



THE HISTORIC FILTER BUILDING

ON WHITE ROCK LAKE IN THE HEART OF DALLAS, TEXAS



James F. Wilson - Architectural Photographer

The Passion Behind The Filter Building

The historic Filter Building is part of the White Rock Boathouse family, a 501(c)(3) organization run by people with a deep passion for the sport of rowing. Proceeds from Filter Building event rentals help fund community outreach including adaptive rowing programs and financial assistance for juniors who find program costs prohibitive.

Natural beauty. Urban elegance. Historic charm. On the water's edge.

With all its natural light, The Filter Building on White Rock Lake is Dallas' most happening event space. The totally refurbished historic structure is part of a \$2.7 million redevelopment project that transformed a blighted shoreline along White Rock Lake into a dynamic hub where water activity reigns supreme.

The Filter Building offers sweeping lake views, an outdoor terrace, a grassy lawn and lots of onsite parking. Inside, exposed brick, concrete flooring and original iron trusses set a welcoming urban tone. In addition to the spacious main hall, an upstairs loft nicely accommodates small groups. There's a catering kitchen, wifi and all the necessary connections.

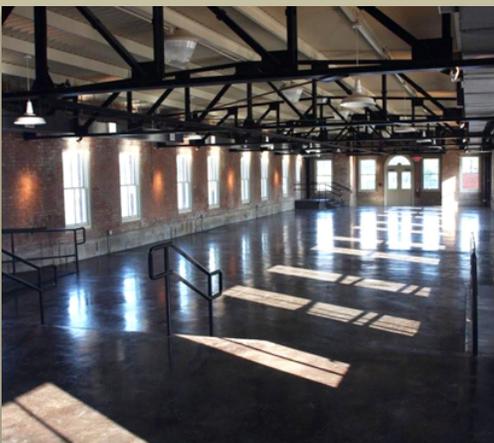


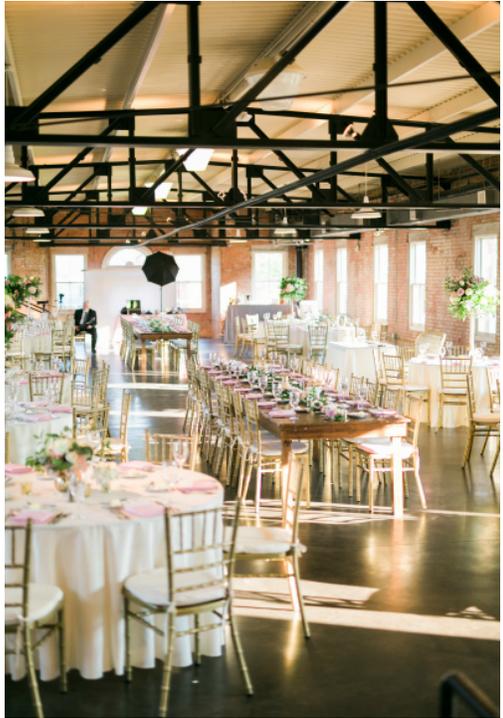
Meetings | Retreats | Parties | Markets | Exhibits | Weddings | Receptions

For complete information and availability visit:
TheFilterBuilding.com

Contact the reservations office:
Monday through Friday from 9 a.m. - 5 p.m.
Email: michelle@thefilterbuilding.com
Phone: (469) 510-8228

How to find us:
The Filter Building on White Rock Lake
2810 White Rock Road
Dallas, TX 75214





The Filter Building on White Rock Lake Rental Highlights

Standard rentals at the historic Filter Building on White Rock Lake include:

- **Eight hours of building time.** All setup and cleanup must occur during the rental period. Extra hours are \$200 each. All events must end no later than midnight. Vendors must vacate the building by 1 a.m.
- **Four hours of security.** Our off-duty police officer must be present from the time you begin serving alcohol until cleanup is complete and the building is locked. Additional hours are \$100 each. Guests may not provide their own security. All alcohol must be served by a TABC-certified bartender.
- **Two parking lots for guests.** The main lot nearest the building has approximately 50 spaces. Our second gravel lot holds overflow parking. Events with more than 130 guests are required to hire either Preferred Valet, Gold Crown Valet, or Black Tie Valet for valet services.
- **Our full furniture package.** We offer (20) 60" round tables, (8) 36" high top tables, (6) 6' long tables and 200 white garden chairs. We will setup your desired number of tables and chairs and place them inside the main hall the day of your event. We do not provide linens or audio equipment.
- **One, two-hour event planning meeting.** We recommend using this time at the venue to meet with vendors and decide on event details. You may opt to use this period to host a rehearsal instead. All event planning meetings must be scheduled on a Monday through Thursday from 9 a.m. to 6 p.m., availability allowing. No one from the Filter Building staff attends event planning meetings.
- **Eighteen recommended caterers.** If you'd like to use an outside caterer, a \$300 fee and proof of insurance is required. Guests may not cater their own events.
- **900 square foot bridal suite.** Located on the second floor, this spacious room boasts the same high ceilings, exposed brick and beautiful views as the Main Hall.

The Filter Building Usage Policies

1. Basic building rental time is for 8 hours total. This must include all setups, event and clean up. To extend the rental period, additional hours are \$200 each.
2. All events must end no later than 12am. Vendors must vacate the venue by 1am.
3. Deliveries and set ups must be within the 8-hour rental time slot. We do not store items before or after an event.
4. A \$300 fee will be charged if Guest contracts with a caterer not on “The Recommended List.” In addition, a \$1,000 security deposit might be required.
5. All approved caterers are required to provide White Rock Boathouse with current copies of their Certificate of Insurance, Food Manager’s Certificate, and Food Establishment/Health Permit. Caterer’s without this insurance are forbidden.
6. One designated individual must serve as the main point of contact with the venue manager for each reservation. We do not coordinate between multiple individuals (parents, family members, colleagues) regarding event details and venue policies. By designating a *single point of contact* for each booking, we are better able to ensure clear communication and mutual understanding. In the event that an event planner’s services are contracted, both the planner and designated individual will serve as The Filter Building’s main point of contact.
7. It is the responsibility of the client to communicate all contractual obligations and timeline information with vendors, caterers, guests, etc.
8. The Filter Building staff does not do setups or arrange custom floor plans. It is the responsibility of the guest to organize all setups, teardowns and cleaning.
9. The Filter Building provides one, two-hour “event planning meeting” at the venue for clients to meet with vendors and do a walk through. Event planning meetings must be scheduled on an available Monday through Thursday from 9 a.m. to 6 p.m. A reservation will take priority over all planning meetings. The venue manager does not attend these meetings. Outside of this two-hour meeting, we do not schedule multiple site visits for vendors, planners or family members.
10. The Filter Building does not accept responsibility for any lost or stolen items in the Facility or parking lot.
11. The Filter Building does not provide linens, tableware, A/V equipment, outdoor heaters, or event planning services. Clients can rent these items from the vendor of their choice.

Table and Chair Inventory:

(20) 60” round tables (8) 36” high top round tables, (6) 6’ long tables (200) white chairs

Cleaning Requirements:

1. All items on The Filter Building’s Catering Breakdown Checklist and Clean Up list must be completed before leaving the Facility. If items on the Clean Up lists are not completed, the Guest will be charged accordingly.
2. All trash must be removed from the site.

Alcohol/Bar Service:

1. All bartenders must be hired by the contracted caterer and be certified by the Texas Alcoholic Beverage Commission (“TABC”).
2. The bar cannot be left unattended at any time and Guests can only be served 2 drinks at a time.
3. The Filter Building does not allow underage drinking. Guests will be carded if they appear to be underage.
4. The bartender has complete discretion to refuse service to any guest.
5. No alcoholic beverages may be served after the bar is closed.
6. The bar must be closed 30 minutes before the guests are scheduled to leave.
7. All approved caterers must have proof of TABC certificates on site during the event for each bartender actually serving the alcohol.
8. The Filter Building Police Officer must stay until LOCK UP as per City of Dallas ordinance.

Tent Rentals:

All tent rentals must be contracted with Marquee Event Rentals: (972) 381-8000.

Outdoor Patio Lighting:

All outdoor string patio lighting must be contracted through The Filter Building’s staff due to the building’s historic nature. The installation of patio lights on the rear terrace costs \$400. There are no refunds on patio lighting.

Parking:

1. Parking for vendor deliveries is marked on the east end of the parking lot, closest to the ramp and the staging area.
2. For events with 130 or more guests, valet parking services are required. This must be contracted with either Preferred Valet: (214) 321-7341 or Black Tie Valet: email kc@blacktie-valetdfw.com or call (817) 914-2695.

Alterations or Decorations:

1. Do not alter, remove or add anything that effects walls, floors, furniture or any personal property of The Filter Building.
2. Do not hang anything from the beams/trusses or ceiling because the smoke alarm will go off and a \$500 false alarm fee will be charged.
3. Rose petals may be thrown outside only. No confetti can be thrown.
4. No alterations to lighting and/or removing light bulbs at any time will be permitted. If any lights are removed, a \$100 charge will be assessed per light.
5. Sparklers require a permit from the city (\$300), a pyrotechnician on location, and a firewatch from the Fire Inspections Department for a minimum of two hours (\$220). For more information, contact the City of Dallas Fire Prevention Department: 1551 Baylor St., Suite #400, Dallas, TX 75226. (214) 670-4319

The Filter Building on White Rock Lake Facility Usage Agreement

White Rock Boathouse, Inc.
P.O. Box 140935
Dallas, Texas
75214-0935

This Facility Usage Agreement is made between White Rock Boathouse, Inc. (d/b/a The Filter Building on White Rock Lake), hereinafter referred to as “WRB” or “The Filter Building,” and the following:

Name(s): _____

Name(s)/Hereinafter referred to as “Guest.” If the purpose and use of the Facility is a wedding or wedding reception, both intended spouses must be identified as “Guest,” and each of them is jointly and severably responsible for all obligations under this Agreement.

This Agreement is subject to and incorporates by reference all of the Usage Policies of The Filter Building on White Rock Lake as if set forth in full herein.

- 1. License.** WRB hereby grants to Guest a license to use the ground floor, second floor, adjacent parking lot located to the north of The Filter Building, and adjacent terrace and lawn areas, located at 2810B White Rock Road, Dallas, Texas 75214, and collectively referred to herein as the “Facility.”
- 2. Term of License.** The license shall begin on the Event Start Date and Event Start Time and terminate at Doors locked below. The Term of License includes set ups for vendor deliveries, event time, break down and clean up - A total of 8 hours. In accordance with Dallas City Ordinance, all events must end no later than 12 a.m. (midnight) with a clean up deadline for vendors no later than 1 a.m. The timeline below may be changed up until 30 days prior to the event date when the final payment and final details are due.

Event Date(s): _____

Estimated time the rental period will begin (doors unlocked): _____

Estimated time the bar (if applicable) will open: _____

Estimated time the doors will be locked (after cleanup): _____

3. **Purpose and Use.** The purpose of the rental shall be as follows:

Event Description: _____

Guest count: _____ (Total occupancy may not exceed 200 people)

The Facility shall be used and occupied only for the purpose of the event as described above and reasonably related thereto.

4. **Deposit, Rental Rate and Payment Terms.*** Extra hours, the patio lights, and extra security may be added at a later date. Payment for any extras will be included in the client's final invoice, due 30 days ahead of the event.

a. **Rental rate** _____ **Extra hours** (\$200 each) _____

Patio lights (\$400) _____ **Extra Security** (\$100/hour) _____

*The venue manager will send out a reminder approximately 45 days before the event to confirm the above information. You may leave these items blank until 30 days before the event.

b. **Deposit.** A deposit of ½ of the rental rate (minimum \$1,000) is required at signing. The deposit will be applied to the final payment. If the event date is 30 days or less from the agreement sign up date, the rental fee in full is due as a non-refundable final payment.

c. **Payment Terms.** All final payments will be required 30 days before each event. Please do not send any payments certified delivery or Fed Ex.

The Filter Building reserves the right to cancel your event if payments are not received by the dates listed above. In the event WRB cancels the event for nonpayment of any installment, Guest forfeits the deposit.

d. **Date Change.** The Guest is allowed one date change within 30 days of the deposit down payment. After that, no date changes are possible.

e. **Gratuity.** Gratuity of 5 to 10 percent is customary. Clients may add gratuity to their final invoice.

5. **Cancellation Policy.** If Guest cancels the event thirty days or less after the deposit is received, the guest will be refunded all but a \$150 processing fee.

If the guest cancels the event thirty-one days or more after the deposit/payments are received, there is NO refund. There is no refund on patio lights or extra hours after final payment is received.

6. **Food Service.** Guest can choose a caterer from our "Recommended Caterer List" or select a caterer of their choice. If Guest contracts with an outside caterer, an

additional \$300 fee is required. A \$1,000 security deposit might also be required. Guest is responsible for contracting with your caterer to provide adequate personnel for set up, serving, bussing and clean up. Approved caterers are required to adhere to Facility's Catering Procedures, Break down Checklist and other policies. If the Approved Caterer fails to adhere to this checklist, assessments shall be made and deductions from the security deposit for failure to clean the Facility properly or if damage occurs. Approved caterers must have current and a minimum of a \$1,000,000 Certificate of Insurance on file with The Filter Building. If Guest's caterer fails to comply with required regulations prior to an event, such failure will be grounds for cancellation of the event. Food trucks are considered outside caterers and a \$300 fee and proper insurance forms are required. A maximum of two food trucks are allowed at each event, with approval from the venue manager.

7. **Alcoholic Beverage Service Options.** Turnkey bar services (setting up the bar and serving drinks) may be fully contracted to one of our "Recommended Caterers" or Guest may provide alcohol to their contracted caterer. Self-service of alcohol is not allowed and Guests may not hire their own bartenders. The caterer must contract the staffing of the bar.
8. **Alcoholic Beverage Service Rules.** The following rules are applicable to all alcoholic beverage services:
 - a. All servers must be in compliance with all applicable laws. Texas Alcoholic Beverage Commission certificates must be provided to The Filter Building two weeks prior to the Event Start Date.
 - b. Please review The Filter Building Usage Policies for additional requirements.
9. **Alterations or Decorations.** Guest cannot alter, remove or add anything that affects walls, floors, light fixtures, furniture or any personal property of the Facility. Rose petals and birdseed may not be thrown inside the building. No balloons or fog machines. All outdoor, string patio lighting must be contracted through The Filter Building staff. Absolutely no items can be hung from the beams or rafters. Flameless candles must be used indoors, unless a "real candle" permit is obtained from the City. Clients wishing to use real candles must bring their candles and vases to the City for inspection and pay a \$125 permit fee. The main office for candle permits is located at 1551 Baylor St., Suite #400, Dallas, TX 75226. Their phone number is (214) 670-4319.
10. **Security.** The Filter Building requires the presence of an off-duty Dallas police officer at all events taking place in the evening, events with 50 or more people, or any event where alcohol is served. The rental rate includes 4 hours of security. Additional security is \$100 per hour payable with the final payment.

The officer must stay until the doors are locked for each event. Guest agrees that The Filter Building may select the police officer(s) to be present at the Guest's event. The designated officer's word is final in all matters concerning security or decisions to terminate a function for any reason. The police officer has complete authority to have a guest removed.

11. **Entertainment.** Guest may contract with any DJ or band. Your vendor must adhere to the Facility's entertainment policies outlined herein. Outside/Inside music is not permitted after 12 a.m. (midnight), and in accordance with Dallas City Ordinance requirements, cannot exceed a 65-decibel level beyond the Facility's grounds at any time. The Filter Building reserves the right to stop the music completely if the Guest, DJ or band fails to comply with these rules.
12. **Parking.** The Rental Rate includes use of the Facility's exclusive parking lot located outside the west entrance of the building. For events with 130 or more guests, valet parking services are required. Please see The Filter Building Usage Policies for a list of approved valet parking services.
13. **Waiver and Indemnity.** Guest agrees to the following provisions.
 - a. The Filter Building is responsible for the use of the Facility as described in Paragraph 1 above. The Filter Building accepts no responsibility for any food, alcohol or other beverage service provided by an approved caterer. Guest does hereby indemnify and hold harmless The Filter Building on White Rock Lake, White Rock Boat House Inc., and any of its agents or employees, against any liability, loss, claim, demand, or suit arising out of or relating in any way to Guest's use of the Facility, Guest's activities at or around the Facility, or the Guest's contracting for the service of food, alcohol or other beverages at the Facility. It is the intent of parties hereto that all indemnity obligations assumed by Guest be without limit and without regard to the cause or causes thereof including the negligence of any party or parties, including The Filter Building on White Rock Lake, White Rock Boat House Inc., and any of its agents or employees whether such negligence be sole, joint, or concurrent, active or passive.
 - b. The Filter Building does not accept responsibility for the damage and/or loss of equipment, supplies or personnel items while being used or at the Facility. Storage of equipment and supplies prior to the Set up Start Time indicated in Paragraph 2, above, is prohibited.
 - c. Guest is responsible for any damage caused by event participants and vendors. Damages, breakage or loss of any items in the building will be assessed and deducted from the Guest's deposit. In the event any damage, breakage, or loss exceeds the amount of Guest's deposit, Guest agrees to fully compensate The Filter Building within ten (10) business days of receipt of notice from The Filter Building setting forth the amount due.

d. The Guest has inspected the premises and accepts the Facility as being suitable for the Guest's event.

- 14. Assignment.** This Facility Rental Agreement may not be assigned or transferred by Guest without the written consent of The Filter Building.
- 15. Costs and Attorney's Fees.** If, on account of any breach or default by The Filter Building or Guest of their respective obligations under the Facility Rental Agreement, or because of any claim arising out of or relating to Guest's use of The Filter Building, it shall become necessary for the other to employ an attorney, the prevailing party shall be entitled to recover its reasonable attorney's fees, expenses, and costs of court incurred in such litigation.
- 16. Force Majeure.** This Agreement will terminate without liability to either party if substantial performance of WRB's obligation is prevented by a cause reasonably beyond WRB's control. Such causes shall include, but are not limited to: acts of God, regulations or orders of governmental authorities; fire, flood or explosion; war, disaster, civil disorder, strikes, lockouts, curtailment of transportation facilities, or threat thereof; or other emergency making it illegal or impossible to provide the Facility for the event.

THIS AGREEMENT IS SUBJECT TO THE TERMS AND PROVISIONS OF THE MASTER AGREEMENT FOR THE CONSTRUCTION, RENOVATION, OPERATION AND MAINTENANCE OF THE PREMISES AT THE PARK BETWEEN THE CITY OF DALLAS AND BOATHOUSE (THE "MASTER AGREEMENT"), AND WILL TERMINATE, WITHOUT LIABILITY OR RECOURSE, IN THE EVENT OF THE TERMINATION OF SAID MASTER AGREEMENT, UNLESS THIS AGREEMENT IS ASSUMED OR EXTENDED BY THE CITY. THE CITY OF DALLAS SHALL HAVE NO LIABILITY, OBLIGATION, OR RESPONSIBILITY UNDER THIS AGREEMENT, AND THE PARTIES HERETO RELEASE THE CITY OF DALLAS FROM LIABILITY FOR ANY CLAIMS, SUITS, OR JUDGMENTS IN CONNECTION WITH THIS AGREEMENT.

Date: _____ **Signature of Guest:** _____

Printed Name: _____

Address: _____

Phone: _____

Email: _____

Additional Contact: _____

Relationship: _____ **Phone:** _____

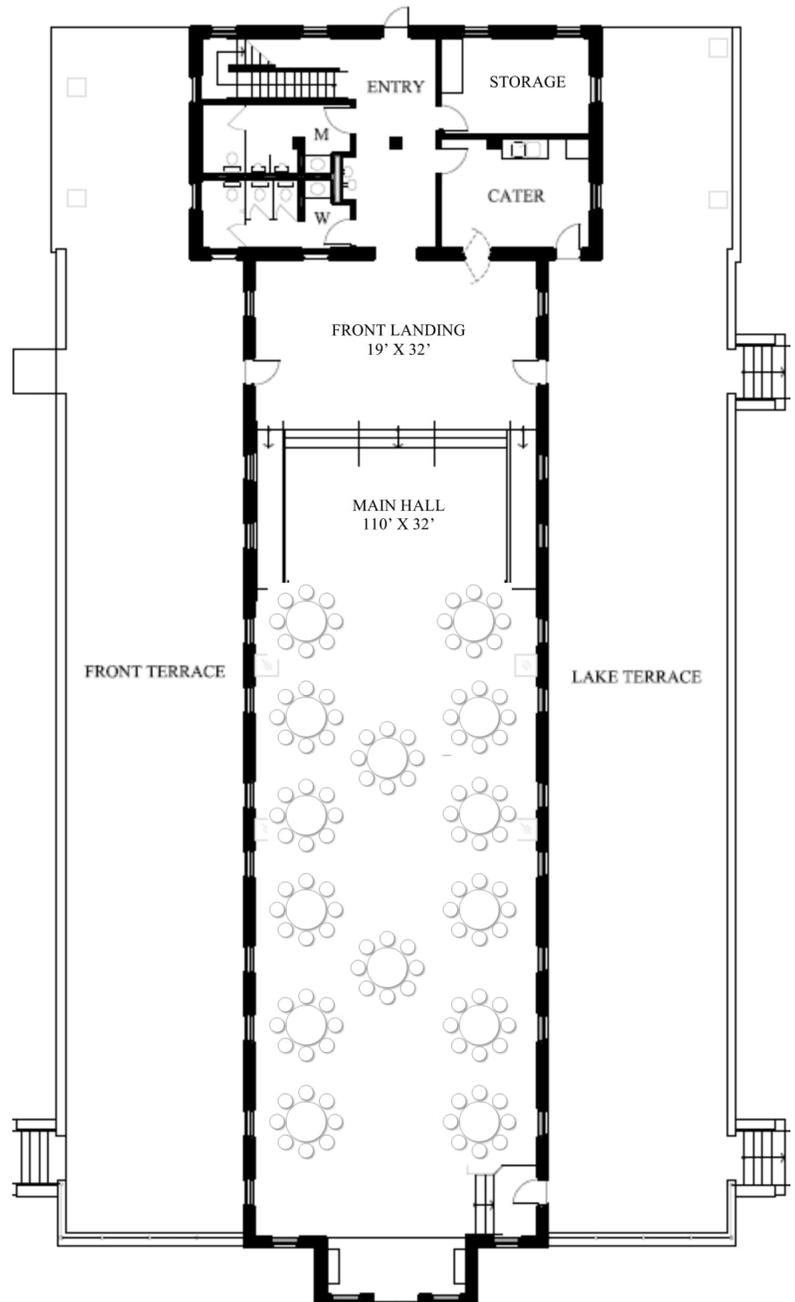
Standard Floor Plan

The first and second floor of The Filter Building encompass 6,000 square feet of event space, plus two exterior terraces and a spacious lawn overlooking White Rock Lake. The venue's maximum capacity is 200 people. A maximum of 165-170 guests can be seated with a dance floor.

The Filter Building's full furniture package includes (20) 60" round dinner tables, (8) 36" high tops, (6) 6' long rectangular tables and (200) white garden chairs.

We will pop-up your desired number of tables and chairs and place them inside the main hall the day of your event. Your planner and/or caterer can then rearrange the furniture into your desired floor plan. The Filter Building does not setup custom floor plans.

All additional tables and chairs will be inside the unlocked storage room for your use.



Recommended Caterers List

<u>Two Sisters Catering</u>	<u>214-823-3075</u>	<u>Monica Perez</u>
<u>Pappas</u>	<u>972-669-0364</u>	<u>Darren Stover</u>
<u>CN Catering</u>	<u>214-819-9498</u>	<u>Contact David</u>
<u>Eddie Deen's/Edison's Catering</u>	<u>214-741-4211</u>	<u>Carolyn Hurtt</u>
<u>Celebration Catering</u>	<u>214-351-2456</u>	<u>Megan Lintner</u>
<u>Food Glorious Food</u>	<u>214-368-0087</u>	<u>Sarah Kane</u>
<u>Grace Café</u>	<u>214-543-4436</u>	<u>Deb Crabb</u>
<u>Wolfgang Puck</u>	<u>214-749-0312</u>	<u>Lauren Twitchell</u>
<u>Blue Mesa Grill</u>	<u>214-378-8686</u>	<u>Sarah Massey</u>
<u>Gil's Catering</u>	<u>972-237-0353</u>	<u>Brenda Donnelly</u>
<u>The Festive Kitchen</u>	<u>972-437-1523</u>	<u>Sandy Korem</u>
<u>Spice of Life Catering</u>	<u>972-417-1755</u>	<u>Sue Kollinger</u>
<u>Sonny Bryan's Catering</u>	<u>214-353-0027</u>	<u>Pedro Reyes</u>
<u>Savory Catering</u>	<u>469-222-2163</u>	<u>Rachel Boyce</u>
<u>Wendy Krispin Catering</u>	<u>214-748-5559</u>	<u>Wendy Krispin</u>
<u>Tastefully Yours</u>	<u>817-488-0896</u>	<u>Lisa Huszar</u>
<u>Salum Restaurant</u>	<u>214-252-9604</u>	<u>DeWaine Muzny</u>
<u>Vestals Catering</u>	<u>972-803-3806</u>	<u>Kortni Jeske</u>

There is a \$300 fee to use an outside caterer. Proof of insurance is also required.



Catering Breakdown Checklist

We ask that you please leave the venue in the condition it was found.

1. Cleanup all food from food service areas and guest tables/chairs.
2. Sweep floors in party area and breakroom/staging areas.
3. Mop breakroom/staging area floors.
4. All dishes and trash must be picked up.
5. Caterer must remove trash from site. No trash can be left in or outside the building.
6. Wipe down all counters in breakroom/staging areas.
7. Rinse out all trash cans and leave them in the catering kitchen (unstacked) to dry.
8. Rinse out sink.

All *Filter Building* furniture may be left in the main hall at the conclusion of the event. All external furniture or rental items must be removed from the venue at the end of the rental period. We do not store items before or after events. If items are left, a fee will be assessed.

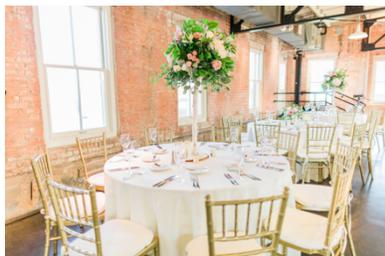
*Client will be subject to additional charges if any items on the cleanup checklist are handled improperly.

The Filter Building Rates

	<u>Fridays</u>	<u>Saturdays</u>	<u>Sundays</u>
January, February, July, August:	\$3,200	\$3,800	\$2,200
March, June, November, December:	\$4,200	\$5,200	\$2,800
April, May, September, October:	\$4,400	\$5,800	\$3,200

Monday, Tuesday and Wednesday rentals are \$1,400. Thursday rentals are \$1,800.

*Prices do not include suggested gratuity



Our Mission

Rental income from the Filter Building on White Rock Lake supports nonprofit rowing programs at White Rock Boathouse.



In 2015 and 2016 alone, White Rock Rowing distributed 53 financial aid awards totaling more than \$30,000 to youth and adaptive rowing participants, putting oars and opportunity in the hands of those who otherwise might not be able to participate.

In addition to these need-based awards, The Filter Building's revenue has allowed WRR to subsidize approximately 50 percent of the program fees for all junior rowers, significantly lowering the out-of-pocket cost for participants.

White Rock Boathouse aims to strengthen the local community by bringing the lifelong sport of rowing to as many youth, adaptive, veteran and fitness-minded adults as possible.

Every private event, corporate retreat, or wedding hosted at The Filter Building directly supports this mission.

Thank you!