



GONE WITH THE WIND
REMEMBERED
MUSEUM & GIFT SHOP
NON-PROFIT ORGANIZATION

Applicant Name(s): _____

Applicant Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail Address: _____

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

TIME AND DATE DESIRED: ALL RESERVATIONS END BY 9:00 PM

Event Date: _____, 20____. Time: _____ am pm to _____ am pm

Type of meeting or activity: _____

MAXIMUM OCCUPANCY IS 40 PEOPLE

Number of Adults: _____ Number of Children: _____ Total Number of Attendees: _____

Alcoholic beverages served? Yes/No _____ Is there a charge? Yes/No _____

Name of Caterer: _____ Phone #: _____

Tables and Chairs Available (to be set up by contract holder)

6' x 30" rectangle table (16 available) 60" round table (9 available) 36 Folding chairs

6' x 18" rectangle table (14 available)

Your reservation is NOT guaranteed until confirmed and full payment is received.

Signature

Date

OFFICE USE ONLY

Manager approval: _____ Date confirmation sent: _____

Rental amount received: \$ _____ Receipt #: _____ Deposit: \$ _____

Deposit amount refunded: \$ _____ Refund date: _____ By: _____

Security required? Yes _____ No _____ \$ _____

Page ____ of Agreement with: _____

AGREEMENT: The signatory hereby makes application for the **Gone With The Wind Gathering & Guest House** for the use of house facilities described on the reverse side of this form and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations of the **Gone With The Wind Gathering & Guest House**.

HOLD HARMLESS AGREEMENT: Except for the **Gone With The Wind Gathering & Guest House's** sole negligence, the facility user shall agree to defend, protect and indemnify for costs, legal and other expenses or damages and to hold harmless the **Gone With The Wind Gathering & Guest House**, its officers, employees, and agents from any and all claims, liabilities or suits arising directly or indirectly out of the use of the **Gone With The Wind Gathering & Guest House's** facilities.

DAMAGES: The applicant agrees to exercise the utmost care in the use of the **Gone With The Wind Gathering & Guest House** premises and property. Applicant is responsible for the care of the premises, appliances and furnishings and for all damages caused by accidental, negligent or wrongful acts by the Applicant or Applicants' guest(s). The Applicants agree to replace, at their own expense, or to reimburse the **Gone With The Wind Gathering & Guest House** for all losses, breakage or damage that occur during their stay, including losses, breakage or damage that may exceed their deposit.

Smoking is prohibited in all facilities.

Lessee or their agents or employees shall at all times strictly comply and abide by all laws and ordinances (including federal, state, county, and city) applying to or affecting the use and occupancy of facilities.

Lessee shall be responsible for securing costs of any personnel needed for the operation and security within the facility and it's premises as deemed necessary by the **Gone With The Wind Gathering & Guest House**.

Only licensed peace officers of the City of Cleburne are approved for security purposes.

A security deposit may be assessed at the discretion of the **Gone With The Wind Gathering & Guest House** and part or all of the deposit may be retained for failure to comply with the policies of the facility.

Lessee shall not sublease or assign the permit of any portion thereof without the written permission of the **Gone With The Wind Gathering & Guest House**.

Occupancy capacity of the facility leased shall not be exceeded. It is the responsibility of the Lessee to ensure that the capacity is not exceeded. The Lessee is legally responsible for any violations of the stated capacities. The occupant load at the **Gone With The Wind Gathering & Guest House** is based on square footage combined with the set-up of tables and chairs. **The maximum occupancy is no more than 40 persons.** Utilizing a full complement of tables and chairs, the occupancy rate is no more than 40 persons. **These numbers are established by the Cleburne Fire Department for your safety.**

The **Gone With The Wind Gathering & Guest House** has the right to cancel an approved request or revoke the right to use any facility to any group or individual when:

- Said group or individual has shown sufficient disregard for the policies of the **Gone With The Wind Gathering & Guest House**.
- It is deemed necessary for the concern of health, safety, and welfare of the user, guest, or the general public.
- It is in the best interest of the **Gone With The Wind Gathering & Guest House**.
- Necessary maintenance repairs must be made.

Only non-profit organizations are permitted to sell any alcohol to guests. This includes beer, wine and liquor. A permit from the Texas Alcohol Beverage Commission is required to serve alcohol products. No brown-bagging permitted.

I (We) have read and understand the rules and regulations for the leasing for the **Gone With The Wind Gathering & Guest House**. I (We) understand that I (we) are responsible for any damage(s) that may occur during our lease period.

Lessee

Date

Lessee

Date

GONE WITH THE WIND REMEMBERED GUEST HOUSE & EVENT CENTER

RENTAL FEE

Fee for use of event center is as follows:

| <i>Time Session</i> | <i>Fee Schedule (4 hour minimum)</i> |
|----------------------------|---------------------------------------------|
| Morning Session | \$500 for 4 hours 9 am to 1 pm |
| Afternoon Session | \$500 for 4 hours 1 pm to 5 pm |
| After Hours & Weekends | \$500 for 4 hours 5 pm to 9 pm |
| All Day Session | \$950 for 8 hours 9 am to 5 pm |

Prices include-tables/chairs & tablecloths, round or seminar style, including set up, & take-down. Indoor & outdoor facility.

Dishes & centerpieces extra.

(Rental includes 1/2 price admission to museum next door)

Rental time is defined to include all clean-up, set-up, and take-down time.

Deposit

A security deposit may be assessed at the discretion of the event center and part or all of the deposit may be retained for failure to comply with policies of the facility.

Security

Only licensed peace officers of the City of Cleburne are approved for security purposes. Security may be required at the discretion of the event center.

GENERAL RULES AND REGULATIONS FOR THE GONE WITH THE WIND GATHERING & GUEST HOUSE

*The following rules and regulations are to help preserve and protect the house for the enjoyment of all those who use the facility. Please respect this valuable resource and use it in a way that will insure that the **Gone With The Wind Gathering & Guest House** will serve generations of people.*

- No nails, push pins, tacks, tape, adhesives or objects may be attached to walls, blinds, window casings or any surfaces.
- No candles are allowed. With permission, exceptions may be made for weddings.
- No glitter will be allowed.
- Please do not drag objects or furniture on floors so as to damage the finish in any way.
- Do not remove any equipment, decorations or furniture from the facility.
- Do not use the kitchen for cooking or preparing food items. Stove and refrigeration appliances are intended for keeping foods at proper temperatures. All food should be prepared off-site in accordance with the rules and regulations for caterers. (*Caterers need to use outside kitchen-See Caterers Rules).
- In case of weather that may generate muddy conditions, facility users should take precautions to restrict tracking in of mud, moisture or associated materials that will damage floors.
- Children should be supervised at all times.
- The use of tobacco products is prohibited.
- No pets are allowed in the house.

Use this facility in ways you would want your home treated by guests.

RULES AND REGULATIONS FOR CATERERS AND KITCHEN USE

- The **Gone With The Wind Gathering & Guest House** must approve all caterers prior to service.
- Caterers must provide excellent cooperation with the **Gone With The Wind Gathering & Guest House** in planning and coordinating catered events.
- Catering Staff and Food Handlers must be neat and clean in appearance and adhere to all health and food handling code requirements.
- All spillage of beverages and/or food must be mopped and cleaned immediately to avoid injuries by staff and guests.
- Caterers are responsible for placing all in trash cans.
- **NO** food, drinks or condiments are to be left in the refrigerators. Refrigerators are to be left clean.
- Upon completion of serving food, caterers should begin load-out; remove equipment, food, etc. into waiting vehicles. Don't wait until event is over.
- The catering area shall be left clean with floors swept/mopped and all trash removed.
- Food or food products, including liquids, shall not be disposed of on grounds.