

# **Delamar Place Rental Policies Private Rentals**

Effective 7/1/2021

For the purposes of this document, “Lessor” will refer to Delamar Marketing International as the owner/operator of the Delamar Place; and “Lessee” will refer to the person/s or party paying for use of the Delamar Place.

## Usages - Types of Events

1. Organizations, businesses, or private individuals may rent certain areas of Delamar Place for their own use.
2. Caterer’s may rent the kitchen area to cook meals provided evidence of insurance can be provided.

## Hours of Availability

1. All meetings with Delamar Place are by appointment only. Please call (940) 323-2656 or email [natalie@delamarplace.com](mailto:natalie@delamarplace.com) to make an appointment.
2. Delamar Place may be rented for use between 9:00 a.m. and 12:00 a.m. with certain restrictions weekdays and weekends, with the following exceptions:

Thanksgiving Week (Monday - Friday)  
Christmas Week - New Year’s Day

## Requests for Reservation and Deposit

1. Reservations for the Meeting Space, Podcast Room and Multi-Purpose Room can be made online at [www.delamarplace.skedda.com/booking](http://www.delamarplace.skedda.com/booking) or by email at [natalie@delamarplace.com](mailto:natalie@delamarplace.com).
2. For the Meeting Space and Multi-Purpose Room, reservations may be booked for a minimum of two (2) hours. Time blocks should include ALL necessary preparation and break down for the function. Any part of an hour will be charged the full hourly rate.
3. For the Podcast Room, reservations may be booked for a minimum of one (1) hour. Time blocks should include ALL necessary preparation and breakdown. Any part of an hour will be charged the full hourly rate.
4. Reservations can be changed or canceled up to 72 hours prior to the start of the booking.
5. The individual who makes the preliminary arrangements and pays for the reservation must be present, or arrange for a representative, during all phases of the function. This includes set-up, actual function, and break-down by the Lessee.

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6. A Reservation is only considered valid once payment has been received by the Lessor. Payment can be made by cash or check and via credit card using the online app.

### Reservation Guidelines

1. Lessee must be at least 21 years of age to rent the facility.
2. **Capacity:** In accordance with building and fire codes, the Maximum Occupancy is as follows:  
  
Meeting Space: Standing Room or Chairs: 20  
Podcast Room: Standing Room or Chairs: 3  
Multi-Purpose Room: Standing Room or Chairs: 7  
Delamar Place Total Building Occupancy: 20  
The event will be shut down and all persons must vacate the building immediately if the maximum occupancy is exceeded.
3. Delamar Marketing International reserves the right to refuse any request for rental.
4. Confirmation of any reservation is completed when all rental fees, charges, and event information has been received by the Lessor.
5. Delamar Marketing International reserves the right to cancel any reservation up to thirty (30) days prior to the event, in which case fees and deposits will be returned in full.
6. Delamar Place will work with you to help coordinate and plan the details of your event. This includes services such as space planning and layout, event staffing, AV capabilities, and other equipment available to the Lessee during the event.

### Rental Fees and Amenities

1. **PAYMENTS:** Payment may be made by cash, check or credit card. Returned check fee is \$35.00. Checks should be made payable to **Delamar Marketing International**.
2. **ROOM RENTAL FEES:** Please refer to the fee schedule attached for applicable rental rates. Total fees are determined by the number of hours of your rental, dependent on the minimum of hours required for each space. Additional hours will be charged at the hourly rate thereafter. Lessee's reservation time begins when you plan to enter the building and ends when Lessee has completed all requirements of the rental agreement and has completed vacated all persons and personal items from the event from the Delamar Place premises.
3. **BUILDING ATTENDANT:** A building attendant will be present during the entire time of the rental. The building attendant can assist you to the best of their abilities with tables, chairs, leased tablecloths and chair covers, use of kitchen, cleaning supplies, and some AV assistance with Delamar Place's

equipment, according to your rental arrangement. Please note that minor adjustments may be possible to the building's thermostat; however, our HVAC system is remotely controlled. The building attendant is NOT responsible for any type of break-down or malfunction of personal decorations or equipment.

4. **SOUND SYSTEM:** A sound system is available for rent by Lessee in the Meeting Space for an additional \$50 fee, and includes the following:
  - a. Professional mixer
  - b. Powered speakers
  - c. Powered microphones

Please contact Nichelson Entertainment at [nichelsonent@gmail.com](mailto:nichelsonent@gmail.com) for additional information.

5. **PROJECTOR:** A projector available for rent by Lessee in the Meeting Space for an additional \$50 fee, and includes the following:
  - a. Projector
  - b. AV cart
  - c. HDMI connection for laptop, tablet, etc. belonging to Lessee
  - d. Two (2) speakers

Please contact Nichelson Entertainment at [nichelsonent@gmail.com](mailto:nichelsonent@gmail.com) for additional information.

6. **TABLE AND CHAIRS:** Included in all rentals are up to four (4) 6ft rectangle tables, three (3) 54" round tables and twenty (20) padded folding chairs. Black tablecloths and chair covers along with red or gold chair sashes are available for rental for an additional fee (see fee schedule); subject to availability.
7. **KITCHEN:** A caterer's kitchen is available for an additional \$50 rental fee. The kitchen includes a two-compartment steel sink, refrigerator, electric four-burner stove top; 60" steel worktable; 36" steel worktable and 32" steel worktable.

All items belonging to the Lessor must remain in Delamar Place. An inventory of equipment will be taken before and after Lessee's event. The Lessee will be notified immediately if any items cannot be accounted for, and Lessee will be charged an amount equivalent to the replacement value for any items unaccounted for after the rental event.

## **Delamar Place Work Crews**

### **Set-up Crew (optional):**

1. Set-up of Lessor's tables and chairs to Lessee's specifications is available for an additional fee. This does not include Lessee's own decorations, tablecloths, or place settings. If the Lessee requires extra time to set up these items for their event, this time will be factored into the total hours of the facility rental.

### **Break-down Crew (optional):**

1. Break-down of tables and chairs belonging to Lessor. This does not include Lessee's own decorations, tablecloths, or place settings. If the Lessee requires extra time to take down these items for their event, this time will be factored into the total hours of the facility rental.

Lessee is solely responsible for ALL the above listed duties unless they request and pay for the Delamar Place work crew in advance.

Clean up Crew (required for all day rental events): Delamar Place clean-up crew is required to clean the facility after each event. Note that this does NOT include removing/cleaning any items from the event that have been brought in by the Lessee. If an event requires excessive cleaning afterward, as determined by the Owner/Operator, Lessee may be responsible for additional cleaning fees. This includes the exterior of the building and parking lot.

## **General Regulations**

1. Smoking is prohibited in Delamar Place.
2. Use of any Delamar Place equipment must be arranged for in advance.
3. Fire codes, as enforced by the Fire Marshal, must be observed by Lessee at all times.
4. All exits must remain clear and accessible at all times.
5. Only votive or tea light candles are acceptable; candles must be in a proper holder to prevent any wax from dripping. Battery operated candles are preferred. If the Building Attendance deems any candles might be causing a fire risk at an event, they may ask Lessee to extinguish and remove the candles immediately. **Fireworks are strictly prohibited inside or on the grounds of Delamar Place.**
6. Alcohol is allowed, however; margarita machines are prohibited.
7. If alcohol is being served at Lessee's event, alcohol is not permitted outside of the building at any time.

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8. Use of glitter, confetti, feathers, rose petals, rice or birdseed must be approved by Lessor prior to use. Lessee is responsible for the cleaning and removal of all debris. Additional cleaning charges may be assessed if debris is not completely removed.
9. Tape, nails, tacks, or any type of adhesive material may not be used on the walls, columns, or floors at any time, as they will cause damage. Consult with Delamar Place at the time of your rental for alternative decorating methods.
10. Decorations or promotional materials for Lessee's event and the placement of such items must be approved in advance by Lessor.
11. No animals are allowed inside the facility, with the exception of certified service animals.

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<b>RENTAL RATES (EFFECTIVE 7/1/21)</b>	<b>FEES AND DESCRIPTION</b>
Meeting Space	\$30 per hour for up to six(6) hours with a 2-hour minimum  \$250 for an all-day (12 hour) rental
Kitchen	\$50 flat fee when rented in conjunction with Meeting Space (prep & serve only)  \$125 for an all-day (12 hour) rental
Multi-Purpose Room	\$20 per hour or \$400 per month
Podcast Room	\$40 per hour
Deposit	Kitchen: \$50 security deposit for all-day rental
Building Attendant	\$35 flat fee for after hour rentals of the Meeting Space and Kitchen (after 5pm; per attendant)
Work Crew Set-Up (optional)	\$25 Tables and Chairs set-up only
Work Crew Break-down (optional)	\$25 Tables and Chairs only
Clean-up Crew (Required for all day rentals)	\$30 for Meeting Space; \$50 for Kitchen
Tablecloths (Black)	\$10 per tablecloth/skirt
Chair Covers (Black)	\$5 per chair cover
Chair Sashes (Red or Gold)	\$2.50 per sash
Tableware	\$1.00 per plate or bowl; \$2.00 per glass; \$.50 per flatware (fork, spoon, knife)
Additional Items	PA/Sound System:\$50 Projector: \$50