



Town of Pine Island
36722 Brumlow Rd
Hempstead TX 77445-9166
Pine.island.tx@gmail.com

TOWN HALL RESERVATION AGREEMENT

This agreement for the use of the City Hall, 36722 Brumlow Road, Pine Island, TX 77445 is made

between the Town of Pine Island and Name _____

Address _____ Phone _____

This reservation is for the _____ day of _____ 20_____ (9:00am-9:00pm)

The Building will be used for this purpose: _____.

Approximately _____ people will attend. (Maximum capacity is 44 people.)

I ACKNOWLEDGE AND UNDERSTAND:

1. Reservations shall be booked through the town secretary, and will be accepted on a first-come, first served basis. Preference will be given to residents of the Town of Pine Island. The frequency with which one group may utilize the City Hall is at the discretion of the Town Council.
2. Reservations are for one day and are not accepted more than six months in advance. A reservation will be confirmed after:
 - a. Completing the agreement and filing it with the Town Secretary
 - b. Paying a \$200.00 cleaning deposit by check, cashier's check or money order and paying a rental fee of \$300, by separate check, cashier's check, or money order.
(No rental fee will be charged for residents of the Town of Pine Island.)
3. Reservations are made on a one day basis, and each event shall be completely concluded by 9:00 pm.
4. The Town Hall shall not be reserved for a profit-making event.
5. The use, sale, consumption or possession of drugs or any alcoholic beverage on the premises is strictly prohibited.
6. No smoking is allowed in the building.
7. Music will be kept at a reasonable level to avoid complaints from area residents.
8. No nails or any type of fastener such as staples shall be used on the building or walls, ceiling or tables.
9. Tables and chairs will be handled with care and returned to their original positions. Additional chairs or tables will be the responsibility of the renter.
10. No town-owned property shall be removed from the building or premises.
11. No firearms or weapons of any kind will be allowed on the property.
12. No explosive light illumination that could cause fire.
13. Any damage incurred to the building, amenities or property will be at the user's expense.

Signature _____ Date: _____