

#16,187 (a)



FILED FOR RECORD at 11:46 o'clock 2 M

JUN 23 2020

JENNIFER LINDENZWEIG County Clerk, Hunt County, TX By [Signature]

NAME: Hunt County Commissioners + District Courts

ADDRESS: 2507 Lee Street, Greenville, TX 75401

PHONE: 903-408-4146 E-MAIL: amandab@huntcounty.net

TYPE OF ORGANIZATION/RENTAL: Holding for County Jurors

Please list the names and phone numbers or 2 responsible adults who will be present at the function:

- Keli Aiken, 903-408-4194
- Bobby Stovall, 903-408-4146
Andy Bench, 903-408-4190

Rental Date: See Attached Day of Week: Monday's

Fiesta Room? NO Dressing Rooms? NO Public Event? NO

Will you need the GMA to sell tickets? NO

Hours of Rental:

LOAD IN: See Attached
DOORS OPEN: [Arrow]
SHOW TIME: [Arrow]
LOAD OUT: [Arrow]

Tables Needed: (no tables are allowed in main lobby level)

LOWER LEVEL QUANTITY
FIESTA ROOM QUANTITY

Chairs Needed: (no chairs are allowed in the main lobby level)

LOWER LEVEL QUANTITY
FIESTA ROOM QUANTITY

Will you be selling merchandise?
Will you be selling concessions?
Will you be selling flowers?
Will you be selling Videos?

Will you be selling alcohol?
If yes to alcohol, who is obtaining the license and police security?

Do you need Technical Support? If so, we have multiple options for you to work with. We recommend the following companies:


- Dudes Music – Danny Beaver (phone 903-821-5656, e-mail: danny@dudesmusic.com)
- Integrity Audio Visual & Productions – Joel Hydrick (phone 214-329-8001, e-mail: integrityavp@gmail.com)

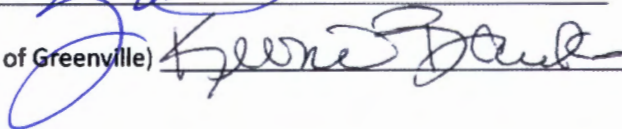
Fee Schedule	Total Fee	Date Due	Date Paid
Deposit	\$500 ⁰⁰	ASAP	
Rental Fee 50% of Non-Profit Rate	\$5,175 ⁰⁰		
Fiesta Room	/	/	/
Technical Fees (paid to tech company)			
Cleaning Fee (only if necessary)			
*GRAND TOTAL	\$5,675⁰⁰		

The undersigned applicant/user hereby applies for a reservation at the City of Greenville Municipal Auditorium for the above listed date(s) and time(s). By signing below, the applicant/user agrees that he/she is authorized to negotiate and sign this agreement on behalf of the individual group, or organization renting the facility. Applicant/user agrees that the individual, group or organization will observe the policies stated on page 3 of this agreement. The City of Greenville is not responsible or liable for any lost, stolen, or damaged property belonging to the applicant/user or any person or persons attending an event at the auditorium.

Lessee hereby releases and shall indemnify and hold harmless Lessor, its officer, employees and agents, from and against any and all claims, losses, damages, causes or actions, suits and liability of every kind, including expenses of litigations, court costs and attorney's fees, for injury to or death of any person, or for damages to any property, arising out of or in connection with the Lease, where such injuries, death or damages are caused by Lessor's sole negligence or the joint negligence of Lessor and any other person or entity.

Applicant/user states that he/she has read the rules and regulations on page 3 of this agreement and agrees to abide by them.

SIGNED (Lessor)  DATE June 23, 2020

APPROVED BY (City of Greenville)  DATE 6/1/2020



Hunt County Courts GMA Rental Schedule

July 13 – 8:00am – 5:00pm (Tentative)

August (all Mondays)

17 – 8:00am – 5:00pm

24 – 8:00am – 5:00pm

31 – 8:00am – 5:00pm

September (all Monday's)

14 – 8:00am – 5:00pm

21 – 8:00am – 5:00pm

28 – 8:00am – 5:00pm

October (all Monday's)

5 – 8:00am – 5:00pm

12 – 8:00am – 5:00pm

19 – 8:00am – 5:00pm

November (all Monday's)

2 – 8:00am – 5:00pm

16 – 8:00am – 5:00pm

30 – 8:00am – 5:00pm

December (all Monday's)

7 – 8:00am – 5:00pm

14 – 8:00am – 5:00pm

Rental Rate is as follows:

\$600 for the first 5 hours, \$75 for each additional hour. For the dates and times outlined above, your total Rental Fee would be $\$10,350 \times 50\% = \$5,175.00$. This includes the July 13 date. Without the July 13 date, your total discounted rental fee is \$4,500.00

We can bill you monthly if you prefer.

Kevin Banks

Venue Manager

Greenville Municipal Auditorium



Greenville Municipal Auditorium
2821 Washington Street
P. O. Box 1049
Greenville, TX 75403
903-457-3126

Auditorium Rental Rules and Regulations

The Greenville Municipal Auditorium is a municipally owned performance venue. The Auditorium is committed to providing quality entertainment and arts to its patrons. The auditorium is currently equipped to host music, theatre, dance, and other types of events. For questions and inquiries, please call the Venue Manager or City Manager.

DEPOSIT & RENTAL FEES

1. A \$500 damage deposit is due with signed contract upon rental. Cash, check, and credit cards are accepted.
2. All remaining rental fees must be paid within 72 hours of event.
3. If rented within 30 days of event, the full deposit and rental fee is due at contract signing.
4. Requested hours of use must include the amount of time it will take to set up, hold the function, take down and vacate the building.

CANCELLATION & CHANGE OF DATE POLICY

1. In the event that the Greenville Municipal Auditorium determines it necessary to cancel an event due to fire, repair, strike, or any other casualty or other unforeseen occurrence prior to the event, the rental fees and damage deposit will be refunded.
2. If an event is cancelled by the City of Greenville due to Lessee's misuses of the facility, there will be no refund of the damage deposit or rental fees.
3. If an event is cancelled by the Lessee within 30 days prior to the event, no rental fees will be refunded.
4. Changes made within 30 days of the event are subject to the Venue Manager or City Manager's approval.

RENTING POLICIES

1. The Greenville Municipal Auditorium reserves the right to refuse service, cancel any activity and/or increase fees of deposit based on the type of function being held or on Lessee's past rental history.
2. Lessee must be at least 21 years of age.
3. The auditorium cannot be rented within 7 days prior to an event.
4. Lessee shall not admit to premises a larger number of persons than allowed by the fire code building capacity of 1,439.
5. Lessee shall not bring in or be allowed to bring in anything that will increase the fire hazard or rate of insurance of the building or property thereon.
6. Lessee shall not obstruct any portion of the sidewalks, entries, halls or vestibules or ways of access to the public utilities of this building.
7. Lessee shall not use or permit the premises to be used for sleeping or lodging purposes, nor shall Lessee bring or keep any animal or animals upon the premises or permit the same to be brought into the premises unless approved in advance by the Venue Manager or City Manager.
8. Lessee accepts the building, its furnishings, fixtures and equipment in their present condition and state of repair and agrees that, upon the end of the rental term, the building will be vacated and surrendered in the same condition as it is now in.

INITIAL _____

9. Lessee is liable for the building and its furnishings, fixtures and equipment during the reserved time.
10. All repairs and/or replacements required to return the building, its furnishings, fixtures and equipment to its present condition will be at the expense of the Lessee. Lessee must be present during the function.
11. Lessee will inform Venue Manager or City Manager of all vendors, contractors, and service people being utilized in connection with the event.
12. Lessee shall not broadcast or televise any event or portion of event without first securing the consent of the Venue Manager or City Manager. In the event requisite consent is given, installation and removal of all equipment shall be at the expense of Lessee and subject to the supervision of the Venue Manager or City Manager.
13. Public Restrooms, offices, and other rooms in the municipal building are not to be used as dressing rooms. The dressing rooms located back-stage are free to use with venue rental.
14. An auditorium attendant is required to be present during the hours of rental. This includes rehearsals, load in, load out, and the hours of the actual event.

TICKETING

1. All ticketing must be done through Ticketfly, both online and physical tickets, unless approved by the Venue Manager or City Manager.

PARKING

1. Free parking is available on the streets surrounding the municipal building, and also in all City of Greenville Parking Lots.

CONCESSIONS & MERCHANDISE

1. Lessee may sell concessions and merchandise with the approval of the Venue Manager or City Manager. Concessions and merchandise may only be sold on the first floor of the municipal building, or from behind the booth located in the auditorium lobby.
2. The sale of alcohol at auditorium events may be allowed with permission of the Venue Manager or City Manager. A license police officer must be hired and paid for by the Lessee for any and all events of which the consumption or serving of alcohol is a part. The city police department officer is required to be present during the entirety of the event. The serving, consumption, possession, storage, and/or sale of alcoholic beverages must be in compliance with all state and local laws, including the Texas Alcohol and Beverage Code governed by the state alcoholic beverage commission (TABC).
3. The Lessee must use the Venue Manager or City managers approved alcohol vendor.

DECORATIONS AND TECHNICAL SPECIFICATIONS

1. All decorations and plans must be approved by the Venue Manager or City Manager no later than 30 days prior to the event.
2. No props may be constructed nor painting done on the rented premises.
3. The use of nails, thumbtacks, staples, or glue for installing sets props within the Greenville Municipal Auditorium is not allowed.
4. Gaffers tape is the only acceptable tape allowed for any area in the auditorium, on stage, or backstage.

GREEN ROOM

1. The Green Room may be used upon request.
2. The furnishings in the Green Room are permanent fixtures of the auditorium. Furniture may not be removed or altered.
3. If Lessee would like, the Green Room can be locked to eliminate liability.

FIESTA ROOM

1. The Fiesta Room may be used for an additional fee of \$100 as a dressing room or for a conference.
2. Catering of food service or meals for participants in event are ONLY ALLOWED in the Fiesta Room and must be approved by the Venue Manager or City Manager.

INITIAL _____

INSURANCE

1. The Greenville Municipal Auditorium requires liability insurance at Lessee's expense and proof of such insurance policy must be reviewed by the Venue Manager no later than 30 days prior to beginning of the rental period. The limits of the policy will be determined by the Venue Manager or City Manager.

Lessee shall comply with all laws, statutes, ordinances and regulations of the United States, the State of Texas and Lesser. Lessee shall obtain and pay for all required permits and licenses, Lessee shall not permit or suffer the commission of the violation of any law, statute, ordinance, or regulation.

INITIAL _____

Guidelines to re-open the GMA effective June 1, 2020 until further notice

Effective June 1, 2020, the GMA will operate at 25% seating capacity (350 people). This number does not include the performers, stage-hands, and technicians. See below for capacity maximums throughout the backstage areas of the GMA.

Health protocols for serving our guests and renters:

- Encourage on-line ticketing to help manage Box Office capacity limitations.
- Ensure proper spacing between patrons in the theater:
 - Main Floor Seating –
 - Every other row will be blocked off.
 - Family groups and friend groups may sit together, however there must be 2 empty seats between groups.
 - For wheelchair guests, we can accommodate at total of 4 wheelchairs and 4 companions (2 in each ADA section).
 - Balcony Seating –
 - Due to the balcony being much tighter than the main floor, we will block off 2 rows between occupied rows.
 - Family groups and friends may sit together, however there must be 2 empty seats between groups.
 - Fiesta Room –
 - Keeping 6 feet apart, the Fiesta Room can accommodate no more than 19 people
 - Green Room –
 - Keeping 6 feet apart, the Green Room can accommodate no more than 5 people. This does not include the 2 restrooms as these need to be available for everyone.
 - Stage Left and Stage Right Dressing Rooms –
 - Keeping 6 feet apart, each dressing room can accommodate no more than 3 people. This does not include the restrooms in each as these need to be available for everyone.
 - Stage (Performers) –
 - Keeping 6 feet apart, the stage can accommodate no more than 30 people at any given time. This includes the stage managers, techs, and backstage workers.
 - Elevator –
 - Families and friend groups may ride the elevator together. Individuals or people who are at a high risk should ride the elevator alone.
 - Lower Level Lobby –
 - The Lower Level Lobby/Hallway will not be open for patrons, staff, or performers. This includee the downstairs restrooms. This area is restricted for City Staff only.
- Seats and frequently touched surfaces like handrails, doorknobs, elevator buttons will be cleaned between performances and will be cleaned daily when a group rents on consecutive days.
- Hand sanitizer will be available at the Upper Lobby Counter, and near the front doors as guests enter the venue for employees/volunteers and patrons.

- Signage will be placed on the front doors, Upper Lobby Counter and in the patron restrooms to remind everyone of best hygiene practices.
- At this time, concession sales will not be allowed.
- Merchandise can only be sold from the Upper Level Lobby Counter with social distancing and the following guidelines taken into consideration:
 - Disinfect any items that come into contact with patrons.
 - Contactless payment is encouraged. Where not available, contact should be minimized.

Health protocols for you staff/volunteers. This includes stage-hands, sound and lighting techs, ticket takers, ushers, merchandise sellers, and performers.

- Train all staff/volunteers on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen staff/volunteers before coming into the venue (NOTE, the City will be screening our employees/volunteers and we encourage you to do the same with your staff):
 - Send home any staff/volunteer who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
 - Do not allow staff/volunteers with the new or worsening signs or symptoms listed above to return to the venue until:
 - In the case of any person who was diagnosed with COVID-19, the individual may return to the venue when all three of the following criteria are met:
 - at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
 - and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - and at least 14 days since the first symptoms and 10 days since the last symptoms.
 - or - In the case of staff/volunteer who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the venue until the individual has completed the same three-step criteria listed above
 - or - If the staff/volunteer has symptoms that could be COVID-19 and wants to return to the venue before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

- Do not allow any staff/volunteer with known close contact to a person who is lab-confirmed to have COVID-19 to return to the venue until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have staff/volunteers wash or sanitize their hands upon entering the venue.
- Have staff/volunteers maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Consistent with the actions taken by many businesses across the state, consider having all staff/volunteers wear cloth face coverings (over the nose and mouth). Your employees/volunteers should strongly consider wearing non-medical grade face masks.

Health protocols for customers/patrons:

- Maintain at least 6 feet separation from other individuals who are not attending the performance together. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before going into the GMA for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Wash or disinfect hands upon entering the venue and after any interaction with staff/volunteers, other patrons, or items in the venue.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering the GMA, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.
- Wash or sanitize hands after any payment process.

11e, 187 (b)

Texan Theater
2712 Lee Street
Greenville, TX 75401
(903)2596360
barbara@texantheatergreenville.com
www.texantheatergreenville.com

FILED FOR RECORD
at 11:46 o'clock o M
JUN 23 2020
JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By Jennifer Lindenzweig



Estimate

ADDRESS
Hunt County Judges

ESTIMATE # 1001
DATE 06/04/2020

ACTIVITY	QTY	RATE	AMOUNT
Room rental This price is per day and includes Room use from 11:30 or 1:30 until 5 pm. Water as needed (pitchers and glasses or bottles - Texan choice) Lights and sound with operators includes use of screen and projector for AV exhibits or instructions, set up room as needed, cleaning room.	1	2,000.00	2,000.00
TOTAL			\$2,000.00

Accepted By

Accepted Date