior to event date.
- 4) Cancellation is needed 24 hours prior to event. If cancellation is made after this time, a \$50.00 fee will be deducted from the rental deposit. Rental deposit will be refunded within 3 business days.
- 5) NSF charges are the responsibility of renter. If the rental fee check is returned. Renter will be charged an additional \$ 50.00 administrative fee. Rental must be paid for again with cash or a money order at once or rental will be canceled. If renter refuses to pay NSF fees, the renter will lose the cash deposit and will no longer be allowed to rent the facilities.

Renter Rules and Responsibilities:

- 1) There is no subletting or assignment of the facility. Responsible party(renter) listed above will be on site during the entirety of the rental. If responsible party is not on site, renter will lose rental deposit and will no longer be allowed to rent the premises.
- 2) The property is under 24 hour recorded surveillance. This includes the interior and exterior of the facility. **CWMUD reserves the right to have staff at the facility at any time during the rental.**
- 3) All decorations are to be placed on walls with push pins only (no tape, staples or other materials that may damage walls). Rental does not include linens, dishes or utensils. CWMUD will supply basic cleaning equipment and supplies.
- 4) No property (chairs, tables, or table rack) is to be removed from the interior of the building.
- 5) No smoking is allowed in the building (including but not limited to cigarettes, cigars and or electronic type cigarettes).
- 6) There will be no stovetop cooking during the event.
- 7) Children 12 years of age and under must be accompanied by an adult during the duration of the rental.

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- 8) If alcoholic beverages are on site, they must follow all local, state and federal laws. The CWMUD does not allow charging of admission, selling tickets or a cash bar. Alcoholic beverages will not be served to any person who appears to be adversely influenced or affected by alcohol (or other substances). Rental shall not serve alcohol to minors. CWMUD has the right to remove from the premises any person that appears to be adversely influenced or affected by alcohol or other substances or who serves alcohol to minors.
- 9) CWMUD is not responsible for any theft of property at the facility.
- 10) CWMUD is not responsible for any injury before during or after the event.
- 11) Renter shall not allow or use the facility for any disorderly conduct of unlawful purpose.
- 12) Renter is responsible for any actions of all guests and invitees at the event.
- 13) If music is played during the event, the sound must be kept at a level that is acceptable to all applicable rules and laws. Music and/or lights must be kept at a level to not disturb the neighboring properties.
- 14) Parking is allowed only on the paved surfaces. **No vehicles are to be parked on the grass area under any circumstances.**
- 15) Renter will vacate the premises at the agreed upon time but no later than 10:00 PM for rentals on Sunday to Thursday and 12:00 midnight on Friday and Saturday rentals.
- 16) **Cleaning is the sole responsibility of the renter listed above. The premises, both indoor and outdoor must be left in the same or better condition as at the beginning of the rental. Cleaning must be completed prior to event ending. All garbage must be removed from the premises at the end of the rental.**
- 17) Any other cleaning needed after inspection will be deducted from the rental deposit.
- 18) The cost of any damage or missing items will be deducted from the rental deposit.
- 19) Any charges over the amount of the rental deposit will be billed to the responsible party and must be paid within 14 days of the rental.
- 20) Renter is responsible for making sure property is clean, all trash is removed, all attendees have left the property and the gate is locked at the end of event rental.

By signing this form, the renter acknowledges and agrees to adhere to the rules and responsibilities that are listed above. Renter understands all the rules and responsibilities associated with the rental of the facility. Renters' signature _____ Date _____

Responsible Party (renter)

Date Signed

CWMUD Leasing Agent

Date Signed

Upon signature and payment of rental deposit and fee renter will receive a copy of this agreement.

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For Office Use Only:

Date contract signed: _____

Date deposit made: _____ A-1 Utilities signature _____

Date keys given to renter: _____ Date keys returned: _____

Inspection prior to rental _____ Inspection following rental _____

Amounts to be deducted from rental deposit: _____

Deposit Refund Check, Cashier's Check or Money order (circle one)

Date Issued _____ Check # _____ Amount _____

Date returned _____ Signature of renter _____

Signature of CWMUD Leasing Agent _____ Date _____