



# **Event Policies**



## **Cancellation Policy:**

Any reservations may be cancelled outside of sixty (60) days of the event without penalty. Any cancellations made within sixty (60) days of the event will result in the loss of deposit placed to hold the date. Rescheduling the event is possible, without penalty, if a suitable date is available.

## **Our Services:**

The civic center staff will set up the facility in accordance with a floor plan developed by civic center staff and renter during a planning session no later than two weeks prior to the event. At that time, the renter and civic center staff will develop a schedule of the event describing arrival times of decorators, bands, D.J.'s, deliveries, etc. in order for the civic center director to schedule employees for work detail. The renter will also pay the amount owed in full at this time.

## **Decorating for your event:**

If the facility is not occupied, the renter may decorate the day before their event at no additional charges if between the hours of 8am and 5pm. Decorating time extending beyond 5:00pm will be billed at the rate of \$40.00 per hour. By renting the facility, the renter receives eight (8) hours of use. Any hours in excess of eight (8) will be billed at the rate of \$40.00 per hour. Any time extending beyond midnight will be billed at \$50.00 per half hour regardless of the included eight (8) hours.

## **Security Requirements:**

Security is required for any event with over one hundred (100) guests in attendance regardless of whether alcoholic beverages are being served. The only exceptions are ceremonies (i.e. weddings and other religious ceremonies), business meetings/training sessions or community gathering not serving alcoholic beverages (i.e. bingo, picnics). Security must be provided at the rate of one security officer for every one hundred (100) guests in attendance. The Civic Center Director will arrange for security through the Diboll Police Department. The payment of the security officers will be the responsibility of the renter, payable to the Civic Center. A minimum of four (4) hours will be charged. Cost of security is separate from rental fees as described above. The current rate of pay is \$30.00 per hour. Security hours beyond midnight are \$50.00 per hour.

**By signing below, you understand the procedures and policies of the Lottie and Arthur Temple Civic Center; and agree to abide by them.**

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**Responsible Party**

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**Date**