

# ***Santa Fe***

## ***Administration & Activities Building***

1680 County Road 3549 Cleveland, Tx 77327

Office: 936-570-0132 Fax: 832-565-1002

Office Hours: Monday - Friday 9 am - 5 pm  
[events@chpmanagement.com](mailto:events@chpmanagement.com)

# *Rental Rates*

<b>Facility Description</b>	<b>Event Deposit</b>	<b>Monday - Thursday</b>	<b>Weekend Rate</b>
Full Facility	\$500.00	\$375.00	\$500.00
Half Facility with Kitchen	\$500.00	\$225.00	\$300.00
Half Facility w/out Kitchen	\$250.00	\$150.00	\$200.00
Meeting Room	\$75.00	\$10.00/hour	\$12.50/hour
Splash Pad	\$100.00	\$100.00	\$100.00

Non-profit corporations may contact [events@chpmanagement.com](mailto:events@chpmanagement.com) regarding non-profit rental requests.

## *Rental Rates Include:*

- The facility is available Monday through Sunday from 9 am to 12:00 am.
- The Splash Pad is available Monday through Sunday from 10 am to 11:50 am.
- Extended late hours can be requested for the facility rental.
- Extended hours: \$200.00 per hour
- Tables and chairs will be provided by the facility at no extra charge.

## *Agreement & Deposit:*

1. Reservation of the facility will be confirmed, on a first come, first served basis, by submission of a signed rental agreement and full payment.
2. The agreement must be signed and submitted with full payment at least sixty (60) days prior to the event. Copy of ID will be needed in order to book the event.
3. Agreements will not be processed for any primary or secondary property owners with past due balances.
4. Agreements with Non-Profit rates will need to provide proof of non-profit status by showing the Determination Letter from the Internal Revenue Service.
5. Reservations may be made up to two (2) years in advance.
6. Recurring reservations may be made with approval of Houston El Norte POA.
7. Rental agreements automatically include a clean up time of thirty (30) minutes.
8. All guests must vacate the building by the designated time set forth in the agreement.
9. Failure to return the facility to its original condition will result in a non refundable deposit.
10. Deposit will be returned within thirty (30) calendar days after the event takes place.
11. Any changes to the agreement must be submitted in writing and must be made by the person who signed the agreement.
12. Check or money order must be made payable to: Houston El Norte POA
13. If the key is not returned or is lost the deposit will not be refunded.

## ***Refunds:***

1. Houston El Norte POA will retain 50% of total fees if cancellation is 16 - 30 calendar days prior to the event.
2. Houston El Norte POA will retain 100% of total fees if the event is cancelled 15 calendar days or less prior to the event date.
3. Refunds for cancelled events will be processed thirty (30) days after the written cancellation request is signed and submitted.
4. Refunds will be issued to the name on the agreement.
5. Refunds will be mailed to the address on the agreement.

## ***Policies and Procedures:***

1. All entertainment contract service providers must comply with volume requirements of Santa Fe Administration and Activities Building and any applicable governmental code or ordinance.
2. Stages are not allowed to be brought into the facility unless otherwise approved in the agreement. A liability waiver must be submitted along with the request.
3. All decorations must comply with local fire department codes.
4. All cords and wires must be secured with graffer's tape.
5. In order to prevent damages, decorations and signs must be free standing.
6. Decorations or display items may not be attached or tacked to any wall, floor, woodwork, window or ceiling with nails, screws, staples, or duct tape.
7. The only type of tape approved to be used on walls will be painters tape. Tape will be provided by Houston El Norte POA.
8. Equipment (staging, dance floors, decor, pianos, meeting materials, etc) should not touch or lean against the walls and must be removed immediately after the event.
9. No rice, loose glitter, bubbles or smoke machines will be allowed.
10. All function equipment must be stored off site (prior to the event) and immediately removed after.
11. All decor must be removed at the end of every event.
12. Animals, other than service animals, are not allowed in the facility.
13. No fireworks are permitted on the premises.
14. Flammable materials, excluding candles for cakes and food warming devices, will not be permitted.
15. No glass containers will be allowed in the Splash Pad area.
16. Visitors of the splash pad will be allowed to use the hallway restrooms located through the side entrance of the facility. This is allowed everyday during the hours of the splash pad.
17. You are responsible for communicating all policies and procedures to the vendors, event staff and your guests.
18. Any violation of anything written herein may affect your ability to rent the facility for future events.
19. Key pick up/return policy: the key for the facility may be picked up from the Association office one (1) business day prior to the event and the key must be returned to the designated drop-box by the front counter before locking the main entrance door. Exterior doors can be locked by hand. An emergency number for after-hours issues will be provided at the time you pick up the key.
20. You are responsible for sending a text to 936-228-1837 at the beginning and conclusion of your event. This will notify the coordinator to disarm or arm the security system.
21. Officers on duty will also be responsible for sending a text message to the coordinator to confirm the conclusion of the event.

## ***Cleaning Guidelines:***

1. Cleaning is mandatory after every event and prior to returning the key to the drop box.
2. All trash must be bagged and placed inside receptacles.
3. Every room used per the agreement must be inspected thoroughly at the end of the event.
4. Houston El Norte POA is not responsible for any loss, damage, or any property left behind. This includes any articles left inside the facility or in the parking lot.
5. All items left behind will be disposed of.
6. An inspection of the building will be done the next business day following the event.
7. All tables and chairs must be wiped down and stored away.
8. All kitchen surfaces must be wiped down. No crumbs or spillage should be visible.
9. The kitchen sink, stovetop and oven must also be cleaned.
10. Santa Fe Administration and Activities Building will not store any structures, entertainment equipment or food left behind by vendors, guests or patrons.
11. Janitorial storage will not be accessible the day of your event.
12. All items used from the storage rooms must be placed back in its designated area.
13. The kitchen and restrooms will be stocked with paper towels and toilet paper; however, we highly recommend bringing your own in case they are needed.
14. All paper products such as napkins, plates, cups, etc. will be provided by the patron or vendors.

## ***Security and Safety Policies:***

1. Security will be provided by an off-duty, uniformed law enforcement officer.
2. There will be a minimum of (2) law enforcement officers per event, up to 150 people.
3. Rate per officer is \$45.00/hour. Occupancy over 150 people will require three (3) officers.
4. Number of officers for the event is subject to change per guest count.
5. Houston El Norte POA reserves the right to request additional security at the renters expense if deemed necessary if an incident occurs.
6. The officer/officers will be scheduled from the time the festivity starts to the time the renter locks the door and returns the key to the lock box.
7. Alcohol may be served, but not sold, during any event.
8. No alcohol may be consumed outside of the facility or in the parking lot.
9. Alcohol consumption will only be permitted during events.
10. For security reasons, it is not appropriate to leave children under 15 years of age without adult supervision anywhere on the premises.
11. If a guest or visitor becomes ill or injured, Santa Fe Administration and Activities Building or law enforcement officers will obtain professional medical assistance at the guest or visitor's expense.
12. Santa Fe Administration and Activities Building has a designated area for smoking.
13. Firearms are strictly prohibited on the premises.

# *Santa Fe Administration and Activities Building*

## Reservation Request

Applicant/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Extended Hours (\$200.00 per hour after 12:00 am):  YES  NO If so, How many? \_\_\_\_\_

Facility Rental:  FULL  HALF with KITCHEN  HALF without KITCHEN  MEETING ROOM  SPLASH PAD

Description of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will any alcoholic beverages be served?  YES  NO

Will there be any minors at the event?  YES  NO

Will you be selling food or beverages?  YES  NO

Will you be selling anything else besides food or drinks?  YES  NO

If yes, provide a description of items \_\_\_\_\_

Will you be selling tickets at the door?  YES  NO

Is this a recurring event?  YES  NO

Term:  Weekly  Monthly  Yearly

Day:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Please return this form to Houston El Norte POA office, by fax or email to [events@chpmanagement.com](mailto:events@chpmanagement.com)

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### Office Use Only

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

# Santa Fe Administration and Activities Building

## Agreement

Applicant/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Rental:  FULL  HALF with KITCHEN  HALF without KITCHEN  MEETING ROOM  SPLASH PAD

Weekday Rental:  Monday  Tuesday  Wednesday  Thursday

Weekend Rental:  Friday  Saturday  Sunday

Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Extended Hours (hours after 12:00 am):  YES  NO If so, How many? \_\_\_\_\_

Number of guests: \_\_\_\_\_ Number of Security Officers: \_\_\_\_\_ (\$45.00 Rate per officer per hour)

Rental Fee: \$ \_\_\_\_\_

Extended Hours: \$ \_\_\_\_\_

Security Fee: \$ \_\_\_\_\_

Total Fees Due: \$ \_\_\_\_\_

Deposit Fee: \$ \_\_\_\_\_

Payment: Money Order/Check # \_\_\_\_\_

Payment: Money Order/Check # \_\_\_\_\_

Please make check or money order payable to: **Houston El Norte POA**

### Acknowledgement

Houston El Norte POA reserves the right to to cancel the agreement at any time, for any reason deemed necessary including emergencies, non-payment of fees and violation of any policies. Houston El Norte will not be liable for any damages or inconvenience during the preparations of the event, during the event and while guests are vacating the premises. Therefore, every event host is responsible for the character, acts and conducts of the contracted vendors, event staff and attendees. Santa Fe Administration and Activities Building reserves for itself the absolute right of admission to any person onto Salon Sante Fe's premises and may request any visitor to vacate such premises at any moment without any prior notice.

I hereby agree to comply with the above rules, regulations and policies set forth by Santa Fe Administration and Activities Building and/or Houston El Norte POA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Office Use Only

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_ Key #: \_\_\_\_\_

Date of Rental Inspection: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Date Deposit Approved: \_\_\_\_\_

Date Refund Approved: \_\_\_\_\_

Refund Check Amount: \$ \_\_\_\_\_ CKNo. \_\_\_\_\_ Date Mailed/Picked Up: \_\_\_\_\_

# *Santa Fe Administration and Activities Building*

Inspection Sheet

Date : \_\_\_\_\_

Task/ Item	Value	Qty	Condition/ Comments
<b>Meeting Room</b>			
Chairs			
Table			
Whiteboard			
Picture frame			
Floors			
Walls			
Windows			
Glass			
Baseboard			
Doors			
Locks/Hardware			
<b>Restrooms</b>			
Stalls			
Trash cans			
Air dryer			
Sink			
Mirror			
Countertop			
Door			
Floor			
Walls			
Paint			
<b>Kitchen</b>			
Refrigerator			
Stove			
Sink			
Floor			
Countertop			
Cabinets			
Divider			

Drawers			
<b>Indoor Storage</b>			
Tables			
Chairs			
Table carts			
Chair carts			
Door			
Wall			
Locks			
<b>Janitorial Closet</b>			
Janitorial Cart			
Mop			
Broom			
Mop Bucket			
Toilet Brush			
Dustpan			
<b>Outdoor Inspection</b>			
Exit Doors			
Windows			
Locks			
Splash pad			
Restroom			
<b>Landscaping</b>			
Mulch			
Flowers			
Trees			
<b>Storage</b>			
Interior/Exterior			