



COYOTE CREEK EVENT CENTER

Rules, Fees, and Cleaning Guidelines

1. *Leave the center as you found it:* Coyote Creek Event Center, LLC will have tables and chairs available and the Lessee is in charge of arranging them to their satisfaction. You are expected to pick up any garbage and dispose in dumpster. 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. Coyote Creek Event Center, LLC 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 (vomit), 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 will be charged \$100/day 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. Coyote Creek Event Center, LLC will make the necessary arrangements for such as stated in the contract.

4. 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. 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. Coyote Creek 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 once 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. Smoking is not allowed inside Coyote Creek Event Center, LLC Event Center.

Failure to follow these rules, or the directions of Coyote Creek Event Center, LLC 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.