



Policies & Procedures:

Please read the following policies and procedures carefully. If you have any questions, please call the Morrow Center.

The rental period includes setup and cleanup time. After this, you will be charged a late fee as specified in the Fee Schedule. Note that we will not leave the facilities unlocked or give out keys. Please check the Fee Schedule to determine your available check-in and checkout times.

Activities

The Center may be used for meetings, conferences, banquets, training, parties and similar uses that are consistent with the finish quality of the Center. No use shall be made of the Center that would constitute a violation of federal, state or local law or ordinance. Morrow Center reserves the right, in its sole discretion, to determine whether proposed uses of the Morrow Center fall within its allowed activities.

Alcoholic Beverages

Alcohol beverage service is provided exclusively by Morrow Center or its authorized provider. All state and local alcoholic beverage laws and ordinances must be followed while on the premises. No person under the age of 21 will be served alcohol under any circumstances. Neither Licensee nor its Caterer is permitted to bring alcohol onto Center property. Alcohol-only events will not be permitted at the Center. Rental events may not use donated alcohol in the Center.

Animals

With the exception of service animals, animals are prohibited in the Center.

Audio/Visual

Licensees holding events requiring audio/visual set-up may utilize the Center's A/V or an outside company if confirmed with the Center at least 14 days in advance.

Balloons

No helium balloons or other inflatable items that could rise to the ceiling are allowed in the Center without prior approval.

Banners/Hanging Items

Event-related banners may be hung only with prior approval from the Morrow Center and only by Morrow Center personnel, under the supervision of Event staff. Banners that cannot be hung safely and without causing damage to the Center will not be approved.

Billing

Events are only confirmed with a Refundable Security Deposit. Full payment is due on rental space at least 90 days prior to the event. Any other charges incurred, such as, equipment rental, alcohol, etc. is required full payment within 30 days prior to the event. If there are any additional charges incurred during the event, they will be billed to the Licensee. Payment will be due within 30 days of the invoice date. Checks shall be made payable to the Morrow Center.

_____ Initials

Cancellation

Cancellation of an event more than 90 days out will lose their Security Deposit. Cancellation of the event less than 90 days before the contracted date will result in a forfeiture of any Room Rentals/deposit monies. Security Deposit will only be refunded if all monies have been paid within the 90 days of Event (Security Deposit and full Contract monies). However, if only partial payments have been made during the 90 days of Event then no monies are eligible for any refund of the deposit on cancellation.

In the event the Center becomes unavailable as a result of fire, flood or other condition beyond control of the Morrow Center or the City of Morrow, the Center shall notify the Renter as soon as practicable and shall keep the Renter advised as to the feasibility of utilizing the contracted space for the date reserved. Should there be any uncertainty as to availability of the Center for the contracted dates, the Renter may request and receive withdrawal of its deposit in full. In the event the Center cannot be made available on the contracted date as the result of fire, flood or other condition beyond control of the Morrow Center or the City of Morrow, liability of the Center and the City shall be limited to refund of all deposits and payments made to the Center or City to date. Neither the City nor the Center shall be liable in such event for any consequential damages sought by caterers, musicians, other vendors or other persons or entities operating independently of the City.

Catering

The Center maintains a list of Preferred Caterers. Events including 50 or more participants are required to utilize a caterer from the list of Preferred Caterers. Events involving fewer than 50 participants may provide food and non-alcoholic beverages through means other than Preferred Caterers, provided the person assuming responsibility for food and non-alcoholic beverage provision reviews all Center policies regarding catering and signs an acknowledgment that they will abide by all Center policies and procedures governing their operations. Use of an outside Caterer (other than a Preferred Caterer listed by the Morrow Center) for events of 50 or more, will incur a \$500 out of network catering fee to the host. The outside Caterer must be approved and follow/sign Out of network Caterer's Contract and all policies and procedures. The outside Caterer is also charged for use of the Center's facilities (see Outside Caterer's Criteria for details).

Children

Children are not allowed to be unattended in the Center. Adult supervision is required for all children at all times.

Check-In

Renters/caterers have the use of the Center during the stated time depending on the rental package on the day of the function, beginning at check-in time. Check-in time begins as specified on your contract. *Please make note of your rental package for the earliest time you may check-in. The check-in time is set at the Event Information meeting (approximately one week before the event). Once the check-in time has been established at this meeting, it may not change. The building will not be open before your check-in time.

Decorations

Items such as glitter, confetti, streamers, and helium balloons are not allowed in the Center. Should clean-up of these or similar items be necessary, a fee equal to the amount of the clean-up, repair, or replacement, but in no event less than \$250 will be added to the final bill. Fee will be determined by the on-site event staff.

The use of candles (only votive candles in a hurricane lamp and floating candles may be approved) requires preapproval. Approval is given on a case-by-case basis from the Center representative Manager. No open-flame candles will be approved. The use of tape, wire, staples, tacks, glue, and similar items is prohibited. Absolutely no items may be attached to the Morrow Center without the Director's approval.

Deposit

Only through a security deposit will your event be confirmed and is required to reserve the space. The Morrow Center only reserves space up to 1 year in advance. All other dates are placed on a tentative hold. The entire deposit will be forfeited if the rental contract is cancelled less than 90 days prior to the event. Cancellation requires a written confirmation from the renter. The premises will be used only for the purposes specified in the contract and no other purposes. The contract may not in whole or in part be assigned, transferred, or sublet by the renter. Any group, club, or individual who contracts to use the premises is responsible for damage to furnishings, equipment, land, landscaping, persons, property, and/or the structure incurred during its use.

Furnishings

The Morrow Center offers its premises and furnishings for you and your guests' relaxation. Renter will be responsible for damage to furnishings that occur during the event or during set up and take down as a result of the actions of Renter, its guests and agents.

Kitchen

The kitchen is stocked with a warming oven, commercial size refrigerator and freezer, ice machine, microwave, dishwasher and large sinks and walk-in cooler. The Morrow Center kitchen is used for warming and chilling foods only.

Cooking is NOT allowed on site. Deep fat fryers and portable stove tops are not allowed.

All food and non-alcoholic beverage must be removed at the end of the event.

Late Fees

Late Fee charges occur when a renter stays past the specified rental period. These hourly fees are not prorated.

\$200 for each additional hour (there is no splitting of hours).

Staff Assistance

On-site Center Associates are present throughout your event. Please do not hesitate to contact them with any questions/problems. The Associates will be in charge of the Center during your rental and will enforce the policies and procedures, as stated in the contract.

Music/Entertainment

The band, disc jockey, or other entertainment will be required to notify Center staff in advance of their equipment type, electrical set-up, and requested delivery schedule. The Center will not provide equipment or any set-up of equipment for bands or DJs, such as microphones, electrical tape, and stages. It is the responsibility of the band or DJ to use floor protection approved by the Center under their equipment during load-in, performance, and load-out. All load-in and load-out must be through the Center loading dock. The Center reserves the right to prohibit any equipment needing more power than the standard electrical outlet provides or any equipment that the Center believes is inappropriate.

Where more than one function is ongoing at the Center at any one time, music and entertainment shall be offered in a manner that causes no interference with other users simultaneously using the Center. At no time shall noise from music or entertainment provided by Renter spill onto or be audible from outside the Center or within Southlake Mall.

Overtime Policy

An hourly charge of \$200.00 will be added to the final bill for every hour or portion thereof after the contracted end time of the event. (For example, a 5 P.M. move-in and 7 P.M. start time entails the event will conclude at 11pm with a move out to end no later than 12 A.M.)

Parking

All parking must be in designated parking areas in the parking lot. Parking is completely free. All fire lanes must remain open.

Photography/Videography

A list of all event service vendors, including photographers and videographers, must be forwarded to the Morrow Center at least 14 days prior to the event.

Posters/Signage

Posters and signs are to be mounted on easels or other individual displays approved in advance by Center staff, and may not be affixed in any way to Morrow Center surfaces.

Set Up

The Morrow Center will set up the initial chairs and tables as specified in your contract. Any additional changes will incur an additional charge for day of the event set-ups. The Morrow Center has a variety of tables and chairs; any additional items can be rented from the Center for a nominal fee.

Security

Misuse of the facility, unruly or illegal behavior, failure to observe posted signage, and/or the failure to obey any portion of the provisions contained in this document or your rental contract constitute a breach of contract and may result in actions against the renter including, but not limited to, cancellation of the rental period, immediate dismissal/removal from the facility, forfeiture of a portion or all of the deposit or other funds already paid, additional fees or charges, and legal action.

Security is mandatory for events at which alcoholic beverages are provided. Renter will pay the fee of \$40 per officer per hour (one officer per 100 guests). The officer(s) will begin duty as soon as the event starts and will stay until check out is complete. The security fee is to be paid by the renter 14 days prior to the event, and failure to pay the fee by this deadline may result in the cancellation of your event.

Smoking

The use of tobacco products is not allowed in any part of the Center. Smoking allowed only outside of West Entrance (Ash Urn provided) and no other location.

Tentative Holds

A tentative hold may be placed by submitting a written request to the Center, indicating the date, time, nature of, and estimated attendance at the event. The hold must be confirmed with the deposit and signed Agreement no later than 90 days before the event date. If another party is interested in a tentative date, the current holder will have 2 full business days from contact to submit the deposit and signed Agreement; otherwise, the tentative hold will be released on the third business day.

Valet Parking

This service can be provided by the Morrow Center for an additional fee. Please contact the Center for details.

Vendors

Renter may use any rental company, florist, and/or entertainment. It is the responsibility of the renter to provide a copy of the contract with these hired vendors to ensure they are familiar with the Center rules. If damage is caused or rules are broken by the hired staff, the renter will be responsible, and charges will be deducted from the renter's deposit.

***We retain the right to hold your security deposit as a Damage & Cleaning deposit until the Center has been inspected by a Center representative. Your refund check will be mailed or Credit Card released within 5 business days of your event.**

I have read all of the "Policies & Procedures" (4 pages), and I have informed any agent working on my behalf of the "Policies & Procedures." By signing this and/or the rental contract, I am agreeing that I will honor each of the rules, and if I fail to do so, I understand that I will forfeit a portion or all of my deposit. If any or all of my deposit is withheld, the amount will be determined at the discretion of the Center Associates and Property Manager. Also, I understand that I am ultimately responsible for the actions of any agent working on my behalf, any guests invited on my behalf, and any other party in attendance of my event.

Renter's Signature

Date