



HARKER HEIGHTS EVENT CENTER POLICIES AND PROCEDURES

Today's Date: _____

EVENT INFORMATION

LESSEE: _____

EVENT: _____

EVENT DATE: _____

DOORS OPEN: _____ START TIME: _____

DOORS CLOSE: _____ END TIME: _____

Ticket Prices: _____ SET-UP DATE & TIME: _____

Potential Earnings: _____ CLEAN-UP DATE & TIME: _____

Address:

PHONE HOME: _____ WORK: _____

Cell: _____ Fax: _____

Email: _____

BOOKING POLICIES

RENTAL FEES

Please see attached fees and charges schedules. Additional fees for holidays or late night hours may be assessed.

RESERVATIONS

1. All reservations must be made during office hours (Monday thru Friday, 9:00 am – 6:00 pm) by an individual of legal voting age who will be held responsible.
2. Reservations are on a first- come, first- served basis and must be made in person by written contract. All charges (security, deposit, and overtime) based on the current fee schedule must be paid in full prior to rental.
3. Additional time for preparation purposes (decorating, rehearsals, etc.) are subject to ½ the normal rental rate; but only during normal working hours. Additional charges may be applied for longer periods.
4. All events are considered tentative until a contract is issued and rental rate is paid. Multi-day events may take precedence over single day events. Commercial and local one-time events may be booked up to one year in advance of the current year. Local events that occur annually on the same general day, hosted by Fort Hood or Killeen citizens and multi-day events are scheduled up to two years in advance, and conventions may be booked as far out as required.
5. Labor fees may be charged for loading or unloading, decorating, or extensive set-up and use of heavy equipment. Please call for quotes.
6. A rental deposit of ½ of room rental fee (not to exceed \$2000) and a signed lease agreement is required to reserve dates. The deposit is non-refundable. However, should the Lessee need to re-schedule a reserved date, the deposit may be applied up to 6 months of the original event date, at the discretion of the Director. Security fees, clean-up deposits and overtime charges are refundable where applicable, at the discretion of the Director.

MULTIPLE BOOKINGS

The Center Director reserves the rights to book more than one event in the building on the same day. All consideration will be given to avoid conflicts due to noise or traffic concerns. The lessee may elect to rent the entire facility to avoid sharing the facility.

BUILDING CONDITIONS / DECORATIONS

1. Materials cannot be nailed or driven into any portion of the Harker Heights Event Center, nor cause or permit any changes, alterations, repairs, painting or staining. In addition, tape and other adhesive materials will not be applied to walls or other surfaces without prior approval by the Director.
2. All decorative materials must be flame proof or otherwise enclosed in fish bowl, hurricane glass cover, etc.
3. Confetti usage is limited to table tops and must be completely picked up from the floor as part of the clean-up process. It is our recommendation that table covers are used and they be wrapped up with the confetti inside and taken from the premises. Failure to clean up confetti is an automatic forfeiture of the clean-up deposit.
4. No fire exits, exit signs or air system inlets or outlets may be blocked at any time.
5. No building disfiguration (nails, tacks, staples, paint, etc.) is allowed.

FIRE CODE

All events are subject to posted City of Harker Heights occupancy figures. The Director reserves the right to determine the need for police and/or fire security at an event. Lessee will be responsible for security expenses. All exit doors must remain unlocked during all event hours. No fire lanes will be blocked at any time. A 10' clearance on both sides of exit doors (egress and ingress) with no physical obstruction must be maintained at all times.

SAFETY/ SECURITY

No vehicles are permitted on the walkways or terrace areas. Loading and unloading must be from the dock or parking lot areas. Vehicles left unattended in fire lanes or loading areas will be towed at owner's expense. Please lock your vehicles after parking. The Event Center is not responsible for damage or loss of possessions. Some events may be subject to additional security as determined by the Director.

ALCOHOL

1. Alcohol sale and/or consumption are regulated by the Texas Alcoholic Beverage Commission. In compliance with said regulations all sales and/or purchases of alcoholic beverages must be contracted through a licensed permit holder. The Harker Heights Event Center is a licensed permit holder and will furnish alcoholic beverage service to customers

of the Harker Heights Event Center. * Jackpot Saloon is the licensed permit holder at 704 Edwards Drive and will furnish all alcoholic beverages to customers at that address.*

2. Lessee must notify the facility if alcoholic beverages will be consumed on the premises during lessee's use of the facility prior to signing of contract. Additional security may be required for events using alcohol.
3. Alcoholic beverages may only be served until 1:59 a.m. and all consumption of alcoholic beverages must stop before 2:15 a.m. In addition, licensed TABC facilities do not allow alcohol to be brought in or taken out of the facility.
4. Absolutely no alcohol or outside beverage may be brought onto the premises of the HHEC. Special arrangements may be made for bulk sales of alcohol.

FOOD/BEVERAGE

No outside food or drinks allowed. The Harker Heights Event Center has made contractual arrangements for food and beverage services with several restaurants. Arrangements and options for food and beverage services should be made through that restaurant. In addition, the Caterer is responsible for furnishing all table-top items necessary to serve the meal function. These items shall include, but are not limited to china, sugar and hollowware. See attached list of authorized caterers and additional fees.

INSURANCE/ PERMITS

Proof of liability insurance listing Harker Heights Event Center as an additional insured must be presented to the Director when the room deposit is due, and must meet all city requirements. Any special use permits are the responsibility of the lessee. A copy of the permit must be supplied when the Lease agreement is signed.

NOVELTY SALES/ MUSIC FRANCHISE FEE

A 20% fee is assessed for sales of any items such as tapes, books, specialty items, etc. Sales tax is the responsibility of the vendor. A copy of the vendor's sales tax license must be provided prior to arrival. All ASCAP fees are the responsibility of the lessee.

OUTSIDE CONTRACTORS/VENDORS

1. It shall be the responsibility of the lessee to submit to the Harker Heights Event Center a list of the service contractors the lessee intends on using no later than 30 days prior to the first move-in day.

2. All contractors must be properly licensed, permitted and insured before they can enter the center.

SMOKING

The Harker Heights Event Center is a smoking facility.

TICKETED EVENTS

Ticket sales are the responsibility of the customer. Customer may elect to rent the ticket booth and phone lines for tickets sales during normal business hours or otherwise agreed upon. Staffing is the responsibility of the customer.

Ticketed events are required to have uniformed and licensed security personnel at a ratio of 4 security personnel for the first 250 people and 1 per each additional 100 people.

The Harker Heights Event Center has a legal capacity of 2250. It is the responsibility of the lessee is responsible for provided adequate proof of training and authorization to the HHEC no later than 30 days prior to the event.

ANIMALS

No animals other than Leader dogs are allowed without authorization from the Director.

AUTOMOBILES

Automobiles will not be permitted inside of the building unless written authorization has been given. In the event any automobile is for display, all fire regulations pertaining to exhibits must be strictly adhered to.

In-House Catering

- Las Casas Restaurante & Patio, IH35 & 57th, Temple, TX 76501
Phone: 254-774-7476

- Nami Japanese Steak & Sushi, 499 South Fort Hood Street, Killeen, TX 76541
Phone: 254-933-0404 (Killeen location) 254- 933-0404 (Belton location)

- Elmore's Fish & Wings, 2711 E. Veteran's Memorial Blvd, Killeen, TX 76543
Phone: 254-628-8899

- Big Daddy's Ol' South BBQ-N-Catering, 2409 East Rancier, Killeen, TX 76543
Phone: 254-200-0500

- Texas Style Bar-B-Que & Catering, 1052 S Fort Hood Street, Killeen, TX 76541
Phone: 254-618-5393

- C & H Hawaiian Grill, 903 East Rancier Ave, Killeen, TX 76543
Phone: 254-554-7755

- Mama's Soul, PO Box 690504, Killeen, Tx 76549
Phone: 254-319-8547\5784

- Mi Casa Su Casa, Mexican Fine Dining,(Jalapenos) 708 Edwards Drive, Harker Heights, TX 76548
Phone: 254-526-7676 or 254-628-7575

- Jackpot Saloon Sports Bar & Grill, 704 Edwards Drive, Harker Heights, TX 76548
Phone: 254-953-7412 (Karyn)



Facility Rates

The Director may include, but not limited to, consideration of the following factors to determine whether discounts may be given for the building rates: the event’s overall economic impact on the community and the availability of the building. Room rental rates include tables, chairs, bars (to include one bartender¹), beer tubs, pool tables, and the physical building. There may be additional costs and/or criteria for events. The following rates are general pricing. Consult with Director if you are planning an event open to the public for additional requirements and rates.

All event staff are paid by the lessee.

Building Area:	\$1500.00 for the entire bldg	30,000 square feet; 9AM – 2 AM
Hourly Rate:	\$125.00 per hour	Minimum 6 hours
Cleaning Fee:	\$400.00	Refundable
Labor:	\$10.00 per person/per hour	Set- Up & Take Down
Professional Security	Subject to Outside Co. Rates	
Additional Labor:	\$12.00 per person/per hour	(ticket sales / money transactions)
Catering Fee:	NO FEE, if caterer is from the HHEC APPROVED list.	NON APPROVED Fees: - Less than 250 guests, flat \$250.00 fee - More than 250 guests (251+), \$1.00 per plate charge
Ticketed Events:	10% of gross ticket sales	This percentage is of sales supported by the HHEC (door sales/pre-sales by HHEC staff)

¹ – Other staff may be required; fees are associated with bar services and facility director discretion

50% of total balance due to hold calendar date.

- ❖ Remaining balance due 30 days prior to schedules date.
- ❖ Payments can be made by money order or cash. Credit card payments allowed only if payment is made prior to 30 days of event.
- ❖ Director will determine how many staff members are needed based on the amount of guests and/or event.

CANCELLATION POLICY: NO REFUNDS OF DEPOSITS WILL BE ALLOWED IF EVENT IS CANCELLED BY LESSEE WITHIN 30 DAYS OF THE EVENT. ALL REFUNDS ARE AT THE DISCRETION OF THE HARKER HEIGHTS EVENT CENTER.

Chuck McClellan
Operations Manager
Harker Heights Event Center

Lessee – Signature

Lessee – Print

Date: _____

Date: _____

Deposit Paid:

Remaining Balance & Date due:

710 Edwards Drive
Harker Heights, TX 76548

(254) 554-3600
(254) 680-3938
hheventcenter@embarqmail.com

HARKER HEIGHTS EVENT CENTER

Exhibit A

1. Promoter puts up \$400.00 cleaning deposit. If promoter cleans up, then money is refunded to promoter.
2. Promoter pays \$1500.00 for building rental.
3. Promoter provides 4 security personnel for the first 250 people and 1 security personnel per each additional 100 customers. Must be uniformed licensed security company. Must have security inside and outside of building. No less than 4 security personnel regardless of customer number.
4. Promoter will give HHEC 100 Comp tickets.
5. Promoter will use HHEC approved for sound & lighting.
6. Promoter will furnish all tickets to be sold and ticket sales people to work the door, attach armbands to customers over 21 years of age.
7. Promoter agrees to use Jackpot Saloon and Club Rodeo as Pre-Ticket sales locations and before and after party locations.
8. Promoter agrees NOT to advertise any other clubs or allow any other club to solicit inside the HHEC or outside in the parking lot.
9. Promoter agrees to give HHEC 10% of entire gross advanced and event day ticket sales or 15% of the entire gross advanced and event day ticket sales if promoter allows customers under the age of 21.
10. HHEC agrees to provide door personnel to ID and verify armbands and identify anyone under 21.
11. HHEC receives the entire revenue from all vending, beverage sales, food sales, and any parking lot vendor sales. Violators will be subject to \$500 penalty per violation.

- 12.HHEC has the right to set up parking lot vendors before, during, and after concerts and receives all revenues from these sales.
- 13.HHEC will provide bartenders, wait staff, bar backs etc., as needed at HHEC expense.
- 14.HHEC has the Right to Refuse Service to anyone. HHEC reserves the right to ask anyone to leave the premise or bar anyone from the property and premise.
- 15.HHEC will have the right to tell Promoter’s Security, Ticket personnel, Door personnel, and others directly what they need to do if Promoter is unavailable to handle the situation. These personnel will know that the HHEC Control Person is authorized to handle any situations that arise.
- 16.HHEC has the right to NOT APPROVE any individual or company that Promoter has hired, if HHEC has a conflict with that individual or company.
- 17.This agreement may be added to or modified at any time.

Signed: HHEC

LESSEE