



**WESTWORTH VILLAGE COMMUNITY ROOM
311 BURTON HILL ROAD
WESTWORTH VILLAGE, TEXAS 76114
Phone: (817) 710 -2502 Fax: (817) 710- 2501**

PLEASE PRINT (Black or Blue Ink)

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Driver's License #: _____ Date of Birth: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

RENTAL INFORMATION

Requested Date of Event: _____ Rental Time: _____

Approximate # of Attendees: _____

Event Type: [please circle all that apply]

Meeting

Wedding

Wedding Shower

Reception

Baby Shower

Family Reunion

Other: _____ (please specify)

THE COMMUNITY ROOM HAS A MAXIMUM CAPACITY OF 100 GUESTS.

Additional guests may be accommodated on the patio, but the above limit must be observed at all times. During business hours, noise must be kept to a minimum.

BOOKING DEPOSIT:

A booking deposit of \$50.00 is required to reserve the facility. This amount will be applied to the usage fee unless the event is cancelled with less than a 7-day notice.

SECURITY DEPOSIT:

Checks with insufficient funds will be charged the current bank return fee. All events require a \$200.00 security deposit due **10 DAYS PRIOR TO USAGE.**

➤ **Deposits will be refunded if:**

- The building is left clean and all trash is placed in the back corner by the door
- Restrooms must be free of water collected on the sinks and floors
- No damage is done to building or its contents

➤ **Deposits may not be refunded if:**

- There is any damage to the building or its contents
- The building and/or community room is not clean of all trash and decor

- If we receive any complaints from Police or neighbors for any reason
- Payments by bad checks
- Any of the usage policies are violated

USAGE RATES:

Rental rates are \$50.00 per hour (2-hour minimum) for Westworth Village Residents. \$75.00 per hour for Non-Residents. (Time does include setup and clean-up of facility). **ALL FEES MUST BE PAID 10 DAYS PRIOR TO USAGE.**

APPROVAL:

Applications will be approved by the Deputy City Administrator or Administrative Assistant.

INSPECTION:

Note: Our refrigerator does not have a freezer. All food items brought in, must be taken home or placed properly in the outgoing trash. (please make sure no liquids are put in the trash to avoid spillage).

Inspection Checklist:

- | | |
|--|--|
| _____ Floor swept | _____ Floor mopped (if spill occurred) |
| _____ Dishes washed | _____ Counter space cleared and wiped down |
| _____ Trash bagged and left in back corner near door | _____ Restroom floor and counters free of water and paper products |

ONLY CHECK REFUNDS GIVEN NO EARLIER THAN 7 DAYS AFTER YOUR EVENT

PRE-RENTAL INSPECTION:

Conditions Noted: _____

Renter agrees to request the community room to be opened and locked up with the City Dispatcher.

LIABILITY:

Renter hereby agrees and does by this present contract, hold City of Westworth Village harmless from liability arising on the premises by Renter, its guests and/or invitees and further agrees to indemnify City of Westworth Village against any losses whatsoever which may incur during the term of the rental agreement caused directly by the Renter, its guests and/or invitees.

I agree to all terms and conditions set out in this agreement.

Renter Signature: _____ Date: _____

Approved By: _____ Date: _____

**NO SMOKING PERMITTED INSIDE THE BUILDING
NO ALCOHOL PERMITTED ON THE PREMISES
NO GAMBLING PERMITTED ON THE PREMISES**

Please email your application to: egreubel@cityofwestworth.com or call (817) 710-2502 for more information.