

Hillsboro Facilities Use Agreement

City of Hillsboro  
Rental Facility Use Application

Use: Civic Center \_\_\_\_\_ Parking Lot \_\_\_\_\_ Historic City Hall \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Type of Organization:           Personal       \_\_\_\_\_

  Business       \_\_\_\_\_

  Non-Profit     \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #1: \_\_\_\_\_

Phone #2: \_\_\_\_\_

Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will Taxable Items Be Sold \_\_\_\_\_

Will Alcohol Be Served \_\_\_\_\_

(If So, A Security Plan is Required)

Attendance Charge \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Return Completed Applications To:  
Hillsboro Marketing & Development Department  
PO Box 568, 127 E. Franklin, Hillsboro, TX 76645  
FAX: (254) 580-1459

Hillsboro Facilities Use Agreement

Civic Center \_\_\_\_\_ Parking Lot \_\_\_\_\_ Historic City Hall \_\_\_\_\_

I, \_\_\_\_\_, the undersigned hereby execute this Rental Facility Use Agreement, for the mutual consideration stated herein and in contemplation of the use of the premises on \_\_\_\_\_. In regard to the use of these premises, I have been provided a copy of the Rules and Regulations of Use and I hereby agree to comply with the regulations stated therein.

I agree to tender \$\_\_\_\_\_ per day for the utilization of a City of Hillsboro Rental Facility to be paid in full no later than \_\_\_\_\_. In addition, I hereby tender \$200 immediately to the City of Hillsboro to serve as a Security Deposit for the use of the rental facility. I have been provided a copy of the guidelines for use of the property and I understand that I am responsible for leaving the facility as I found it. In the event I fail to comply with the agreement, I acknowledge that the Security Deposit will be forfeited.

I agree to assume responsibility for assuring that all vendors obtain a sales tax ID number from the State of Texas Comptrollers office, and will by my best efforts, ensure they report all sales at this event for taxation.

I agree to provide security if alcohol is present or served. Security arrangements will be made through the Hillsboro Police Department at a fee of \$35 per hour per Security officer.

I understand that the City of Hillsboro retains the right access the property at anytime.

In addition, I hereby agree to indemnify and hold the City of Hillsboro, its officers, agents and employees harmless from any and all claims for damages, injuries, or death arising out of or resulting from the use of the premises. I herein acknowledge my responsibility to conduct all activities in a safe manner, so as to avoid any damages to persons or property.

\_\_\_\_\_  
Name of User

\_\_\_\_\_  
Title of User

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date of Signature

Agreement approved by:

\_\_\_\_\_  
Andi Tidwell, Rental Facilities Administrator

\_\_\_\_\_  
Date