



A Beautiful Venue for Your Special Occasion
THE O'CONNOR-PROCTOR BUILDING
 202 N. Main Downtown Victoria

Today's Date _____
 Rental Amount \$ _____
 Security Deposit \$ _____
 Name, Printed _____ Signature _____
 Contact Phone Number _____
 Email Address _____
 Event Date _____ Event Type _____
 Rental Time including Setup & Tear Down (from) _____ (until) _____
 Referred By _____

Please mail your deposit with this form to:

The Junior League of Victoria HQ - 202 N. Main St. Victoria, TX 77901

HALL RENTAL RATES	
<u>GENERAL PUBLIC RATES:</u> 4 HOURS - \$500 ADDITIONAL HOURS - \$75 PER HOUR ALL DAY (16 HOURS) - \$1000 DEPOSIT - \$100 (APPLIED TO RENTAL FEE)	<u>NON-PROFIT RATES:</u> MONDAY TO THURSDAY – ONE TIME RENTAL AT NO CHARGE, THEN WEEKEND RATE FRIDAY TO SUNDAY – 4 HOURS - \$200 ADDITIONAL HOURS - \$50 PER HOUR DEPOSIT - \$100 (APPLIED TO RENTAL FEE)
<u>JLV MEMBER RATE:</u> 4 HOURS - \$100 / 8 HOURS - \$200	
BOARD ROOM RENTAL RATES	
4 HOURS - \$100 ADDITIONAL HOURS - \$25 PER HOUR	

OFFICE USE ONLY:	
Date Received: _____	Reviewed By: _____
Deposit Received: _____	Check # _____
Full Payment Received: _____	Check # _____

RENTAL AGREEMENT

1. Renters must contact the Junior League of Victoria, Texas, Inc. 14 days prior to the scheduled event to confirm the rental, update any additional information and pay all fees in full.
2. A \$100 deposit is required to secure your date and is due upon booking. The deposit is applied to the rental.
3. Renters must assume responsibility and shall reimburse The Junior League of Victoria, Texas, Inc. for any damage to equipment, furniture, or facility incurred during rental.
4. Renters may use the caterer of their choice and are responsible for ensuring the food services meet the requirements of the Health Department.
5. Renters are responsible for ensuring that all catering equipment and any other rented equipment are delivered and picked up at the scheduled time agreed upon by all parties involved.
6. Renters are responsible for the set up and take down of any equipment, decorations, etc... after the completion of the event.
7. The Junior League of Victoria, Texas, Inc. reserves the right to require security personnel for private or public functions with the fee being paid by the renter.
8. Cancellations must be requested in writing and submitted to The Junior League of Victoria, Texas, Inc. Refunds will be issued as follows:
 - A. Cancellation requested 14 days or more prior to the event will receive a full refund.
 - B. Cancellations requested less than 14 days prior to reservation will not receive a refund.
9. Renters agree to assume full financial liability and responsibility for any damage to or loss of objects or property belonging to or managed by The Junior League of Victoria, Texas, Inc. and for any accident or injury incurred by Renter or Renter's contractors or Renter's guests during or as a result of such use.
10. The Junior League of Victoria, Texas, Inc. may request Renter to obtain insurance at his/her own expense from a company satisfactory to The Junior League of Victoria, Texas, Inc. against claims for bodily injury or property damage under a policy of general liability insurance each with limits no less than \$1,000,000.00 Renter must furnish a certificate of such insurance naming The Junior League of Victoria, Texas, Inc., its officers, employees, agents and contractors as additional insured's and forward a copy of said certificate to The Junior League of Victoria, Texas, Inc. no later than one week before the first day of rental.

11. INDEMNIFICATION

- A. Renter hereby voluntarily and expressly releases, indemnifies, forever discharges and holds harmless The Junior League of Victoria, Texas, Inc. any and all liability, claims, demands, causes or rights of action whether personal to Renter, including those allegedly attributed to negligent acts or omissions. Should The Junior League of Victoria, Texas, Inc. or anyone on behalf of The Junior League of Victoria, Texas, Inc. be required to incur attorney fees and costs to enforce this agreement, Renter expressly agrees to indemnify and hold harmless The Junior League of Victoria, Texas, Inc. for all such fees and costs. In consideration of being permitted by The Junior League of Victoria, Texas, Inc. to use its furniture, the undersigned agree to indemnify and hold harmless The Junior League of Victoria, Texas, Inc. from any and all claims which are brought by the undersigned.
- B. Renter acknowledges and certifies that Renter has had sufficient opportunity to read the entire Rental Agreement and understands its content, and Renter executes it freely and without duress of any kind and agrees to the terms herein stated.

12. COVID-19 RELATED INDEMNIFICATION

Both parties hereby voluntarily and expressly agrees to defend and hold harmless each other and its affiliates and each of their respective families, owners, agents, representatives, employees and contractors from and against any claim, demand, cause of action, suit or other proceeding arising from or relating to exposure, infection, and/or spread of COVID-19 while using The Junior League of Victoria, Texas, Inc. goods or services

13. Please be aware of possible street closures on the date of your rental. The Junior League of Victoria, Inc. is not responsible for refunds on cancellations due to street closures for events that are out of our control.

Rental Policies

1. Decorations must be approved by a member of the Headquarters Committee of The Junior League of Victoria, Texas, Inc. or an approved representative.
2. No nails, hooks, staple, tacks, etc... or heavy tapes can be used on the walls, ceilings, floors or any other areas of the building.
3. **NO CONFETTI OR GLITTER MAY BE USED. Cleaning Fee of \$50 added for any found confetti or glitter.**
4. All banners or flags must be freestanding pedestals.
5. Candles must be in protective containers such as votives or hurricane globes.
6. ALL trash must be removed from the building and disposed of in the dumpster behind the Welder Center.
7. Renters will be issued a key and alarm code one day prior to the event.
8. No smoking is allowed in the building.
9. Barbeque pits are allowed outside in the service quarters.
10. All decorations must be removed at the end of the event.

Rental includes:

Tables: (7) - 5 foot round and (8) - 8 foot rectangle tables.

Chairs: about 70.

Kitchen: prep area with ice machine, microwaves, refrigerator and food warmer.

Audio/Visual equipment.