

# AGREEMENT FOR USE OF THE ELLIS COUNTY WOMAN'S BUILDING

**LOCATION**

**407 West Jefferson St.  
Waxahachie, TX 75165**

**MAKE CHECKS PAYABLE TO:  
ELLIS COUNTY WOMAN'S BUILDING**

**MAILING ADDRESS**

**P.O. Box 2622  
Waxahachie, TX 75168**

FOR RESERVATIONS, PLEASE CONTACT: **SUSAN ROMINGER @ (214) 609-2396**

**RENTAL FEES**

- up to 4 hours . . . . . \$125
- 5 to 8 hours . . . . . \$200
- 9 to 12 hours . . . . . \$300

**ADDITIONAL FEES**

- Early access to building, if available . . . . . \$50
- Security/damage deposit required for all rentals . . . . . \$200
- Deposit for serving alcohol at event . . . . . \$100
- Security, if required . . . . . \$40 per hour, minimum 4 hours

All fees must be paid in advance. Deposit will be returned within 30 days of event following a satisfactory inspection. If cancellation occurs 30 days or more before your event, the deposit will be returned. The deposit will be retained by the ECWB if you cancel your reservation less than 30 days prior to your event.

ALL PAYMENTS RECEIVED BY MAIL MUST BE IN THE FORM OF A CHECK OR MONEY ORDER. NO CASH!

**EVENT DETAILS**

- Date of event: \_\_\_\_\_ Day of the week: \_\_\_\_\_
- Brief description of event: \_\_\_\_\_
- Your rental period will begin at \_\_\_\_\_ [a.m.] [p.m.] and end at \_\_\_\_\_ [a.m.] [p.m.].
- Your event will begin at \_\_\_\_\_ [a.m.] [p.m.] and end at \_\_\_\_\_ [a.m.] [p.m.].  
(This is the time for the actual event, not the full rental period)
- You will need [podium] [piano] [kitchen] or [none]
- Will you serve alcohol at your event?     YES     NO

|                                                                                     |          |
|-------------------------------------------------------------------------------------|----------|
| 1. Rental fee [up to 4 hours] [5 to 8 hours] [9 to 12 hours] . . . . .              | \$ _____ |
| 2. Security/damage deposit . . . . .                                                | _____    |
| 3. Early access to building . . . . .                                               | _____    |
| 4. Alcohol deposit . . . . .                                                        | _____    |
| Security ( _____ hours for the event x \$40.00 per hour, minimum 4 hours) . . . . . | _____    |

Total deposit required to secure facility for your event . . . . . \_\_\_\_\_

Total rental and security fee for your event . . . . . \_\_\_\_\_

***I agree to respect the building and grounds. I have received a copy of the Rules and Regulations for Use of the Ellis County Woman's Building, and I agree to abide by those rules. I understand my deposit will not be returned if all rules are not followed, or if the building and grounds are damaged by me or any of my guests.***

|                     |                        |                      |
|---------------------|------------------------|----------------------|
| Signature of Renter | Printed Name of Renter | Date Contract Signed |
|---------------------|------------------------|----------------------|

|         |                  |              |                   |
|---------|------------------|--------------|-------------------|
| Address | City, State, ZIP | Phone Number | Drivers License # |
|---------|------------------|--------------|-------------------|

Amount paid: \_\_\_\_\_ Deposit: \_\_\_\_\_ [check] [cash] [returned]