



Midlothian Conference Center - Rules and Guidelines

Booking Policies and Procedures

1. The terms of the Midlothian Conference Center Rental Agreement shall constitute the full and complete agreement between the parties. No verbal agreements shall alter the Rental Agreement. Any change must be signed by the Director and Lessee.
2. A date is not reserved until a signed rental agreement and deposit is received by the Midlothian Conference Center.
3. The designated deposit is non-refundable if the event is cancelled.
4. Room rentals and ancillary rental items are taxed at 6%.
5. Complimentary set up and decorating time is four hours prior to the event start time, if event schedule permits. The Midlothian Conference Center is not required to provide complimentary set up or decorating time prior to event start time.
6. The Midlothian Conference Center cannot be utilized by anyone without a signed contract outlining the space rented.
7. Rental rates are subject to change and vary depending on usage and day of the week.
8. The Lessee is responsible for notifying the Midlothian Conference Center of the room set-up 10 working days prior to the event date. Additional charges will apply for changes after this date.
9. The facility rental fees include tables and chairs only, and only one floorplan set-up.
10. The person listed as the contact on the contract is the only person that can make changes to the agreement. All other parties need to go through this contact to make changes.
11. Final payment of all charges is due 14 days prior to the event. We accept cash, personal check, cashier's check, MasterCard or Visa.
12. The Lessee is responsible for all damages and cleaning. The Lessee can choose to pay the Midlothian Center to clean for them. A damage inspection will be done with the contact person prior to the end of the event.
13. Any date and/or room changes must be requested 90 days prior to the event date. Cancellation within 90 days of the event date leaves the lessee liable for all charges not paid. Date and/or room changes are subject to availability.
14. The Midlothian Conference Center shall be permitted to schedule multiple events at the facility at concurrent times. Lessee does not have the exclusive rights to areas not expressed in the Rental Agreement and must be contained to the room(s) designated in the Rental Agreement.
15. Events with a guest count over 350 people must rent the entire building.

I, _____, **understand the above Booking Policies and Procedures and agree to abide by these policies.**

Signature _____ **Date** _____

Facility Rules & Regulations

1. All events must end by Midnight, (12:00AM).
2. Maximum attendance is governed by the posted Fire Code allowable in each room.
3. Midlothian Conference Center Personnel are the only authorized individuals that shall be permitted to set-up, tear-down or rearrange the tables and chairs that are provided by the Midlothian Conference Center. Midlothian Conference Center Personnel are not authorized to set up, tear down, or rearrange specialty items and chairs provided by outside vendors.
4. Tables provided are 60" rounds that seat 8 to a table and 6' rectangular tables to accommodate food, drink, gifts, etc.
5. The Midlothian Conference Center is a smoke free facility. Electronic vaping devices are strictly prohibited inside the Midlothian Conference Center. Tobacco and electronic vaping is only allowed in designated areas outside the building.
6. **All decorations must be free standing. Nothing may be affixed to any walls, windows, curtain rods, or other building surfaces. No nails, pins, tape, glue, adhesive, confetti, sparklers, rice, sawdust or glitter is permitted.**

7. All flames must be surrounded by glass. Melted wax must be contained.
8. All Balloons, air-filled or helium need to be removed after the event. If the helium balloons are let loose and remain in our ceiling, an extra charge will be assessed for removal by our personnel.
9. Loading and unloading is done through doors 121 and 122. Vehicles may not be left unattended at these entrances
10. The Ballroom doors are to remain closed while items are unloaded into the back hallway.
Once the loading doors are closed the Ballroom doors will be opened and load into the Ballrooms allowed.
11. All ancillary rentals from the Midlothian Conference Center will be inventoried at the commencement of the event and checked back in at the conclusion of the event. All items not returned will be billed to the Lessee.
12. No unauthorized personnel are allowed in the back hallway. Authorized Personnel will include: Midlothian Conference Center personnel, Catering Company Staff, and approved third party vendors. This does not include guests of the event.
13. The service hallways must remain clear and unobstructed to meet fire code. The Lessee needs the permission of the Midlothian Conference Center to leave anything in these halls.

I, _____, understand the above Facility Rules and Regulations and agree to abide by these policies.

Signature _____ Date _____

Cleaning Policies

1. Lessee shall leave the facility in the same condition in which it took possession, list of cleaning requirements will be provided by MCC.
2. Trash is the responsibility of the Lessee. You are responsible to put all trash in the trash receptacles provided. The Midlothian Conference Center staff will be responsible for taking trash to the dumpster. No liquids are allowed in the trash.
3. All items brought in by lessee shall be removed within one hour of event end time. Including: decorations, food, gifts, etc.
4. Parties with 250 guests or more will be required to pay a cleaning fee, lessee is still responsible for the above cleaning policies, cleaning crew is provided to clean restrooms, floors, and other areas within room. A custom cleaning fee will be assessed based on event, amount of people, and services required.

I, _____, understand the above Cleaning Policies and agree to abide by these policies.

Signature _____ Date _____

Outside Vendor Policies

1. The Midlothian Conference Center must be informed of all third party vendors, including the following information:
 - a. Vendor business name & contact person
 - b. Contact phone number and email
 - c. Vendor responsibilities
 - d. Vendor arrival time with confirmed pick up time
2. All items brought on-site by an outside vendor or lessee must be removed within one hour of the conclusion of the event. No items can be left overnight.

I, _____, understand the above Outside Vendor Policies and agree to abide by these policies.

Signature _____ Date _____

Food and Beverage Policies

1. All food brought in and served at the Midlothian Conference Center must be by a licensed and bonded caterer that has proof of Liability Insurance in the amount of \$1,000,000.
2. The Midlothian Conference Center shall be paid \$1.50 per seat for all catered events, with a \$150.00 minimum.

3. All caterers must sign a contract with the Midlothian Conference Center and agree to follow those rules and regulations.
4. The dishwasher must be operated by a Midlothian Conference Center employee at a fee of \$15.00 per hour.
5. Cooking of any kind is prohibited at the Midlothian Conference Center.
6. All events open to the public must apply for a food permit through the City of Midlothian, if food and beverage is being offered.
7. Food Handler Certification is required for anyone serving food that is not covered by the catering company.
8. The Midlothian Conference Center Kitchen offers refrigeration, conventional warming ovens, microwaves, freezer, ice maker and preparation counters.
9. All aluminum foil, clear plastic wrap, baggies, boxes and garbage bags are the responsibility of the Lessee or Caterer.
10. Clean up of the Kitchen includes: Ovens, sinks, countertops, refrigerators, freezer and floors. All trash must be removed. No items can be left in the kitchen. The kitchen should be returned in the condition it was rented in.
11. All kegs must be contained in an insulated cooler to prevent leakage.
12. All alcohol must be served by a licensed Texas Alcoholic Beverage Commissioned Bartender. These bartenders have to be provided through the approved On-Call Bartenders provided by the Midlothian Conference Center at a rate of \$30.00 per bartender, per hour.
13. No one under the age of 21 years old is allowed to consume alcohol at the Midlothian Conference Center.
14. All cash bars must be handled through a Caterer that possesses an Off-Site Liquor License that gives them permission to sell alcohol in Ellis County. This license must be provided to the Center (14) days prior to the event.
15. Off-duty Midlothian Police Officers must be commissioned by the Lessee at (1) officer per 75 guests for any event serving alcohol, at a rate of \$40.00 per officer, per hour. This is an independent contract with the officer and has to be paid directly to the officer.
16. No one other than the contracted person or contracted person's caterer are allowed to bring alcohol into the building. No guests are allowed to enter or leave with alcohol at any time.
17. No guests are allowed out of the designated rented space with alcohol. Alcohol is not permitted in the restrooms, dressing rooms, kitchen, back hallway, foyers, vehicles, plaza or parking lot.

Failure to comply with these beverage policies can and will result in persons involved being removed from the premises and/or event being closed down. The TABC, City of Midlothian and the State of Texas strictly monitors and enforces these policies.

I, _____, understand the above Food and Beverage Policies and agree to abide by these policies.

Signature _____ Date _____

Security and Damages Policies

1. The Midlothian Conference Center, at the Director's discretion can require security for any event. Security costs are the responsibility of the Lessee.
2. Off-duty Midlothian Police Officers must be commissioned by the Lessee at (1) officer per 75 guests for any event serving alcohol, at a rate of \$40.00 per officer, per hour. This is an independent contract with the officer and has to be paid directly to the officer.
3. The Lessee is responsible for damages to the rented area, and any other area in the Center that their guests damage.
4. The Lessee is responsible for the return of all Midlothian Conference Center assets such as: dollies, carts, extension cords, etc.

I, _____, understand the above Security and Damages Policies and agree to abide by these policies.

Signature _____ Date _____