



Bluebonnet Event Room Rental Policy

The Bluebonnet Room is a great place for small and intimate events, special occasions, or meetings. Our facility offers you the ability to have a spectacular event without going over your budget. This beautiful room will seat 75-100 guests. If the Welcome Center space is included at an additional charge, this location can host events of up to 250 guests.

Rental of the Bluebonnet Room includes a catering kitchen, fully integrated audio and visual system, and a full complement of tables and chairs. The room has 18 foot ceilings with pendant chandeliers and decorative cast iron columns.

The City of Ennis is approximately 30 miles south of Dallas on Interstate Highway 45.

Bluebonnet Event Room, 201 NW Main St, Ennis, Texas 75119

Contact: Tourism Office Phone: 972-878-4748 Email: ggonzales@ennistx.gov

Office Hours: Monday - Friday 8 a.m. - 5 p.m.

Room Rentals: Available by appointment only. Dates cannot be held and are not confirmed until paperwork is signed and payment is made.

Bluebonnet Room



Welcome Center



Rules and Regulations of Use

DEFINITIONS:

- USER refers to the Renter & Signer of the Rental Contract
- CENTER refers to the Bluebonnet Event Room & Welcome Center

Advertisements:

USER of the CENTER may not advertise flyers, posters, banners, or tickets on poles, buildings, etc., without approval from CENTER Management.

Alcohol Policy:

Alcohol Policy is to be followed in its entirety. (See Alcohol Policy)

Animals:

Animals are prohibited from being brought into the CENTER unless written permission by the City Manager or representative has been granted, permitting the owner or keeper to bring such animal(s) into or upon public property at an event. Use of an animal as a registered support or service animal by disabled person(s) is allowed without management approval.

Building Defacement:

No décor, posters, flyers, pictures, art, or any other object may be adhered in any way (nails, tacks, tape, adhesives, etc.) to the CENTER walls, inside or outside of the room(s). No pictures or equipment are to be moved or taken off the walls. Nothing may be adhered, attached to or suspended from the CENTER ceilings. USER is responsible for the repair or replacement of any damage or defacement to the CENTER.

Cancellation:

Cancellation Policy requires that cancellation of an event less than 30 days prior to event will result in forfeiture of all money paid to the CENTER. Dates may not be changed less than 30 days prior to event.

Caterers:

Catering either commercial or private sources are subject to Health Department Standards. Use of the Catering Kitchen is included in the rental fee. Cleaning is required after each use. If USER does not clean up after use of the kitchen, a cleaning fee will be deducted from deposit for cleaning.

Cleaning:

USER is required to leave the CENTER in the same condition in which he/she took possession. USER must remove all trash immediately at the end of the event (to the sidewalk on NW Main Street), vacuum where needed, wipe down counters, and mop as needed. Restrooms should be checked to be sure no faucets are left running, toilets have been flushed, and litter is not left on ground or in sink. Supplies are provided by the CENTER at no charge. Failure to do one or all of these requirements may result in reduction or forfeiture of the security deposit.

Concessions:

All concessions must be approved by the CENTER Management.

Contractors:

All Contractor's information, license, and permits must be given to the CENTER Management thirty (30) days prior to the event. It is the USER'S responsibility to provide such documents. A current certificate of insurance may be required.

Cooking / Grilling:

Cooking of any items in the Catering Kitchen is prohibited. The Catering Kitchen is used as a food preparation and storage area only.

Decorations:

All decorations must be approved by CENTER Management. Decorations which are prohibited include but are not limited to rice, straw, hay, glitter, confetti, sequins, open flame candles, and artificial snow. Balloons may be filled with air or helium only. All balloons and decorations must be removed from the premises at the end of the event.

Electrical Equipment:

All electrical equipment to be used by customer must be approved by CENTER Management. Access to equipment rooms and utility boxes by customer is prohibited.

Exit Doors:

Exit doors must have at least a six (6) foot clearance on both sides of doorway.

First Aid:

Any accidents requiring first aid during the agreed rental times must be reported to the Event Staff immediately and a written report must be made signed by all persons involved, i.e., Event Staff, USER, and person(s) making report.

Event Accessibility:

All Event Staff and City Staff have the right to any and all spaces at the CENTER before, during, and after events.

Flammable Liquids, Volatile Materials:

Flammable liquids and materials, including any flame candles, gasoline, etc. are prohibited inside the building. Fog or smoke machines are not allowed.

Freight:

All pre-event freight must be signed for by the USER or designated person. All freight must be out of the CENTER after event. Any freight left in room after event may be grounds for additional fees being charged.

Insurance Requirements:

If the CENTER Management determines a need for insurance due to the number of participants or the activity of an event, the USER will provide a Certificate of Insurance proving that the Lessee has in force and effect insurance, all of which shall show the City of Ennis and the Ennis Economic Development Corporation as additional insured:

- Workers compensation insurance as required by law
- Employers liability insurance in an aggregate amount of not less than:
 - \$1,000,000.00 each accident
 - \$5,000,000.00 Disease-policy limit
 - \$1,000,000.00 Disease-each employee
- Texas and/or all state's endorsement attached
- Comprehensive general liability insurance, including products and liquor liability with no less than the following limits:
 - \$1,000,000.00 General Aggregate
 - \$1,000,000.00 Products/Completed Operations Aggregate
 - \$500,000.00 Each Occurrence Limit
 - \$50,000.00 Fire Legal Liability
 - \$5,000.00 Premises Medical Payments

Lost/Damaged Articles:

The CENTER is not liable for items lost or stolen from the premises, nor is it responsible for any vehicle damage or theft.

Media Room:

The Media Room is available for use only during business hours (Mon – Fri, 8AM – 5PM). This room includes seating for 25 guests and a large wall mounted monitor. This room will remain locked during afterhours events.

Music:

All live bands and music played must be approved by CENTER Management. Equipment must be installed according to the local electrical code. Non-UL listed equipment is prohibited.

Restrooms:

Public restrooms are available and accessible for event attendees.

Rental Times:

CENTER rates are based on an eight (8) hour rental period for a full day and a four (4) hour rental period for a half day. All events must end, be cleaned up, and guests and customers out of the building within the rental period unless special arrangements have been made with CENTER staff.

Room Capacity:

- Bluebonnet Room: USER shall not exceed 100 persons at any given time per event.
- Welcome Center: USER shall not exceed 150 persons at any given time per event.
- Media Room: USER shall not exceed 25 persons at any given time per event.

Smoking / Vaping:

The CENTER is a smoke-free, vape-free facility.

Tables:

All tables must be covered at the USER'S expense.

Tickets/Lottery:

No gambling, lottery, or bingo will be allowed in the CENTER or surrounding parking areas. Non-profit organizational events may be held in accordance with the Charitable Raffles Enabling Act.

Walk Through:

A walk through is required by the USER before and after event. All damages are to be listed at this time with the Event Staff Worker. The walk through may not be completed by anyone other than the USER on the signed agreement. CENTER Management will be allowed a 24-hour period following the event to determine and access any damages. Any damages reported from this sheet may be withheld from the security/damage deposit.

Welcome Center

The Welcome Center is open to the public Monday – Friday from 8AM – 5PM. During these hours access to the Welcome Center is restricted to use as an entrance and exit only.

The Welcome Center may only be rented in addition to rental of the Bluebonnet Room. It is not rented separately at any time.

If an additional fee is paid to rent the Welcome Center outside of office hours, display racks will be removed from the room by CENTER Management. No other furnishings shall be moved without prior authorization by CENTER Management. The reception desk is strictly off limits.

Alcohol Policy

Alcoholic beverages may be served and consumed at the CENTER, provided the following requirements are met and adhered to.

Alcohol will not be served during normal business hours, Monday thru Friday, 8Am to 5Pm or when the City offices are open to the public.

A Texas Alcoholic Beverage Commission (TABC) Licensed Bartender must serve the alcohol. The bartender(s) must have their license with them at the time of the event.

Alcoholic beverages may be stored in the catering kitchen prior to the event but will not be served until a licensed bartender is present.

Self-serve bars are prohibited.

Alcoholic beverages may not be stored overnight in the CENTER.

There will be no alcoholic beverages brought in by guests.

All TABC rules and regulations are enforced.

No guests under twenty-one (21) years of age will be served. Anyone violating this policy will be subject to citation.

These policies have been adopted to adhere to state law, city ordinance, to promote public safety and success of the event.

Violations of this policy will result in the termination of the event.

Fee Schedule

Bluebonnet Room rentals are based on an **8 hour time period** for a full day and a **4 hour time period** for a half day. This time frame may fall anywhere during the available hours listed below and includes set-up, event, and clean-up.

Bluebonnet Room rental includes the Bluebonnet Room, catering kitchen, and restrooms (8). The entire facility rental includes the Bluebonnet Room, Welcome Center, catering kitchen, and restrooms (8).

CENTER Management reserves the right, without notice or limitation, to approve or reject applications based on the type of event, previous experiences with event organizers, etc.

Prices are subject to change without notice. Call to confirm pricing.

| RENTAL RATES | | | | | | |
|---------------------------|-----------------|---------|--------|-----------------|---------|----------|
| FULL DAY (8 hours) | Bluebonnet Room | Deposit | Rental | Entire Facility | Deposit | Rental |
| Monday - Thursday | 7AM-10PM | \$ 500 | \$ 600 | N/A | | |
| Friday | 7AM-Midnight | \$ 500 | \$ 800 | N/A | | |
| Saturday | 7AM-Midnight | \$ 500 | \$ 800 | 7AM-Midnight | \$ 600 | \$ 1,500 |
| Sunday | 7AM-10PM | \$ 500 | \$ 800 | 7AM-10PM | \$ 600 | \$ 1,500 |
| HALF DAY (4 hours) | Bluebonnet Room | Deposit | Rental | Entire Facility | Deposit | Rental |
| Monday - Thursday | 7AM-5PM | \$ 500 | \$ 400 | N/A | | |
| | 5PM-10PM | \$ 500 | \$ 400 | N/A | | |
| Friday | 7AM-5PM | \$ 500 | \$ 500 | N/A | | |
| | 5PM-midnight | \$ 500 | \$ 500 | N/A | | |
| Saturday | 7AM-5PM | \$ 500 | \$ 500 | 7AM-5PM | \$ 600 | \$ 800 |
| | 5PM-midnight | \$ 500 | \$ 500 | 5PM-midnight | \$ 600 | \$ 800 |
| Sunday | 7AM-5PM | \$ 500 | \$ 500 | 7AM-5PM | \$ 600 | \$ 800 |
| | 5PM-10PM | \$ 500 | \$ 500 | 5PM-10PM | \$ 600 | \$ 800 |

HOW TO RESERVE

1. Complete and sign the Rental Inquiry Form.
2. Upon approval by staff, a Rental Agreement will be provided to complete and return.
3. Pay the security deposit.
4. The rental fee is due one week prior to the event.

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Rental Inquiry Form Bluebonnet Event Room

Thank you for your interest in using the Bluebonnet Event Room at the Ennis Welcome Center. Please complete this form indicating the date(s) you are requesting to rent the room(s).

Requested Date(s): _____

Alternative Date(s): _____

Number of Anticipated Guests: _____

Circle Room(s) Requested: Bluebonnet Room (catering kitchen included)

Entire Facility (Bluebonnet Room, catering kitchen, Welcome Center)

Briefly describe your event (sales meeting, baby shower, reunion, etc.):

Please fill out requested information below as accurately as possible.

Contact Name: _____

Organization (if applicable): _____

Address: _____ City _____ Zip _____

Phone (1): _____ Phone (2): _____

Email: _____ Today's Date _____

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