



Waxahachie Civic Center Rules and Regulations

Advertisements...Lessee shall not circulate advertisement, tickets, or any other written material in or on the Civic Center grounds, including the parking lot area, without written permission from the Director of the Waxahachie Civic Center.

Alcohol Policy...Please ask about new policies. (See Security).

Animals...No animals will be brought into the facility, other than as required by handicapped persons, without written permission from the Director of the Waxahachie Civic Center.

Automobiles...Automobiles will not be permitted inside 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. Protective material must be used to cover carpeted areas from building entry point to display point. Under carriage protection for old and late model automobiles must be used at all times. There must be less than 1 gallon of gas in each automobile. Every battery must be disconnected once inside the building.

Banners, Posters, Signs...These items are prohibited for distribution either inside or outside of the facility. No signs, fliers, or banners may be hung with adhesives or adhesive tape on inside or outside walls. Inside walls require the use of pushpins. All outside banners must be sent to the Civic Center 72 hours prior to the scheduled event. (See additional fees for price.)

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 or replacement 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 to the outside dumpster after the event is over. The time it takes to clean the leased area is part of the event time and if more time is needed an additional fee will be charged. (See Rental Times). Any cleaning performed by the Waxahachie Civic Center will be billed to lessee. Trash bags can be furnished by the Center. All trash receptacles must have trash bags inside at all times.

Concessions...All concessions are handled by the Waxahachie Civic Center Concessionaire.

Confetti... Throwing rice, confetti and rose petals as well as the use of sparklers is prohibited anywhere on the Civic Center premises. The throwing of birdseed or the use of bubbles is allowed, but must be restricted to the outside areas only. Deposit will be lost if a violation of this policy occurs.

Connecting to Any System...You must have written permission from the Director of the Waxahachie Civic Center to connect to any Waxahachie Civic Center electrical or communication system. Lessee will be responsible for having a licensed technician to make connection and disconnection.

Contractor Requirements...It shall be the responsibility of the lessee to submit to the Director of the Waxahachie Civic Center, in writing no later than 30 days prior to the first move-in day, a list of the service contractors the lessee intends on using. All contractors must be properly licensed and permitted before they can enter the center. A contractor's certificate of insurance must be on file at the Waxahachie Civic Center.

Cooking...The cooking of any items outside the kitchen area is prohibited. The Waxahachie Civic Center kitchen is used as a food preparation area. Cooking must be requested in writing in advance and approved by the Director of the Waxahachie Civic Center.

Corridors and Hallways...Corridors and hallways are common space and are not part of any leased area. They may only be used with written permission from the Director of the Waxahachie Civic Center.

Electrical Equipment...All electrical equipment must be U.L. and City of Waxahachie approved. Accessibility to equipment rooms and utility boxes is prohibited without authorization from a facility official.

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 show hours.

First Aid...Lessee is to provide certified first aid personnel during the lease term for any event that estimates 1000 or more participants. 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. (See

Contractor Requirements). 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 Waxahachie Civic Center before close of the business day.

Event Accessibility...The Waxahachie Civic Center Staff must have complete accessibility to all event spaces, kitchen areas, corridors and hallways before, during and after all events. The Director of the Waxahachie Civic Center must grant in writing any exclusivity to any area.

Flammable Liquids...Flammable liquids such as, but not limited to, gasoline, kerosene, bottled gas and oil are not permitted inside the Civic Center.

Flammable and Volatile Materials...All such materials including materials under high pressure are prohibited unless approved in writing by the Waxahachie Fire Department and the Director of the Waxahachie Civic Center.

Floor Plans...When the Director of the Waxahachie Civic Center determines, a floor plan must be submitted to the Waxahachie Fire Marshal for approval. Copies of approved floor plan must be submitted to the Civic Center Staff 30 days prior to the first day of set-up.

Floor plans must show the following:

1. Plans drawn to scale
2. All emergency exits indicated
3. Service contractor equipment
4. Aisle widths indicated
5. Primary entrance indicated
6. Concession area indicated
7. Meeting area on show floor indicated
8. Fire extinguishing equipment indicated

Floor plan distribution is as follows:

1. Service Contractor (1 copy)
2. Waxahachie Civic Center (1 copy)
3. Waxahachie Fire Marshal (2 copies) Fire Marshal copies should be distributed to:
Waxahachie Fire Department - Larry Bright - P.O. Box 1045 - Waxahachie, Texas 75168

Freight...All pre-event freight must be signed for by the lessee or designated person. Lessee or designated person must send all post event freight out of the center. Any freight left in the leased space after the leased time will be stored by the Civic Center Staff and be charged a storage fee of \$100.00 per day. The Waxahachie Civic Center will not be held liable for any pre or post event freight.

Hanging and Ceiling Rigging...Nothing may be hung, attached to or suspended from any part of the building without the express written consent of the Director of the Waxahachie Civic Center.

Insurance Requirements...If the Director of the Waxahachie Civic Center determines a possible need for insurance due to the number of participants or the activity of an event, the lessee will provide or see that there is provided to the Waxahachie Civic Center management, a certificate of insurance proving that the lessee has in force and effect insurance as follows (all of which shall show the City of Waxahachie and the Waxahachie Community Development Corporation 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/completed 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.

Kitchen Deposit...Any group or person requesting permission to utilize, in any way, the kitchen area of the Waxahachie Civic Center must submit a kitchen deposit of \$ 100.00 (Paid Separately). This deposit will be returned based on conditions of the kitchen area after the event. All cleaning supplies will be furnished by the civic center.

Lost / Damaged Articles...All items that are left after an event will be kept at the Center for a period of 48 hours then released to the City Secretary's office. If this item requires security and/or storage, there will be a storage fee collected before item is released. The Center will not be held responsible for these item/items in any way. The Waxahachie Civic Center is not responsible for vehicle damage or theft.

Music Franchise Fee...Lessee is responsible for paying any fees directly to ASCAP/BMI.

Outdoor Signage...All outdoor signage, including but not limited to, banners, balloons and inflatable devices must have a permit from the Building and Inspections Department, P.O. Box 757, Waxahachie, Texas 75168. Department telephone number is 972/937-7330, ext. 161. All outdoor signage must be brought to the Civic Center 72 hours prior to the scheduled event.

Parking Lot...The parking lot may not be used for commercial exhibits, displays, promotions, etc. without the express written consent of the Director of the Waxahachie Civic Center. If permission is granted the lessee must not drill, bore and/or punch any type of hole in the surface of the parking lot. Lessee will also leave the parking lot area clean and all trash removed. Any damage to the landscaping in and around the parking lot will be replaced at the cost of the lessee.

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

Portable Walls/Freight Doors...Waxahachie Civic Center personnel are solely 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.

Recreation Vehicle Parking...R/V parking will be limited to 72 hours and only be permitted to R/V associated with a Civic Center event. Recreation vehicles and tow vehicles must remain on parking lot surface at all times. All fees will be collected by event lessee and paid to the Waxahachie Civic Center prior to event departure.

Rental Times...All rates are based on an 8-hour rental period with the exception of the board room. (See Rental Rates and Fee). All events end at midnight. Additional time may be purchased for \$100.00 per each one hour for rental and \$40.00 per hour for security personnel and must be paid in advance. No event can go past 12:00 am without the written consent of the Director of the Waxahachie Civic Center.

Room Set Fee...Each room rental fee will include one room set per event. Each additional room set will cost 25% of the original room rental prices.

Security...All security used in the facility will be acquired through the Waxahachie Police Department and will be the responsibility of the lessee. Any event serving or consuming alcoholic beverages must follow guidelines determined by Private Permit Lessee. Any non-alcoholic event must have one (1) officer per 300 participants unless approved by the Waxahachie Civic Center Director. Any event going past 12:00 am must have one security officer at a fee of \$40.00 per hour for every 100 participants unless approved by the Waxahachie Civic Center Director.

Smoking...The building is a smoke-free facility. Outside smoking is permitted in designated areas only.

Storage...Lessee may not store equipment of any kind in or on the grounds without written permission from the Director of the Waxahachie Civic Center.

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 Director of the Waxahachie Civic Center shall have the final discretion over disputes regarding all rates, rules and regulations.

Thank you for your help in caring for our Civic Center