

The Brazos Center

DECORATING POLICY / REGULATIONS FOR USE BRAZOS COUNTY EVENTS FACILITY

NO GLITTER, CONFETTI, PINATAS, SILLY STRING, PEANUTS, HAY/STRAW, OR MECHANICAL BULLS ARE ALLOWED ON BRAZOS CENTER EVENTS FACILITY PROPERTY.

This includes **no COMMAND STRIPS**, nails, tacks or staples in the tables, walls, stage front, floors, etc.

Painter's tape should be used to secure items to the floor and walls. **NO OTHER TAPE MAY BE USED ON THE BUILDING**, this includes floor wraps / decals. Absolutely no foam adhesive tape, extra hold or heavy-duty tapes allowed in the building. **ABSOLUTELY NO TAPE ALLOWED** on the Concourse walls.

Spraying balloons is prohibited (inside or outside). Customer must pop balloons/arches OUTSIDE in a trash receptacle that the Brazos Center will provide.

Any **outside banners/flags/signage** must be approved by the facility before putting into the grounds.

If lessee moves any tables or chairs, they **must** pick up to move and **not drag** these items as it could result in scratching the floor.

Open flames are **prohibited**. Battery operated candles only.

No gas operated machines allowed in the building (this includes ATV's).

No outside chairs allowed in the Brazos Center. Outside tables must get advanced approval.

No water or oil-based fog machines allowed. Modern versions (dry ice & electric) are allowed.

Bookings in medium ballrooms (ASSM 3 & 4) do not have back bay access and must use front doors to unload/load up if we have an event going on in our large ballrooms (Assm 1 & 2). Brazos Center has carts available for your use.

Bounce houses are not allowed on Brazos Center property.

CLEAN-UP POLICY

Tables and chairs must be free of decorations, food, beverages, utensils, containers, and coverings

Discarded disposable items are to be placed in the plastic-lined receptacles provided by the Brazos Center. Such receptacles will be emptied as needed **during** user's event by the Brazos Center attendant(s) on duty.

Lessee is responsible for bussing their own tables during and after their event.

Food Service areas are to be cleaned and cleared.

No food discarded/utensil rinsing in the kitchen sinks. Liquids only in kitchen sinks.

Any items borrowed must be returned (scissors, tape, extension cords, power strips, etc.) or they will be deducted from the security deposit.

All decorations and food must be removed from the facility at the end of your event.

I understand the policy as stated for decorating and clean-up at the Brazos Center and will make sure others associated with the event also follow the policies.

I understand that failure to comply with these policies will result in the retention of all or part of the security deposit.

Lessee's Signature

Date