

ADD DATE FOR VENDOR/OFF DUTY

**IT IS YOUR RESPONSIBILITY TO INFORM YOUR FAMILY, FRIENDS & GUEST OF TENROC'S RENTAL TERMS. PLEASE READ & INITIAL**

**FACILITY** Rental time is from 8 am to 10pm Monday- Friday, 8am to **11pm** on Saturday, which means all people, and vendors should be off the property. **NO OVERNIGHT \*\*\*INITIALS\_\_\_\_\_**

Renter shall use only the rented facility (Reception Hall, Ceremony site, and Groom's area of Blue Heron, Sirena or Chisholm) at 5471 Thomas Arnold Road, Salado, TX for access to and the use and enjoyment thereof ("Facility") on the date(s), at the time(s) and for the Event specified. Each enclosed facility is **SMOKE-FREE**.

Turn off **A/C, HEATER UNITS**, which also includes lights, ceiling fans and parking area lights when leaving the facility. **LEAVE YOUR FOUR-LEGGED FRIENDS HOME.**

**INITIALS\_\_\_\_\_**

**DECORATIONS/SET-UP** DO NOT USE CHAIRS TO STAND ON, A \$50.00 CHARGE FOR EACH BROKEN CHAIR WILL BE DEDUCTED OUT OF SECURITY DEPOSIT. TENROC PROVIDES LADDERS. ADDITIONAL CHAIRS COST \$2.00 EACH. **INITIALS\_\_\_\_\_**

Renter is responsible for providing their own decorations. Renter agrees that they are solely responsible for any damage or marks made to the Facility by reason of the placing and/or removal of their decorations.

**Do not use nails in sheetrock.\*\*\*INITIALS\_\_\_\_\_.**

Renter agrees that Tenroc shall have no liability or responsibility for any loss or damage to the decorations or any other personal property of Renter or Renter's vendors, guests or invitees brought on to the Facility, and Renter hereby agrees to indemnify and hold Tenroc harmless from any and all claims for any such loss or damage. **Renter sets up chairs & tables. Saturday morning**

**Tenroc will take ceremony chairs which are separate from reception chairs down to site & renter will arrange the chairs.**

**Tenroc RE-STACKS.** Do not use silk flower petals along walkways to or at ceremony site. **INITIALS\_\_\_\_\_**

**OFF-DUTY OFFICER(S)-- SERVING ALCOHOL OR NOT** Renter agrees to provide off-duty officer(s) at Renter's expense. Persons serving alcohol at the Facility must be 25 years or older or a **TABC certified bartender** and that no one under 21 years of age shall be served or allowed to consume alcohol at the Facility.

**OFF-DUTY OFFICERS MUST STAY TILL EVERYONE IS OFF PROPERTY.**

**INITIALS\_\_\_\_\_.**

Contacts: **Thomas Prado with Temple Constable 254-760-8168,**

**Rolly Correa with Constable of Salado [rolly9004@gmail.com](mailto:rolly9004@gmail.com) 254-541-5654**

**Deputy Rodrick Tisdale 254-563-6354.**

**VENDORS** Renter shall provide Cindi with a list of the names, addresses and phone numbers of all vendors, providing food, beverage, decorations or other goods and services to the Facility for Renter, including **OFF-DUTY OFFICER(S)**.

Send to [cindi@tenroc.com](mailto:cindi@tenroc.com), by \_\_\_\_\_ **INITIALS\_\_\_\_\_.**

Renter will be responsible for any damages caused to the Facility by any vendors and will require all vendors to use driveways, delivery points and parking areas designated by Tenroc or the Facility.

Bands or DJ's must stop by 10 pm. **INITIALS\_\_\_\_\_.** Do not use Dollies on stairs at Sirena.

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**REFUNDABLE DEPOSIT (\$500)** Renter agrees that the Refundable Deposit may be applied to cover any damages that occurred during their event. The refundable deposit will be returned to renter, without interest, within **15 days** after Renter's Event.

**SUPERVISION** Renter understands and agrees that Tenroc shall **not** provide any supervision regarding Renter's use of the Facility. Renter agrees that it will be Renter's sole responsibility to provide adult supervision for all children guests and for adults needing supervision.

**CANCELLATION POLICY** Renter may terminate this Agreement and cancel the Event at any time by providing written notice to [cindi@tenroc.com](mailto:cindi@tenroc.com). The deposit (\$1000.00) will be returned if cancellation of the Event is made **FIVE MONTHS** prior. Less than FIVE MONTHS only \$500.00 is refundable. **INITIALS**\_\_\_\_\_

**LIABILITY/INDEMNIFICATION** Renter will be responsible for any and all damages to the Facility and/or any other property owned by Tenroc caused by Renter or any vendor, guest or invitee of Renter. Tenroc shall **not** be liable for any loss, damage or injury of any kind to any person or property from the use of the Facility or caused by any defect in any building, structure, equipment, furniture or other property owned by Tenroc. Renter & Renter's vendors, agents, guests or invitees; WILL waive all claims against Tenroc for any such loss, damage or injury, and Renter hereby agrees to indemnify and Tenroc will be harmless from all liability for such loss, damage or injury of Renter and/or other persons and/or property, and from all costs and expenses arising.

**GENERAL** Tenroc and Renter agree that all obligations pursuant to this Agreement are expressly made performable at 5471 Thomas Arnold Road, Salado, Bell County, Texas, and that venue for any legal proceeding arising out of this Agreement is in a court of proper jurisdiction in Bell County, Texas. This Agreement is governed by and shall be construed in accordance with the laws of the State of Texas. This Agreement is binding on the parties hereto and their respective heirs, personal representatives, successors and assigns. This Agreement is not assignable by Renter without the prior written consent of Tenroc. This Agreement constitutes the entire agreement of the parties and cannot be amended except by written instrument signed by the party to be bound or affected by such amendment. **INITIALS**\_\_\_\_\_

**SUNDAY 9 AM TO 6 PM. GATHER DECORATIONS ONLY.** RENTERS ARE RESPONSIBLE FOR PLACING ALL TRASH (TRASH LINERS PROVIDED) TENROC REQUESTS KEEPING GLASS AND CANS SEPARATE FROM FOOD TRASH, INCLUDING PARKING LOT TRASH IN BAGS OUTSIDE KITCHEN DOOR EACH NIGHT.

**TENROC WILL PUT TABLES & CHAIRS UP, AND CLEANS.**  
**INITIALS**\_\_\_\_\_

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