



Rules, Fees, and Cleaning Guidelines

- 1. Leave the center as you found it:** Wichita Falls Park Place Event Center, LLC will have tables and chairs available and the Lessee is in charge of arranging them to their satisfaction. **After the event, the tables and chairs need to be returned to storage room.** You are expected to pick up any garbage, sweep and mop. All food and beverage debris (both inside and outside the building) decoration supplies, and other trash must be picked up, bagged and removed from the building. Park Place Event Center, LLC will provide cleaning for a fee of **\$350**. This fee is in addition to the overall rental cost. In the event excessive clean-up is required by us or you choose not to clean up yourselves, the cleaning fee will be deducted automatically from your deposit. All items left inside the facility without permission or left beyond the agreed upon period will be considered abandoned, and will be immediately disposed of.
- 2. You must be out of the facility by midnight:** please leave enough time for cleaning when planning your Function/ Event.
- 3. Security is required. Wichita Falls Park Place Event Center, LLC will make the necessary arrangements** for such as stated in the contract, unless you have chosen to hire your own. We must have copies of your security officer's license when final payment is remitted if you hire your own.
- 4 Security must be in place at the start of the event, and must remain on the premises until the cleaning is complete and the doors are locked.**
- 5. If you have alcohol, you are responsible.** It is the sole responsibility of Lessee to adhere to federal, state and local laws in regards to alcohol, as well as to provide transportation to any intoxicated guests. If you don't want this responsibility you are strongly encouraged to hire a liquor caterer. **A licensed bartender is required for each 100 guests.** Guests will not be allowed to leave the premises with open containers of alcohol, or drink anywhere other than inside the building or the patio. We must have copies of your chosen bartender's TABC license when final payment is remitted if you hire your own. **ALL ALCOHOL SHALL BE KEPT BEHIND THE BAR AND SERVED BY BARTENDER FROM THE BAR.**
- 5. If your event includes music, music volume must be kept at reasonable levels.**
- 6. Wichita Falls Park Place Event Center, LLC must approve of any decorations attached to the building beforehand. Burning candles are allowed, however they must be in a non-flammable container.** Also, confetti, glitter, bubbles, rice, birdseed, etc. are not allowed inside the building. If they are used outside, we ask that you sweep them up the best of your abilities. Sparklers are only allowed outside of the building and on the concrete area and cannot be left on the ground or anywhere other than a container. We recommend you have a non-flammable container to dispose them in. Please make sure they are completely snuffed if you throw in the dumpster, i.e. Soak them in water. Should we have to clean these items up we will deduct a cleaning fee

7. Never block an exit or the handicapped parking spaces

8. **All doors must remain unlocked** for the duration of the event.

9. **Smoking is not allowed inside Park Place Event Center.**

Failure to follow these rules, or the directions of Park Place Event Center will result in the loss of your security deposit and/or the immediate cancellation of the Function/Event.

Signature _____ Today's Date _____

Please note security cameras will be in use during the event.

If you have any issues please call the Event Coordinator at (940)867-4838