

Chateau Woods Municipal Utility District
10224 Fairview Drive Conroe, Texas 77385

Event Premises: Chateau Woods Municipal Utility District at 10244 Fairview Drive (“CWMUD”)

Rental Times: Sunday to Thursday 10am to 10pm, Friday/Saturday 10am to 12pm

Name of Responsible Party (“Renter”) : _____

Valid State ID Required - TXDL Number/other ID Number: _____

Address: _____

Telephone Number: _____

Email Address: _____

Date of Rental Event: _____

Type of Event: _____

Set up time for event: _____

Departure/Clean Up End Time: _____

Rental Fee: _____ Paid on: _____

Rental Deposit Fee: _____ Paid on: _____

Early Set up requested (if available) _____ \$50.00 fee will apply

Deposit and Rental Fees:

1. Rental fees and Deposit are required at time of booking (signing rental contract). Refundable deposit of \$300.00 will be returned after follow-up inspection of premises. Premises include building, parking lots, green spaces, and park areas. Deposits will be refunded via CWMUD check following the board’s monthly meeting after rental and mailed to the Renter address listed above. Please note this may cause refund checks to be processed up to 3 weeks following your event. All payments are deposited when contract is signed.
2. Rental Fees:
 - a. \$100 per day for CWMUFD customers/residents
 - b. \$250 per day for all others (noncustomers/residents)
 - c. \$50 each day Early Set Up/Late Clean up (when available)
3. Rental fee, rental deposit, and rental agreement must be signed no later than 3 business days prior to event date.
4. Cancellation is needed 24 hours prior to event. If cancellation is made less than 24 hours prior to the event, a \$50.00 fee will be deducted from the rental deposit. Rental Deposit will be refunded within 3 business days following the monthly CWMUD Board meeting.
5. Non-Sufficient Funds (NSF) are the responsibility of the Renter. If any payment is returned for NSF, Renter will be charged an additional \$50.00 administrative fee. Renter must remit payment for NSF payment with cash or money order, or rental will be canceled. If Renter refused to pay NSF fee, the Renter will forfeit deposit and will no longer be allowed to rent the facilities.

Renter Rules and Responsibilities – Please initial by each point below

- _____ There is no subletting or assignment of the facility. Responsible party (Renter) listed above will be on site during the entirety of the rental. If the responsible party (Renter) is not on site, the Renter will lose rental deposit and will no longer be allowed to rent the facilities.
- _____ The property is under 24 hour recorded surveillance. This includes the interior and exterior of the facility. **CWMUD reserves the right to have staff at the facility at any time during the rental.**
- _____ All decorations are to be placed on the walls using push pins only. Tape, staples, nails or other material may not be used. Rental does not include linens, dishes or utensils. CWMUD will supply basic cleaning equipment and supplies.
- _____ No property (chairs, tables, table rack) is to be removed from the interior of the building.
- _____ No smoking is allowed in the building, including, but not limited to cigarettes, cigars and/or vape electronic type devices.
- _____ Stovetop cooking is not permitted during the event.
- _____ Children 12 years of age and under must be accompanied by an adult during the duration of the rental.
- _____ If alcoholic beverages are on site, they must follow all local, state and federal laws. The CWMUD does not allow charging of admission, selling tickets or a cash bar. Alcoholic beverages will not be served to any person who appears to be adversely influenced or affected by alcohol or other substances. Rental shall not serve alcohol to minors. CWMUD has the right to remove from the premises any person that appears to be adversely influenced or affected by alcohol or other substances or any person who serves or makes alcohol accessible to minors.
- _____ CWMUD is not responsible for any theft of property at the facility. CWMUD is not responsible for any injury before, during or after the event. Renter must sign Release and Waiver of Liability Agreement.
- _____ Renter is responsible for any actions of all guests and invitees at the event. Renter shall not allow or use the facility for any disorderly conduct of unlawful purposes.
- _____ If music is played during the event, the sound must be kept at a level that is acceptable to all applicable rules and laws. Music, noise, lighting must be kept at a level to not disturb neighboring properties.
- _____ **Parking is allowed only on paved surfaces. No vehicles are to be parked on grass areas under any circumstances.** Deposit may be affected for parking on grass.
- _____ Renter will vacate premises at agreed upon time but no later than 10pm for rentals on Sunday to Thursday and 12:00 midnight on Friday and Saturday rentals. All persons and belongings must be vacated from the premises. Failure to adhere may result in loss of deposit.
- _____ Cleaning is the sole responsibility of the Renter listed above. The premises, both interior and exterior must be left in the same or better conditions at the beginning of the rental. Cleaning must be completed prior to end of event time before 10pm on Sunday to Thursday and 12:00 midnight for Friday and Saturday rentals. All garbage must be removed from premises at the end of the rental.

Renter Rules and Responsibilities – Please initial by each point below

- _____ An inspection of facility and adjacent exterior space will take place following rental event. Any additional cleaning needed after inspection will be deducted from rental deposit.
- _____ The cost of any damage or missing CWMUD property will be deducted from rental deposit.
- _____ Any charges over the amount of rental deposit will be billed to the responsible party (Renter) and must be paid within 14 calendar days of rental date.
- _____ Renter is responsible for making sure that property is clean, all trash is removed, all attendees have left the property and that the building is secured at the end of event rental.
- _____ Refundable deposit of \$300.00 will be returned after follow-up inspection of premises. Premises include building, parking lots, green spaces, and park areas. Deposits will be refunded via CWMUD check following the board’s monthly meeting after rental and mailed to the Renter address listed above. Please note this may cause refund checks to be processed up to 3 weeks following your event.

By signing this form, the Renter acknowledges and agrees to adhere to the rules and responsibilities that are listed above. Renter understands all rules and responsibilities associated with the rental of the CWMUD Facility.

Print Responsible Party Name

Signature of Responsible Party Name

Date

Signature of CWMUD Building Manager