



## **CHANDOR GARDENS RENTAL POLICIES AND PROCEDURES**

Any event held at Chandor Gardens must not impose hardship on the Gardens' premises, staff, visitors, or neighbors. The individual signing this contract agrees that they are responsible for conforming to all laws, codes, and the Chandor Gardens' Policies and Procedures. Renter will assume full responsibility for the conduct of all persons attending the event and for any damage to the premises or property loss. No inappropriate behavior is allowed at any City of Weatherford facilities. The City of Weatherford is not responsible for any damage or loss of property or bodily injury of Renter or Renter's guests in connection with the use of the facility, including any equipment, supplies or personal items left behind after an event.

Chandor Gardens reserves the right to exclude any rental deemed a risk to Chandor Gardens' property or interests. Chandor Gardens reserves the right to terminate a reservation during the activity if conditions so warrant. Failure to abide by these Policies and Procedures may result in the cancellation of the rental, and possible denial of the use of facility (or potentially any other City facility) in the future.

Reservations are made on a first come, first serve basis and are subject to priority use for City events.

### **CANCELLATIONS**

When cancellations are received at least 30 days before the event, any paid rental fees and deposit will be returned. If a cancellation is made less than 30 days before the event, rental fees will be returned but the reservation/damage deposit will not be returned.

### **DEPOSIT POLICY**

To secure a date, a Rental Contract must be on file accompanied by a reservation/damage deposit. The person signing the contract must be 21 years or older. The deposit is a separate fee from the rental fee. Deposits will be refunded post event if all policies and procedures have been adhered to. Any damage to Chandor Gardens' property or interests that is assessed to be greater than the amount of the deposit will be charged to the individual signing the contract. Please allow up to two weeks to process return of deposit.

### **LIMITATIONS**

The rental is limited to the number of guests, exact space/facility, and scheduled time specified on the contract. Mansion rentals exclude office access during event. Event set-up will begin no earlier than the scheduled rental time and cleanup must be completed by

scheduled end time. This includes any set-up or takedown provided by the renter, guests, or independent contractors. To keep the integrity of the historical property, please stay on designated paths, no climbing on structures or trees, no wading in water features, no active sports (frisbee, ball playing, kite flying, biking, etc.). Do not touch or collect any plants, animals, or rocks. Smoking is prohibited. Only certified service animals permitted. Inside the house, painting, slime, glitter, sand, bounce houses, etc., are not permitted. **Send offs/Exits** must be approved by staff, examples of acceptable send offs are bubbles and real flower petals. Prohibited items include but are not limited to: sparklers, Chinese lanterns, glitter, birdseed, confetti, artificial flower petals, rice, and balloons.

## **DECORATIONS**

Nothing may be attached to the ceiling, walls, drapes, fixtures, windows, etc. Candles may only be used if enclosed by hurricanes or votive cups. Helium balloons must have string attached that is 20' or longer. All artwork, fixtures, and furniture will remain where they are. All decorations must be pre-approved in detail by event staff.

## **CLEANING**

The facility should be cleaned and left in the same condition as before the rental began. An Event Assistant will be on-site to show renter where cleaning supplies are located.

## **TABLES & CHAIRS SETUP AND TAKEDOWN**

Tables and chairs are provided upon request and will be staged near the rental area. Renter is responsible for the setup and arrangement, as well as placing all tables and chairs back in the same manner and location they were provided in. Renters may not set up in an area not specified in the event contract.

## **PARKING**

Parking is limited. Renter is responsible for traffic control during rental if needed. Vehicles may not be left in the parking lot after event has ended as they will not be accessible once the gate is locked after staff leaves.

## **ALCOHOL**

Renters may offer guests alcoholic beverages; selling alcohol is prohibited. Renter is responsible for monitoring that all state laws are being obeyed. A TABC certified bartender must be employed by renter to serve alcoholic beverages. One off-duty police officers (or more depending on size of event) from the Weatherford Police Department is required. Renter is responsible for coordinating and paying officer fees a minimum of 30 days prior to their rental by calling the Weatherford Police Department's Security Coordinator at (817) 598-4310. Chandor Gardens is not responsible for any accidents.

## **SOUND**

A sound system is not provided with rental. Only low amplification is allowed and may not be audible outside the boundaries of the gardens' property. Renter must ensure that any music to be played or performed is appropriately licensed, and explicit lyrics and profanity are prohibited. All set ups must be approved by event staff. All music must end by 9:30pm.

## **WEATHER**

Chandor Gardens is an outdoor Garden and as such we cannot guarantee any weather conditions or weather-related ongoing work for any event. If the rental must be canceled due to weather, staff will work to find an available date for reschedule. If rescheduling is not an option, a refund of deposit and rental fees will be issued.

## **PUBLIC EVENTS**

If booking Chandor Gardens for an event in which the public is invited, you will be required to obtain a Special Event Application.

## **INDEMNITY**

User agrees to indemnify and hold harmless the City of Weatherford, its agents and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by Renter. The Renter does hereby assume all liability and responsibility for bodily injuries, claims or suits for damages to persons or property of whatsoever kind of character, whether real or asserted, occurring in connection with the use of the facility or its premises by Renter, his or its agents, servants, employees or subcontractors. The City of Weatherford assumes no responsibility for any property placed in or about the facility.

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## CHANDOR GARDENS RENTAL CONTRACT

### RENTER INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### EVENT DETAILS

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Type in Detail: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Will Alcohol be served: \_\_\_\_\_

Facility Area(s): \_\_\_\_\_

Decorations & Setup: \_\_\_\_\_

Day of Event Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### PAYMENT

Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Payment Method: \_\_\_\_\_  
(Must be received upon rental reservation)

Rental Amount: \_\_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Payment Method: \_\_\_\_\_  
(Must be received 30 days prior to the event)

I have received, read, understand, and will follow the Chandor Gardens Rental Policies and Procedures, which are incorporated by reference herein.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### STAFF ONLY

This rental is not confirmed until the renter has received a copy of this agreement signed and authorized by a City of Weatherford Parks and Recreation leadership representative.

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_