



SSGT. Willie de Leon Civic Center

300 E. Main Street
Uvalde, Texas 78801

Phone: 830-278-4115 Fax: 830-278-3994

Civic Center Policies

The following list represents a summary of Civic Center policies and requirements for events. This list is only a summary and is not inclusive of all policies and regulations. We strongly advise the LESSEE to contact the Willie de Leon Civic Center Manager thirty (30) days prior to the event to review the details of the plans for the event.

Advertisements

LESSEE shall not circulate advertisements, tickets or any other written material in or on the Civic Center grounds, including the parking lot area, without written permission from the Civic Center Manager.

Alcohol

Events in which alcohol will be sold, served, or consumed will be charged \$440 and security will be required. Hiring of security officers will be handled by the City of Uvalde. Serving of alcohol shall be discontinued 30 minutes prior to scheduled end of event. Anyone using the facility and receiving a fee of any kind must have a catering/liquor license from the Texas Alcoholic Beverage Commission in order to sell alcoholic beverages on the premises. Anyone using the facility and providing alcohol for FREE are required to speak with an agent and/or representative of the Texas Alcoholic Beverage Commission and complete the "Verification" form on page 8 of their rental agreement. The amount of alcohol consumed by any guest will be the responsibility of the LESSEE and not the responsibility of the Willie de Leon Civic Center. The LESSEE will be responsible for any liability arising as a result of allowing alcohol consumption. (See security and insurance requirements)

Animals

No animals can be brought into the center, other than registered support animals for the use of disabled persons, without the written permission of the Willie de Leon Civic Center.

Automobiles

Automobiles will not be permitted inside the center unless written authorization has been given at least 30 days prior to the event. 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 the floor area at the display point. Under carriage protection for all model automobiles must be used at all times. Vehicles must have the batteries disconnected, keys removed and contain less than one gallon of fuel. Motorized vehicles are not allowed in the center.

Banners, Posters, Signs

These items are prohibited for distribution either inside or outside of the center. No signs, fliers or banners may be hung with adhesives or adhesive tape on inside or outside walls.

Booking

Events may book up to one year in advance. A deposit will be required to book an event.

Cancellations

All cancellations must be received in writing by the Civic Center Manager. If event is cancelled before ninety (90) days of event, 100% of rental fees paid shall be refunded. If cancellation is inside ninety (90) days of event, 50% of rental fees paid shall be refunded. No refund will be given for events cancelled within thirty (30) days of the event.

Catering

Food and beverage may be self-catered or arranged through a licensed caterer. When using a licensed caterer each vendor must, furnish the required licenses, as well as provide to the LESSOR with all necessary insurance documentation, and comply with the remaining terms and conditions of the LESSEE's rental agreement. LESSEE shall notify Civic Center Manager as to whether a caterer will be used or not.

Red beverages are NOT allowed in the Cactus Community Room, Pecan Meeting Room, Mesquite Meeting Room, Mountain Laurel Meeting Room, or Conference Rooms. Violation of this rule results in immediate forfeiture of deposit.

Cleaning

Contracted areas should be left in the state that they were found. General cleaning is the responsibility of the LESSEE. If no damages are incurred and clean-up is satisfactorily completed, the deposit will be refunded. A list of required cleaning guidelines will be made available to the LESSEE.

Corridors, Lobby and Hallways

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

Decorating

No decorations will be attached in or on the building or equipment without the approval of the Civic Center Manager. Decorations causing damage to floors, walls or other structures are not permitted. Decorations or signs may not be attached by nails, tacks, staples, screws or tape. Throwing rice, confetti, glitter or flower petals and the use of sparklers are not allowed on the grounds or inside facilities. All equipment, decorations and personal items must be removed by the end of the contract period.

Deposits

A deposit is one half of the requested room(s) rental fee(s) and is payable at the time the space is reserved. "Tentative" holds for dates are not allowed. DEPOSITS ARE NEVER APPLIED TO FEES. The deposit reserves the date, and will cover any damage or insufficient clean-up resulting from the event. If no damages are incurred and clean-up is satisfactorily completed, the deposit will be refunded approximately four (4) weeks after the event. Contracted rental space fees are due in full 30 days prior to the event.

Early Access Fees

There are fees associated with rental of day before event for early access and decorating. A half-day rental (1pm – 10pm) is 25% of room rental rate. A full-day rental (7am – 10pm) is 50% of room rental rate. Early access must be scheduled with the Civic Center Manager and will be included in event reservation and total rental fee. Arrangements must be made with Civic Center Manager AT LEAST two weeks prior to event.

Event Accessibility

The Willie de Leon Civic Center staff must have complete accessibility to all meeting areas, kitchen areas, corridors and hallways before, during and after all events.

Exit Doors & Fire Code

A 10' clearance on both sides of exit doors (egress and ingress), with no physical obstruction, must be maintained at all times. No lighted exit sign or accompanying door can be blocked or locked during events. All Fire Code discrepancy issues will be decided upon by the Civic Center Manager.

Fees

Full payment is required at least thirty (30) days prior to event.

Final Appointment

To finalize details and determine your event set-up, the LESSEE **must** schedule an appointment with the Civic Center Manager no later than 30 days prior to your event. The walk through must be scheduled during normal business hours (8:30a – 5p). At this time, we discuss your table and chair configuration, your event timeline and address any other questions about your event. It is the LESSEEs responsibility to schedule the appointment with Civic Center Staff.

Flammable Liquids

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

Glass Containers

No glass beer bottles will be allowed inside the Willie de Leon Civic Center facilities.

Hanging or Ceiling Rigging

Nothing may be hung, attached to or suspended from any part of the facility.

Hours of Operation

Civic Center Event Hours: Monday – Sunday, 7:00am – 12:00am (MIDNIGHT)

Civic Center Office Hours: Monday – Friday, 8:30am – 5:00pm

Events must end in accordance with the contracted end time. The LESSEE will forfeit one-half of their deposit if the finish time is exceeded by more than thirty minutes.

Only vendors and LESSEE are allowed in the Center past 12:00am for clean-up/tear-down purposes.

Insurance Requirements

LESSEE must provide to the manager, at least thirty (30) days prior to the event, a Certificate of Insurance proving that a public liability insurance policy is in effect in which the LESSEE is named as insured. The “City of Uvalde and the Uvalde Convention and Visitors Bureau” must be listed as an additional insured under such policy. The amounts and type of insurance are listed in Rental Agreement (Page 1, Part 4b). Host liquor or liquor liability coverage must be included in the policy coverage if alcoholic beverages are going to be served, sold or consumed at the event.

Linens

The Civic Center does not provide linens for any event. Table coverings must be provided by LESSEE for any event serving food and/or beverage.

Lost/Damaged Articles

All items that are left after an event will be kept in the Willie de Leon Civic Center manager’s office area for a period of thirty (30) days. The City of Uvalde and the Uvalde Convention and Visitors Bureau will not be held responsible for these items in any way. The City of Uvalde and Uvalde Convention and Visitors Bureau is not responsible for any vehicle damage or theft.

Parking Lots

The Willie de Leon Civic Center parking lots may not be used for commercial exhibits, displays, promotions, etc. without the express written consent of the Civic Center manager. 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 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. LESSEE may not charge for parking.

Room Set-Up/Layout

Each room rental fee will include one room set-up per event. A facility layout must be submitted to manager at least thirty (30) days prior to event date. If layout is not received within fifteen (15) days of event, a standard event set-up will be assigned by manager.

Security

Security is required for persons who lease the Civic Center for any event at which alcoholic beverages are sold, served and/or consumed. The Civic Center manager reserves the right to determine if police security is required during any other scheduled event. All security used in the Civic Center will be acquired through the Uvalde Police Department coordinated by the Civic Center manager. Security fees will be the responsibility of the LESSEE.

Smoking

The Willie de Leon Civic Center is a smoke-free facility. Outside smoking is permitted in designated areas only.

Storage

LESSEE may not store decorations, equipment, etc. of any kind in or on the grounds prior or after their event.

Note: The Willie de Leon Civic Center Manager shall have the final discretion over disputes regarding all rates, rules and regulations.