



Van Economic Development Corporation

170 West Main

PO Box 1046—Van TX 75790

903-963-5051 (this number is forwarded to cell phone)

“The Movie House” - 255 West Main—Van TX 75790

Permit Reservation Form & Policies

Reservations costs—Minimum 4 hour rental at \$100. \$25.00 per hour thereafter.

Deposit - \$250.00 refundable upon compliance with clean up and no damages to facility.

Cancellation required one (1) week prior to planned event. \$50.00 fee for less than one week notice.

Please contact the Van Chamber (903-963-5051) to check on dates of usage to make sure it is open for the hours needed. A ‘calendar of usage’ is kept at the Van Chamber building at 170 West Main and is available for viewing and reservations during working hours. This form can also be found at <http://vantx.com/residents/old-movie-house/>

Confirmation of rental will be made once the rental paperwork, fee and deposit are completed. Make out **two checks** please, one for the amount of the rental and the second for the deposit that will be returned or shredded if there are no damages and the clean up is completed by the renters.

Clean up: Tile and carpeted floors swept and cleaned—trash emptied (dumpster out the back door)—tables and chairs cleaned and stored—counters, stove and refrigerator cleaned—restrooms swept, cleaned, trash emptied and liners put back in container—parking lot cleaned of any trash—A/C/Heat unit turned left on 72 degrees—*Movie House* secured with all doors closed and locked and lights off.

Event Information

Date of Event _____

Name of Event _____

Description of Event

Event Start Time _____ Event End Time _____

Hours Needed _____ Total Paid _____

Responsible Party (Must be 21 years or older)

Last Name First Name Middle Initial

Home Phone Cell Phone City State Zip

Mailing Address Physical Address

Signature of Responsible Party Date

(Over)

1—Permitted shall be liable for any and all damages to the *Movie House*. If damages do occur and the cleaning and damage deposits are forfeited, additional charges will be charged, if needed, for the total cost of repairs by the Economic Development Corporation (EDC). Permitted agrees to pay any additional charges for repairs to the EDC within ten (10) days from the date such a notice is mailed to the permitted.

2—The cost will double for commercial rental for profit. The cost for official school groups, churches and non-profit organizations will be one-half (1/2) of the total cost. A “non-profit organization” shall be defined as an organization, which have been approved by the Internal Revenue Service as meeting the requirements of Internal Revenue Code subsection 501. The EDC reserves the right to waive the permit fee for use of the *Movie House* either in whole or in part for non-profit sponsored events. A waiver of the fee in whole or in part shall not in any way affect the obligation of the Permitted to abide by ALL other terms and conditions provided herein.

3—Permitted may cancel a permit request without penalty seven (7) working days in advance of the reservation date. (\$50 fee if cancellation is less than one week.)

4—Permitted’s need of a day prior to or after an event must make arrangements at the time of the rental. A minimum amount of \$100 for each additional day used will be required.

5—There will be **NO SMOKING or Alcoholic Beverages** permitted inside or on the outside of the *Movie House*.

6—Attendees for the events are encouraged to remain inside the premises. Individuals should not be allowed to gather with one another on the outside grounds of the *Movie House*. If **hired security** is needed, it will be at the Permitted’s expense.

7—Electronic equipment, including speakers, must be kept at a volume which will not emit beyond the *Movie House*. Permitted shall NOT create a disturbance by causing excessive noise, by any means.

8—NO staples, tacks or nails can be used anywhere in the building. Get permission from EDC regarding placing ANY items on or against the walls.

9—All firearms and air guns are PROHIBITED.

10—Permitted agrees to indemnity and holds the EDC harmless against any and all claims, demands, damages, cost, and expenses, including attorney fees for the defense of such claims, arising from the Permitted’s use of the premises, or from any breach on the part of the Permitted of any condition of this application, or from any act of negligence of the Permitted. Permitted’s agents, contractors, employees, or licensees in or about the premises. In the event of any action or proceeding brought against the EDC by reason of any such claim, the Permitted, upon notice from the EDC, agrees to defend the action or proceeding by counsel acceptable to the EDC.

11—Permitted shall NOT assign or sublease the *Movie House*.

12—Permit use of the *Movie House* capacity—100 or less - main deposit;
100 or more an extra \$50/day plus security furnished by Permitted

13—The EDC reserves the right to rescind or cancel any application at any time, for any reason, by giving notice to Permitted and by reimbursing any deposit or application use fee paid by Permitted.

Permitted Signature _____

Printed Signature _____
(Signature evidences agreement to abide by the terms and conditions provided herein.)

Address _____

Phone # _____ Driver’s License # _____

Key Pick up Time _____ Key Return Time _____

Reservation Approved by _____ Date _____