



Texas Gulf Coast Chapter

ABC Facility Operational Policies and Rental Regulations

Lessee agrees that in its use of the facility it will indemnify and hold harmless Associated Builders and Contractors (ABC) from any neglect or misconduct on the part of anyone representing and /or in the employ of the Lessee. The Lessee agrees that in its use of said facility it will indemnify and hold harmless ABC from all personal injury and/or property damage arising from its use of said facility. Lessee will be held responsible for their guests regarding damage to the facility, property and their guest's behavior and for ensuring that the rules of ABC are followed.

Lessee agrees that its use of the facility is for non-commercial purposes only.

ABC reserves the right to preempt any scheduled program or activity if need be, provided advance notice is given.

Events may be scheduled up to 6 months in advance. The deposit or credit card information (if required) is due at the time of reservation. Credit card information is required to be on file for non-members. One must be 21 years of age to reserve the facility. A written agreement and deposit must be executed when reserving the facility. If damage exceeds the deposit the lessee will be invoiced and responsible for the damage reimbursement. Certain events and activities will not be permitted, including, but not limited to events involving live animals, fireworks or open flames, firearms or weapons. The event organizers shall not use or have any activity that might emit significantly offensive odors on the premises. The event organizer shall not employ external lighting or search lights.

Security: Any event with 200 or more people is subject to having security present at ABC's discretion. Any event where alcohol is served will require security. ABC will obtain the necessary number of certified police officers at the Lessee's expense.

Food Service/Catering: All events that feature food or drink must use an approved caterer from the Approved Caterer List provided by ABC. The ABC facility features one catering kitchen. The kitchen will be available on a first-come, first-serve basis. Multiple caterers may use the kitchen at the same time, but all parties must agree and work together cooperatively.

The event organizers shall confer with ABC staff over the placement of furniture (tables, chairs, etc.) within the room or area. ABC staff will provide set-up of the furniture. After the event, ABC shall provide for the clean-up of the facility, assuming ordinary use of the facility. The event organizer is responsible for restoring the tables and chairs to the original configuration. The tables must be cleared of all decorations, dishes, etc. and must be wiped clean. The clean-up fee is included in the regular

rental rate/fee. If the event produces excessive trash or the area needs more than an ordinary cleaning, ABC may charge an additional clean-up fee.

Guest network access, both wired and wireless, is available at the facility. Wireless access is not open to the public. ABC staff will work with event organizers to manage network access for event participants.

I understand that I am responsible for the following when using the ABC facilities:

1. No smoking is allowed inside the facility or within 15 feet of the doors.
2. Table and chairs must be restored to the original configuration.
3. The table tops must be cleared and wiped clean.
4. No materials may be nailed, pinned, taped or fastened to the walls or ceilings.
5. All food must be removed from the refrigerator at the end of the event.
6. All equipment, decorations, etc. must be removed at the end of the event.
7. All trash must be placed in appropriate containers.
8. No red or purple beverages or red rose petals are allowed in the carpeted rooms.
9. No rice, confetti, glitter, hay or sawdust is permitted on the premises.
10. Alcohol must be kept in the reserved area at all times.
11. Premises must be vacated at the agreed upon time.

ABC reserves the right to control the premises and to enforce all rules for the management and operation of the premises. ABC staff and other designated representatives may enter the location, including any or all of the premises, at any time.

I have read the above rules and regulations and agree to follow them or will be subject to forfeiture of deposit fees and possible loss of privileges from using ABC facilities.

Signature of Lessee

Date



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Approved Caterers

1/3/17

| | |
|-----------------------------|--------------|
| Brian's Bar B Q | 979-265-1232 |
| El Toro Mexican Restaurant | 979-265-5361 |
| LaCasona Mexican Restaurant | 979-297-4226 |
| On the River Restaurant | 979-233-1352 |
| Talk About Good | 979-233-0665 |
| Riverpoint | 979-299-7444 |
| DJ's Bar-B-Que | 979-265-6331 |
| Bella Roma | 979-266-7194 |
| Johnny Carinos | 979-285-3570 |
| Gina Renee's Catering | 979-864-9675 |
| Wurst Haus | 979-297-3003 |

Additional caterers may be added to the list upon approval by ABC.



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Brazos A

This room can be configured to seat 150 people banquet style with tables or 250 in auditorium seating. Internet (both wireless and wired) is available in the room. There are 3 projectors with both VGA and HDMI input capability and three screens. Images can be projected simultaneously to all three screens or each projector/screen can have a different source. The room has a Wireless Interactive Presentation System (WIPS) that provides complete untethered (full 1080p HD) wireless connectivity for 1-4 people and supports Windows, Mac and Android devices. This room has multiple speakers to support video sound and wireless microphones (hand held and lapel) are available. This room can be combined with Brazos B and C to seat 260 people banquet style with tables or 370 in auditorium style seating.



Brazos B, C

These rooms can be individually configured to seat 40 people banquet style with tables, 65 in auditorium seating or 40 in a classroom with tables arrangement. Internet (both wireless and wired) is available in these rooms. There is a projector in each room with both VGA and HDMI input capability. These rooms have a Wireless Interactive Presentation System (WIPS) that provides complete untethered (full 1080p HD) wireless connectivity for 1-4 people and supports Windows, Mac and Android devices. These rooms have multiple speakers to support video sound and wireless microphones are available. These rooms can be combined to seat 70 in banquet style with tables or 100 in auditorium style seating.



Classrooms 1, 2, 3

Classroom has seating for 24 people (3 rows) with rectangular tables. Internet (both wireless and wired) is available in the room. The projector has both VGA and HDMI input capability. Classroom has a Wireless Interactive Presentation System (WIPS) that provides complete untethered (full 1080p HD) wireless connectivity for 1-4 people and supports Windows, Mac and Android devices. Classroom has speakers to support video sound.



Classroom 5

This classroom has seating for 20 people (2 rows) with rectangular tables. Internet (both wireless and wired) is available in the room. There are two 70" LCD mounted on the same wall side by side. A wall plate is located adjacent to each display with both HDMI and VGA connections. Classroom has a Wireless Interactive Presentation System (WIPS) that provides complete untethered (full 1080p HD) wireless connectivity for 1-4 people and supports Windows, Mac and Android devices.



Board Room

This room has seating for 20 around a conference table. Internet (both wireless and wired) is available in the room. There is one 90" LCD mounted on the wall. A wall plate is located adjacent to the display with both HDMI and VGA connections. The room has a Wireless Interactive Presentation System (WIPS) that provides complete untethered (full 1080p HD) wireless connectivity for 1-4 people and supports Windows, Mac and Android devices. Available to ABC Members only.