

HUMBLE

Civic Center & Arena Complex



Your Meeting Place
& Expo Space

8233 Will Clayton Pkwy.

Humble, TX 77338

(800) 486-2539 • (281) 446-4140

Fax: (281) 319-4030

www.humbleciviccenter.com

RULES & REGULATIONS

ADHESIVE-BACKED DECALS... These items are prohibited for distribution either inside or outside of the facility.

ALCOHOL POLICY... Caterers using the facility must have a catering/liquor license or apply for a temporary license from TABC in order to sell alcoholic beverages on premises. Groups not wishing to use caterers may bring their own alcohol, however no alcohol can be sold without a valid license.

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.

BUILDING DISFIGURATION... No holes may be drilled, cored or punched in the building. Painting is prohibited anywhere on premises. In any instance where there is risk of damage to carpeting, a protective coating, such as plastic, must be used. Lessee is responsible for the repair of any damage or disfiguration to the facility.

CLEANING... Lessee shall leave the facility in the same clean condition in which it took possession. All trash shall be removed immediately after the event is over (in bags provided by the Civic Center & Arena staff) to the outside dumpster. Any cleaning performed by the Humble Civic Center & Arena will be billed to lessee or taken from damage deposit. Event cleaning will be rented, supplied and serviced by Humble Civic Center & Arena. (See attached rate sheet)

ELECTRICAL EQUIPMENT... All electrical equipment must be U.L. approved. Accessibility to equipment rooms and utility boxes are prohibited without authorization from a facility official. Electrical service for events will be rented, supplied and serviced from the Humble Civic Center & Arena. (See attached rate sheet, special electrical requests must be given in writing 30 days in advance).

EXIT DOORS... A 10' clearance on both sides (egress and ingress) with no physical obstruction must be maintained at all times. All exit doors must remain unlocked during all event hours.

FIRST AID... Lessee is to provide certified first aid personnel during the lease term. An approved list of EMT's is available or the lessee can choose an outside source as long as a 30 day written notice is given. Lessee assumes total responsibility for the qualifications and actions of these first aid personnel. Any accidents or incidents requiring first aid treatment must have a written report and a copy filed with Humble Civic Center & Arena by the close of the event.

FLAMMABLE AND VOLATILE MATERIALS... All such materials including materials under high pressure are prohibited unless approved in written authorization by the Humble Fire Department and the Director of the Humble Civic Center & Arena.

FLOOR PLANS... A floor plan must be submitted and approved allowing adequate aisle space as allowed by the Fire Marshal a minimum of 30 days prior to the first day of set-up. Exit signs and fire hose cabinets must remain visible at all times.

HANGING AND CEILING RIGGING... Nothing may be hung, attached or suspended from any part of the building without the express written consent from the Humble Civic Center & Arena Director.

INSURANCE REQUIREMENTS... Lessee will provide or see that there is provided to the Humble Civic Center & Arena management, insurance policies or a certificate of insurance proving that the lessee has in force and effect insurance as follows (all of which shall show the city as an additional insured):

- A. Workers compensation insurance as required by law;
- B. Employer's liability insurance in an aggregate amount of not less than
 - \$100,000.00 Each Accident
 - \$500,000.00 Disease-policy Limit
 - \$100,000.00 Disease-each Employee
- C. Texas and/or all state's endorsement attached
- D. Comprehensive general liability insurance, including products and liquor liability with not less than the following limits:
 - \$1,000,000.00 General Aggregate
 - \$1,000,000.00 Products/Complete Operations Aggregate
 - \$500,000.00 Each Occurrence Limit
 - \$50,000.00 Fire Legal Liability
 - \$5,000.00 Premises Medical Payments
- E. Automobile liability insurance with limits of not less than:
 - \$500,000.00 Combined Single Limit.
- F. An umbrella liability insurance policy with limits of at least \$1,000,000.00 excess of the primary policies. (For liquor liability only)

PARKING LOT... The parking lot may not be used for commercial exhibits, displays, promotions etc. without the express written consent from the Director of the Humble Civic Center & Arena. Returning the parking lot area in a clean condition is the responsibility of the lessee.

PERMITS... It is the ultimate responsibility of the lessee to obtain the necessary permits for their event. This includes, but is not limited to, health permits, pyrotechnics, music licensing, Building Official approval, etc.

PORTABLE WALLS/FREIGHT DOORS... Only Humble Civic Center & Arena personnel are authorized to move portable walls, open and close freight doors, turn on lights, change thermostat settings or unlock doors. Lessee must provide written notice in advance of the time these items are to be utilized.



RENTAL TIMES ... CIVIC CENTER... All rates are based on a 12 hour rental period. All events end at 12:00 a.m. Additional 1 hour time may be purchased for \$300.00 and must be paid for in advance. **No event can go past 1:00 a.m., no exceptions.**



ARENA & EXPO BUILDING... Rental fees are on a per day basis. Any part of a day constitutes full day rental.

SECURITY... All security used in the facility will be Humble Police Officers and will be the responsibility of the lessee. Any event serving or consuming alcoholic beverages is required to have officers. Client must pay officers the night of the event.

SMOKING... The Humble Civic Center and Arena Complex is a smokefree facility, smoking is prohibited.

TICKETS.. Lessee is responsible for furnishing all tickets, and for advance and performance date sale of tickets. Lessee shall not, under any circumstances, print more tickets for any one performance than there are seats available.

NOTE... The Civic Center/Arena director shall have the final discretion over disputes regarding all rates, rules, and regulations

HUMBLE CIVIC CENTER & ARENA COMPLEX

DEPOSIT POLICY... A deposit of 1/2 of room rental fee (not to exceed **\$2,000.00**), a \$250.00-\$1,000.00 Damage deposit, and a signed lease agreement is required to hold dates for more than 10 days. The deposit is non-refundable for **events cancelled less than 60 days prior to the event (90 days for ballroom 1).**

All cancellations must be submitted in writing. No dates for private events will be held more than 365 days in advance unless a 13 month advanced booking fee is paid.

MOVE-IN/MOVE-OUT... A half day rental will be charged to events for each day of move-in or move-out.

13 MONTH OPTION... With advanced booking fee - \$300.00
Call for details.

Lift - \$300 a day setup/take down

Overflow Parking Lot - \$750

Entire Facility - 7,500 / Dep.1000

Preferred Vendors listed on our website
www.humblecc.com

CIVIC CENTER

STANDARD RATES	
<i>Includes in-stock Tables & Chairs</i>	
Ballroom	(12 noon - midnight)
Section 1	\$3,300.00
Section 2	\$1,500.00
Section 3	\$1,500.00
All 3 Sections	\$6,000.00
Special Events	\$2,300.00
Meeting Rooms	
(Weekends - All 4 Rooms)	\$900.00

AFTER MIDNIGHT CIVIC CENTER RENTAL	
Until 1 am	\$300.00

NON-PROFIT RATES - (501c3 Status)	
<i>Includes in-stock Tables & Chairs</i>	
Ballroom	(12 noon - midnight)
Section 1	\$2,300.00
Section 2	\$1,100.00
Section 3	\$1,100.00
All 3 Sections	\$4,000.00
Special Events Room	\$1,800.00
Meeting Rooms	
Mon. - Fri., 8 am - 5 pm	\$150.00 ea.
(Weekends - All 4 Rooms)	\$700.00

ARENA & EXPO BUILDINGS

Arena OR Expo Bldg. (Base Rent)	Per Day
Standard Rates	\$2,500.00
Nonprofit Rates	\$1,500.00

Arena AND Expo Bldg. (Base Rent)	Per Day
Standard Rates	\$5,000.00
Nonprofit Rates	\$2,500.00

ALL TICKETED EVENTS, STANDARD RATES APPLY
Setup/cleanup (For Rodeo Events) \$500.00 per Event

DEPOSITS	
Private Events	\$750.00
Public Events	\$1500.00

CLEANING FEE	
Restrooms & Paper Goods	\$500.00 per Day
Fee of	\$750.00 per Day

(Will be assessed if client does not place trash in dumpster.)
Set-Up Dirt \$250.00 - \$750.00
(Rolled & Packed/Boxbladed or Fluffed)

SECURITY/LABOR	
Security (4 hour minimum)	\$400.00 (\$80.00 ea. additional hour)
Labor - Change Over (4 hr min.)	\$300.00

EQUIPMENT

<i>(Rates include Set-up/Break down Charges)</i>	
Podium	\$25.00 ea.
Microphone & Mixer	\$50.00 ea.
Flip Chart	\$25.00 ea.
Easels	\$10.00 ea.
Table Tops (Plastic)	\$4.00 ea.
Table Skirting	\$25.00 ea.
Staging Units (6' x 8')	\$50.00 ea.
Dance Floor	\$2.50/sq. ft.

Linens for Corporate Events Available

AUDIO/VISUAL EQUIPMENT

LCD Projector (Eight Hours)	\$100.00 (\$20.00/add. hr.)
Overhead Projector	\$50.00 ea.
TV	\$50.00 ea.
VCR	\$50.00 ea.
DVD	\$50.00 ea.
Screen (10'x14')	\$120.00 ea.
Screen (5'x5')	\$25.00 ea.
Screen (70") or (8'x8')	\$50.00 ea.

MAJOR EVENTS & TRADE SHOWS ELECTRICITY

110 Outlet	\$40.00 ea.
220 Outlet	\$120.00 ea.
Internet & Phone Connections	\$100.00 ea.
Internet Connection (Hardwire)	\$100.00 ea.
Phone Connection	\$100.00 ea.

BEVERAGE SERVICE

Ice/Water**	\$10.00 ea. room
Coffee**	\$5.00 a pot
Coffee - 100 cup**	\$50.00
Ice (20 pound bag)	\$5.00 ea.

**** Includes Cups, ice, etc.**

NOTE: PRICES DO NOT INCLUDE APPLICABLE SALES TAX.