

BROWNSVILLE HISTORICAL ASSOCIATION

**Brownsville Heritage Complex • Old City Cemetery Center • Market Square Research Center
Historic Alonso Building • Historic Brownsville Museum • Laureles Ranch House Museum**

1325 E. Washington St. • Brownsville, Texas 78520

956-541-5560 (P) 956-435-0028 (F)

RENTAL AGREEMENT FOR THE LAURELES RANCH HOUSE MUSEUM

(Effective for all rental agreements signed after 12/31/2017)

DATE: _____

CLEANING FEE: \$100.00 DATE PAID: _____

DEPOSIT: \$500.00 DATE PAID: _____

AUTHORIZED BHA AGENT: _____

Organization/Individual (“Lessee”): _____

Phone (cell): _____ Other phone: _____

Address _____

Date of Rental: _____

Function Type: _____

Number of Guests: _____

Time of event: From _____ to _____

Caterer: *(business name and primary contact person)*

Address: _____

Phone: _____ Other phone: _____

The Brownsville Historical Association (“Lessor”) agrees to rent to Lessee and Lessee agrees to rent, pursuant to the terms and conditions set forth herein, the Laureles Ranch House Museum located at 1501 East 7th St., Brownsville, TX 78520

1. Rental Area: The areas being rented under this agreement include the fenced in area around the house, the bathrooms, the caterer’s kitchen and the porch surrounding the house. All other locations are for BHA staff only.

2. Rental Hours: The Laureles Ranch House is being rented for the time stated above. Any additional hours incurred will result in the rate of **\$200 per hour. NO FUNCTION SHALL EXTEND BEYOND 12:00 MIDNIGHT.** All persons should vacate the premise within a reasonable time after the event has concluded.

3. Rental Fee: The rental fee is _____ and must be paid in full no later than three weeks before the rental date (see section 10 for cancellation policies). A separate damage deposit of **\$500.00 (five hundred dollars)** must be paid at the time this agreement is signed. A cleaning fee of **\$100.00** (representing 3 hours of cleaning time) is also due three weeks before the date of the rental.

4. Payment Dates: The rental fee, damage deposit and cleaning fee may be paid with a single check or made in separate payments made payable to the Brownsville Historical Association. The damage deposit shall be applied to any expense incurred by Lessor as a result of Lessee's failure to abide by the terms of this Agreement or the Rules and Regulations. If Lessee complies with all terms, the damage deposit will be refunded within 5-7 business days in the form of a check.

5. Condition of the Building and Premises: The Laureles Ranch House Museum will be rented to Lessee in clean condition, with all equipment and furniture in good order, unless otherwise stated. The Lessee is expected to leave the Laureles Ranch House Museum in the condition they found it.

5A. Conditions Addendum: The Laureles Ranch House Museum is first and foremost a museum. As such, all exhibits remain on display and will not be removed for the rental. If at any time a Lessee removes artwork or artifacts from an existing exhibit, the Lessor will automatically withhold the damage deposit. Additionally, the Lessor may be charged for any damages incurred to an exhibit during the rental period beyond the amount collected for the damage deposit.

6. Services and Items Provided by Lessor: The Laureles Ranch House Museum contains a small kitchen that includes counter space and a refrigerator. **All foods must be prepared elsewhere.** Toilet paper and soap for the washrooms will be provided during the rental. Items such as linens and table toppers will NOT be provided.

7. Permitted Use: Lessee may use and occupy the Laureles Ranch House Museum for any lawful purpose; provided, however, said use or purpose is of a type not likely to result in damage to the building and its furnishings.

8. Access to the Laureles Ranch House Museum: The Lessee must make arrangements with the BHA staff to access the rental space any time prior to the rental date and time. The BHA reserves the right to turn away a Lessee who has not made an appointment to enter the building. During the event, the Lessee agrees to provide access to the Laureles Ranch House Museum at any time during the rental to a member of the BHA Board of Directors or Staff. A Lessee may make arrangements to access the building the day of and the day before their rental if that time is available.

9. Liability: In accepting the Laureles Ranch House Museum facilities of Lessor under this Rental Agreement, , Lessee agrees to pay for any damage caused by the caterer or by any persons under Lessee's control in attendance, and Lessee further agrees to abide by all laws and ordinances, and to hold Lessor harmless in this regard. The agent signing this Agreement for Lessee is authorized by his organization (or other) to execute this Agreement on behalf of same.

10. Cancellations: The Lessee will receive a refund of fees, less a \$50 administrative fee, for rentals canceled 90 (Ninety) days in advance. Lessee will receive a 50% (Fifty Percent) refund for rentals canceled at least 30 (Thirty) days in advance. No refund will be made if a rental is canceled less than 30 (Thirty) days prior to rental date.

11. Rules and Regulations: In addition to the foregoing, Lessee agrees to abide by the attached list of Rules and Regulations, a copy of which to be signed by the Lessee and the Caterer.

12. Lost and Found Policy: The Brownsville Historical Association is not responsible for any items left by the Lessee, caterer, or guests. For your convenience, however, the BHA keeps a Lost and Found box and will hold items for 30 days following the function, after which they will be discarded.

13. Recommendations: Recommendations regarding caterers will be provided upon request. Lessor does not endorse private businesses.

LESSEE (TENANT):

Authorizing Agent

Date

LESSOR (LANDLORD)

Brownsville Historical Association

Authorized BHA Agent

Date