



## **GLADYS CITY FACILITIES RENTALS**

*Make Your Next Event Unique!*

Thank you for your request for information about renting our facilities. Gladys City is an ideal setting for campus and community events as well as corporate seminars; breakfast, lunch or dinner meetings; receptions; birthday parties; and company picnics. The facilities that are available for rental include the Visitor Center meeting room, "The Caroline Room," the Log Cabin Saloon, and Hamill Square, the large outdoor area inside the museum complex, providing a wide array of possible arrangements.

Enclosed you will find the following information:

- Fees & Rental Procedures
- Facility Rental Information & Policies
- Rental Agreement
- Indemnity Clause

We are here to help make your event special. If you have any questions, please give me a call at (409) 880-1762 or email me at [troy.gray@lamar.edu](mailto:troy.gray@lamar.edu).

Sincerely,

*Troy Gray*  
Director

## FEES & RENTAL PROCEDURES

After Gladys City's and Lamar University's annual events are scheduled, use of the museum is scheduled on a first-come-first-served basis to the general public. **No rental fee is charged for University-sponsored events;** however, University employees may not reserve Gladys City facilities free of charge to sponsor personal functions for families and friends. Gladys City facilities are available Tuesday-Saturday from 8 a.m. to 11 p.m.

### RENTAL FEES FOR NON-UNIVERSITY EVENTS

**Visitor Center Caroline Room (2 hrs.)**                      **\$ 180**

Each additional hour                                              \$ 65

*Also includes use of free wi-fi and serving kitchen.*

**Log Cabin Saloon (2 hrs.)**                                      **\$ 270**

Each additional hour                                              \$ 85

*Limited availability. Please book early.*

**Hamill Square (2 hrs.)**                                         **\$ 150**

Each additional hour                                              \$ 50

*No charge if combined with Log Cabin Saloon.*

**Full Museum Package (4 hrs.)**                              **\$ 1,200**

Each additional hour                                              \$ 200

*Museum may be closed to the general public upon request.*

**Refundable Damage Deposit**                                 **\$ 100-500**

*Depending on the nature and length of your event.*

**Lucas Gusher Re-Enactment**                                 **\$ 50**

### Additional Items

Tabletop LCD Projector                                         \$ 50 per day

Sound System                                                         \$ 100 per day

**Discounts are available** for full-day (5%) and multi-day (10%) rentals as well as for Lamar University faculty, staff and students (10%).

### Rental Fees Include:

- Two to four hours of time for your event. Additional time may be purchased at a rate of \$65-\$200 per hour.
- Two hours of time for setup and takedown of your personal items.
- A limited number of tables and chairs that may be used indoors only.
- Museum admission for your guests to tour the exhibit buildings.
- Setup of tables, chairs and/or technical equipment per your instructions.
- Clean-up & trash removal following your event.

### Not Included in Your Rental Fees:

- Catering services, food or beverages
- Additional portable restrooms (for events with 200 or more attendees)
- Additional tables, chairs, linens, tents or canopies
- Decorations

**A non-refundable deposit of 50% of the rental fee and a signed Rental Agreement and Indemnity Clause are required within forty-eight hours of booking your event. The balance is due three days prior to your event.**

## RENTAL INFORMATION & POLICIES

To ensure that you and your guests have a good experience while at Gladys City, please read the following information regarding our rental guidelines and policies:

### **Catering** Initial: \_\_\_\_\_

Selection of a caterer is the responsibility of the renter. Caterers must be approved by the Gladys City Museum Director. A caterer must attend a meeting with the Gladys City Director at least one month before the planned event. Alcohol services follow the guidelines of the Texas Alcoholic Beverage Commission. Identification of individuals who appear to be under the age of twenty-one must be requested. Only a bartender licensed to serve will serve all alcoholic beverages. A Lamar University police officer must be present at the museum if alcohol is served. The cost of having the police officer will be paid for by the renter. **Outside alcohol is strictly prohibited.**

A list of accredited caterers can be found here:  
<http://www.bbb.org/southeast-texas/accredited-business-directory/caterers/beaumont-tx/>

**PLEASE NOTE: Food and beverages may not be served from the bar or back bar in the Log Cabin Saloon. Tables will be provided for catering services.**

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### **Audio-Visual Equipment & Electronics**

Gladys City provides basic audio-visual equipment (LCD projector, sound system, television, VCR/DVD player), but cannot provide computer equipment, including laptops, printers, or scanners, or technical support for such equipment. All audio-visual and electronic equipment belonging to Gladys City must be moved, set-up and reinstalled by museum staff only.

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### **Cancellations** Initial: \_\_\_\_\_

Reservations canceled one (1) week prior to your event will receive 100% refund of the Damage Deposit and 50% refund of the Rental Fees, if paid in full at the time of cancellation. Reservations canceled less than forty-eight (48) hours prior to your event will forfeit all deposits and fees paid to that point.

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### **Clean-Up** Initial: \_\_\_\_\_

The cost of clean-up is included in your rental fees. However, if your event results in unusual cleaning, the cost of this clean-up will be subtracted from the Damage Deposit refund.

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### **Damage Deposit** Initial: \_\_\_\_\_

You, as the Renter, are liable for all damage to Gladys City buildings, boardwalks, furniture, and/or artifacts as a result of your event. In addition to rental fees, a refundable Damage Deposit for each booked facility is required within forty-eight (48) hours of booking your event. All deposits will be refunded to you within one week following your event, if the rental area is free from major damage. The Damage Deposit may be forfeited for any damage or pilferage. Any damage incurred over and above the amount of the deposit will be billed to you.

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**Decorations**

Initial: \_\_\_\_\_

Decorations may not be affixed to any interior or exterior wall or structure using staples, pushpins, nails or tape, of any kind. Decorations may be tied to chairs, tables, railings, posts or other structures using string, twist ties or other non-destructive method. All decorations must be removed after your event. The use of candles, of any kind, is prohibited. The use of glitter, confetti, rice, or birdseed is prohibited. Bubbles or rose petals may be used outside of the buildings only. Failure to adhere to this policy will result in the forfeiture of your Damage Deposit.

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**Internet Access**

At this time, Gladys City is able to provide free Wi-Fi service in the Visitor Center Caroline Room.

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**Music/Noise Levels**

Initial: \_\_\_\_\_

Gladys City sits adjacent to a residential neighborhood. Every effort should be made to maintain a respectful noise level throughout your event, especially in the evenings. The client is responsible for providing his/her own music, which must be free of profanity and sexual content. Loud music with excessive bass will not be tolerated.

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**Planning Meeting**

A planning meeting with the Gladys City director should be scheduled at least 2-3 months in advance of your event to discuss details, fees, etc.

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**Restrooms**

Gladys City provides one set of restrooms in the Visitor Center. For large events, you may be required to rent additional portable restrooms.

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**Safety & Security**

For large events, at least two LUPD officers are required (even if alcohol is not served). More than two officers may be required for some events. For the safety of you and your guests, proper clothing and shoes must be worn at all times while in the museum complex. Your guests may not climb the derricks or use any equipment found on the grounds or in the exhibits. Minor first aid is available in the Gift Shop. All incidents and accidents will be reported to LUPD. Museum staff are directed to immediately contact emergency personnel in the event of a major accident or health-related emergency whether guests accept care or not.

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**Set-Up & Walk-Through**

You are allowed two hours of setup and takedown time. The museum director will work with you to determine your set-up needs for your event. During setup, the director will conduct a walk-through of the facility (or facilities) so as to agree on current condition.

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**Smoking**

Initial: \_\_\_\_\_

Lamar University is a tobacco-free campus. Any cigarette butts found on the ground will result in forfeiture of your Damage Deposit.

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**Tables, Chairs and Tents**

Tables and chairs are available for your event in the Caroline Room and Log Cabin Saloon, which must remain indoors. Tables and chairs for use outdoors, in Hamill Square, will need to be rented from outside vendor. Gladys City personnel will aid you in setting up tables and chairs. The placement, installation and use of tents, canopies or other structures in Hamill Square must be approved by the museum director in advance.



# RESERVATION FORM – RENTAL AGREEMENT

Today's Date: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Event Coordinator/Responsible Party: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event:  Meeting  Conference Event  Workshop/Seminar  Graduation/Birthday Party  Wedding/Reception  Other

Event Date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Building(s)/Area(s) Requested:  Caroline Room  Log Cabin Saloon  Hamill Square  Other \_\_\_\_\_

For the Caroline Room, please indicate type of table arrangement:  U-Shaped  Square Conference  Workshop  Rounds

**For Hamill Square, tables and chairs (and, possibly, a tent) will need to be rented from an outside vendor.**

What are your technology needs?  LCD Projector  Television  VCR/DVD Player  Wi-Fi/Internet  Sound System  None

Will food be served?  Yes  No Will alcohol be served?  Yes  No

A University police officer is required for all functions at which alcohol is served. Additional officers may be required depending on the number of guests.

REMINDER: Food and beverages may not be served from the bar or back bar in the Log Cabin Saloon.

## Rental Agreement:

I have read and understand the Spindletop-Gladys City Boomtown Museum Rental Policies, and as representative of my group/organization, I agree to be responsible for ensuring that these policies are adhered to. I also agree to communicate these policies to others who are helping to organize the event. I also understand that a Non-Refundable Deposit of 50% of the total rental fees, Damage Deposit and Indemnity Clause are due within 48 hours of booking my event. I further understand that if I cancel my event less than forty-eight (48) hours prior to the event date, I will forfeit all rental fees and deposits.

Signature \_\_\_\_\_

Date \_\_\_\_\_

TOTAL DEPOSIT(S) & RENTAL FEE(S) DUE (please reference the Client Fee Worksheet): \_\_\_\_\_

Make checks payable to Lamar University. Payments may be mailed to P. O. Box 10070, Beaumont, TX 77710.

Please charge to my: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_ Discover

Card No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Signature: \_\_\_\_\_

### (FOR OFFICE USE ONLY)

REQUEST APPROVED \_\_\_\_\_  REQUEST DENIED \_\_\_\_\_ Reason: \_\_\_\_\_

Non-Refundable Deposit Received \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Total Rental Fees Received \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ Balance due: \$ \_\_\_\_\_

Damage Deposit Received \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Indemnity Clause Received



## INDEMNITY CLAUSE

\_\_\_\_\_ WILL AND DOES HEREBY AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY UNIVERSITY, AND HOLD HARMLESS UNIVERSITY AND THE TEXAS STATE UNIVERSITY SYSTEM, AND THEIR REGENTS, OFFICERS, DIRECTORS, ATTORNEYS, EMPLOYEES, REPRESENTATIVES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING (COLLECTIVELY "CLAIMS") BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM \_\_\_\_\_ PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT, NEGLIGENT OMISSION OR WILLFUL MISCONDUCT OF \_\_\_\_\_, ANYONE DIRECTLY EMPLOYED BY \_\_\_\_\_ OR ANYONE FOR WHOSE ACTS \_\_\_\_\_ MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNITEE HAS BY LAW OR EQUITY. IN THE EVENT OF LITIGATION, UNIVERSITY AGREES TO COOPERATE REASONABLY WITH \_\_\_\_\_. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

\_\_\_\_\_  
Signature - Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

Effective September 2015