

# The Brazos Center

For all scheduling & booking needs, contact:

Courtney Birk  
Scheduling Coordinator  
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For all booked event needs, contact:

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Event Coordinator  
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## Brazos Center Rental Rates (All rooms are charged per day)

<u>Room Rentals</u>	<u>Rental Rates</u>		<u>Attendees</u>
<b>Deposit Required</b>			
Assembly 1 (Sunday - Thursday)	12 hours	\$500	200 banquet - 450 theater
Assembly 2 (Sunday - Thursday)	12 hours	\$850	500 banquet - 650 theater
Assembly 1 & 2 (Sunday - Thursday)	12 hours	\$1100	800 banquet (no dance floor) - 1100 theater
Assembly 1 & 2 (Friday - Saturday)	12 hours	\$1500	800 banquet - 1100 theater
Assembly 3 & 4	12 hours	\$500	140 banquet (no dance floor) - 170 theater
Assembly 3	12 hours	\$250	64 banquet - 80 theater
Assembly 4	12 hours	\$250	64 banquet - 80 theater
<b>No Deposit Required - Only available after business hours or on weekends alongside already booked larger events</b>			
Concourse East		\$125	
Concourse West		\$125	
Concourse East & West		\$250	
Room 102	8 hours \$250	4 hours \$200	125 theater
Room 106	8 hours \$200	4 hours \$150	40 banquet—50 theater
Room 108	8 hours \$200	4 hours \$50	40 banquet—50 theater
Extra Hours	4/Maximum	\$100/hr	
<b><u>Park &amp; Parking Lot Rental Rates</u> (Parking is free for guests attending an event at the Brazos Center)</b>			
Park/Pavilion		\$75 deposit	
Full Parking Lot w/ Inside Room		\$1,500	
Half Parking Lot		\$500	
<b><u>Setup Day Fee (Day Before Event)</u></b>			
Assembly 1&2	all day	\$750	8am-5pm
Assembly 1&2	half day	\$375	8am-12pm or 1pm-5pm
Assembly 3&4	all day	Fee is half the rental cost	
<b><u>Deposit Rates</u> *based on attendees*</b>			
Attendees up to:	100	101-200	201-300
	301-500		
	\$150	\$250	\$350
			\$500
(Any events catering to minors: \$500 deposit required in Assembly 1 & 2, \$300 deposit required in Assembly 3 & 4)			
<p><b>**SPECIAL EVENT INSURANCE</b> is required on any event held at the Brazos Center. Minimum requirement is \$500,000.00 and will need to cover all days you have rented at the facility, this includes any setup days prior to your event. Event insurance can be purchased online.</p>			

**ALCOHOL SURCHARGE:** An alcohol surcharge is assessed to the Lessee if alcohol will be available (per day).

Attendees:

Up to 100	\$75.00
101-200	\$100.00
201-300	\$125.00
301-500	\$150.00
Over 500	\$275.00

**CLEANING FEE:** \$300.00

**RESET FEE:** \$250.00

**CONCESSIONS & FOOD TRUCKS:** Any sales of food on premises will require a vending fee of \$30 per day per vendor.

Free samples do not apply.

**MERCHANDISE:** The sale of merchandise/vendor/auction tables require a daily fee of \$3.00 per table.

**REQUIRED EVENT SECURITY**

	<u>Events with Alcohol</u>	<u>Events without Alcohol</u>
Attendees:		
Up to 100	1	0
101 – 300	2	1
301—450	3	2
451—600	4	3
600—750	5	4
751—900	6	5

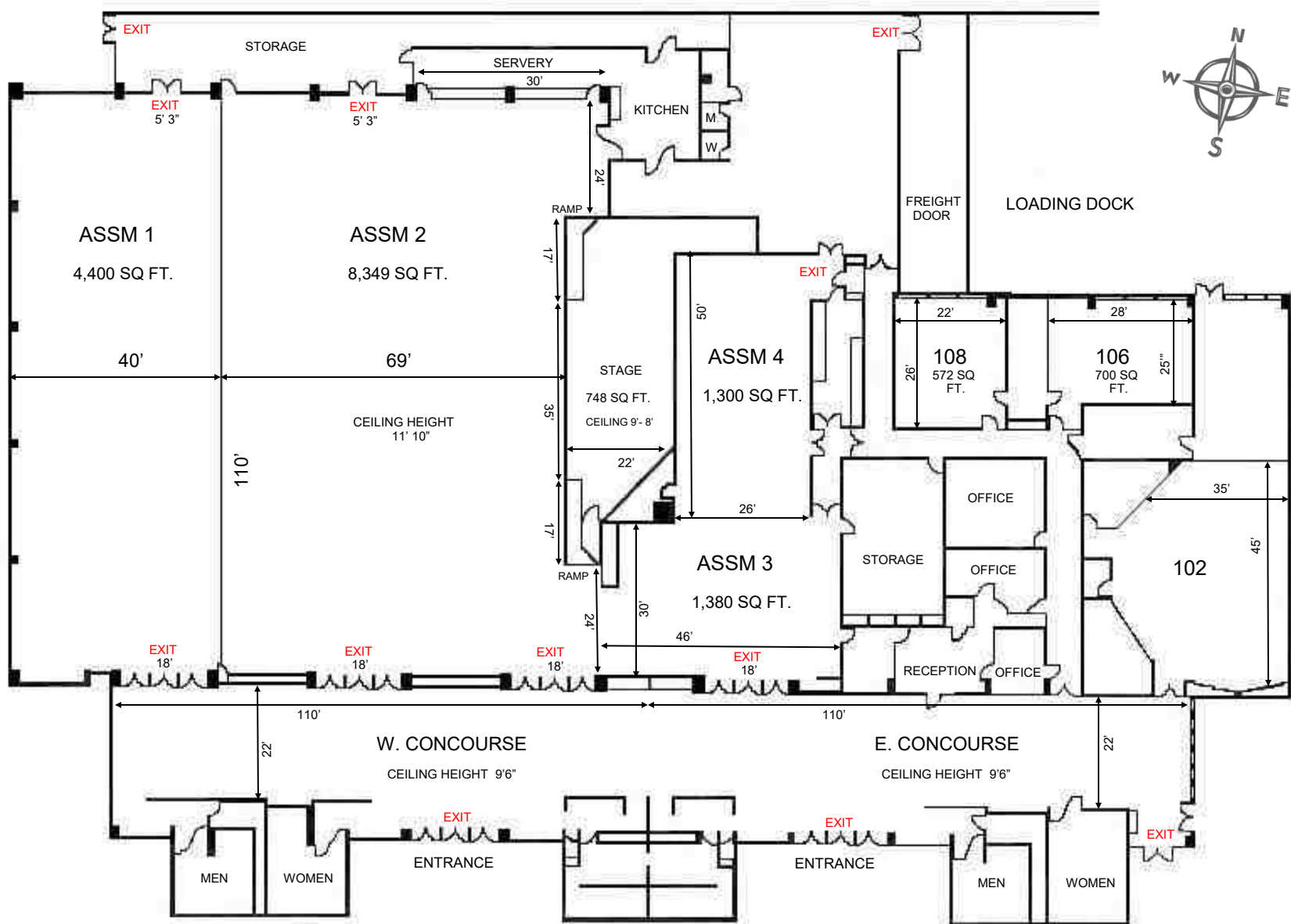
\*\*Security/peace officers' are required for any event that is primarily geared toward teenagers.

\*\*Security is set up by Brazos Center Staff only.

**Security prices can fluctuate and are not determined or controlled by the Brazos Center (\$28.35 per hour/per officer or \$50 per hour/per Sheriff)**

**\*CHANGES CAN BE MADE AT THE DISCRETION OF THE BRAZOS CENTER ON AN AS NEED BASIS PER EVENT.\***





BRAZOS CENTER  
BRYAN, TEXAS

BRAZOS CENTER OPERATIONAL POLICIES

**ALCOHOL**

Alcohol must be provided by an approved alcohol vendor. ALL ALCOHOL SERVED ON THE PREMISES MUST BE SERVED PURSUANT TO A CURRENT TABC TEMPORARY EVENT PERMIT. PROVIDING "FREE" ALCOHOL WITHOUT A CURRENT TABC TEMPORARY EVENT PERMIT IS PROHIBITED. Events serving alcohol will be charged an additional alcohol surcharge and security will be required. ABSOLUTELY NO OUTSIDE ALCOHOL IS ALLOWED ON THE PROPERTY. "Bring your own bottle" is prohibited at the Brazos Center. All alcohol will be shut off 30 minutes prior the scheduled end of your event.

**ANIMALS**

No dogs or other pets will be brought into the facility, with the exception of persons requiring service animals for visual impairment, disability, or medical reasons, without permission from the Brazos Center Director.

**CANCELATIONS**

To receive a deposit refund, notification of cancellation must be received no later than 90 days prior to the event date. Notification of cancellation received after this deadline will result in a forfeiture of the entire deposit. No cancellation on a setup day unless both days are cancelled 90 days before the event. The lessee will forfeit their fees if cancellation is received less than 72 hours before the time of occupancy. If the event was of the type that did not require a deposit lessee will forfeit their fees for a "No Show". Lessor reserves the right to cancel any event that has not met all criteria outlined in the Brazos Center policies. Lessee will forfeit deposit and any fees for cancellation of an event due to failure to comply with Brazos Center policies.

**CATERING**

All groups are required to select a caterer from the approved list of caterers. All caterers must have a signed agreement, separate deposit from the customer, permits and required insurance(s) in order to cater on the premises.

**CLEAN-UP**

Contracted areas should be left in the state that they were found. General cleaning of the contracted area is the responsibility of the Lessee after the event. **If clean-up is not performed adequately the lessee's deposit may be retained or cleaning fees may apply.** For larger events that may have more than the normal trash, a roll off dumpster may be required for the event. The Brazos Center is not responsible for any items left in the building after an event. Brazos Center staff will pick up tables and chairs and empty trash cans after events as well as clean floors etc.

**DEPOSITS**

Deposit is required at the time the space is reserved. "Tentative" holds for dates are not allowed. **Security deposits are never applied to fees.** The deposit reserves the date and can cover damages or insufficient clean-up resulting from the event. If no damages are done to the facility, operational policies are followed and clean-up is satisfactorily completed, the deposit will be refunded approximately three weeks after the event. **An updated address is required for timely deposit returns.** Deposits will be returned to the address listed on the deposit agreement.

**COOKING**

Minimal cooking on the premises is allowed only by prior approval of the Brazos Center Director.

**CONCESSIONS**

The sale of soft drinks and food items will require a concession fee of \$30 per day.

**ELECTRICAL**

Lessee may use 25 amps of 110-volt electricity. Events requiring special arrangements must give the Brazos Center 30 day's notice in advance and have a detailed layout of the electrical needs 30 days prior to the event. Lessee may be charged an electrical use fee depending on the number of plugs being used. (See page 4)

**EQUIPMENT**

In the event that the Brazos Center does not have adequate equipment suitable to the proposed use or to meet the needs of those attending, the lessee shall supply such equipment. Brazos County shall not be in any manner responsible for such property.

## **DECORATIONS**

The Lessee is responsible for their own safety and the safety of those associated with their event during the installation, display, and removal of all decorations. Decorations causing damage to the floors, walls or other structures are not permitted. This includes the use of tape, tack, nails, command strips, or staples. No open flame candles are allowed. All decorations hung from ceilings or that require the use of equipment will require prior approval from the Brazos Center. Helium tanks must be secured to a load bearing structure upon arrival and remain secured until their departure. Prohibited from use on the Brazos Center premises are as follows: straw, hay, glitter, and confetti. The throwing of sterilized birdseed sparklers, and the use of bubbles are restricted to the outside area only.

## **SOUND LIMITATIONS**

The Brazos Center limits band's and DJ's from exceeding 80dB level. The customer is responsible for informing their hired entertainment of the cap level of decibel allowed.

**Failure of entertainment to keep sound at this level can result in Lessee's security deposit being retained.**

**Failure of entertainment to keep sound at this level can**

## **FIRE CODE**

### **SPACE REQUIREMENTS**

Assemblage	7sq. Ft. per person (2 aisles for every 14 chairs)
Tables/Chairs	15sq. Ft per person
Standing	3sq. Ft. per person

## **HOURS FOR EVENTS**

Brazos Center: 8am-12am

Brazos Center Park: Sunday – Saturday 6am – 10pm

Events must end (lights turned on, music stops, clean up begins) an hour prior to your contracted "out" time.

Events must end in accordance with their contracted finish time. The lessee will forfeit one-half of their deposit if the "out" time is exceeded by thirty minutes or more.

## **INSURANCE REQUIREMENTS**

### **Comprehensive Public Liability Insurance – Special Event Insurance**

Proof of current comprehensive public liability insurance is required for all events and other events as determined by the Brazos Center. Five hundred thousand (\$500,000) public liability insurance for bodily injury or death is required.

**The policy must name the Brazos Center with address as a certificate holder and/or additionally insured.** The policy must be effective during the lease times as stated on the contract, including move-in and move-out dates. The policy must list the dates, (including move-in/move-out) and on file at the Brazos Center no later than 2 weeks prior to event.

## **INTERNET ACCESS**

Brazos Center has free Wi-Fi access to paying customers. Wi-Fi is password protected. If customers need access, please see Brazos Center staff.

## **LINENS**

Brazos Center does not provide linens of any kind for any event.

## **MOVE-IN AND MOVE-OUT / SET-UP DAYS**

Move-in/Move-out days occur Monday-Friday 8am–5pm. The fee for a move-in/move-out is one-half of the room rental fees. Additional hours outside of the 8am–5pm are subject to \$100/hr fee. Move-in/Move-out days requested outside of M-F are subject to a greater rate not to exceed a full rental rate.

## **NON-CONFORMING EVENTS**

Events not conforming to accepted community standards or any event that has been scheduled using untrue or misleading information provided by the Lessee shall be rejected or canceled.

**EXIT DOORS & FIRE CODE**

A 10’ clearance on both sides of the exit doors, (egress and ingress) with no physical obstruction, must be maintained at all times. No lighted exit sign or accompanying door can be blocked or locked during an event. All discrepancies arising out of fire code will be decided upon by the Brazos Center Manager or his/her designated representative.

**FEES**

The rental fee is due a minimum of fourteen (14) days prior to the event. **Fees paid less than fourteen (14) days before the event are required to be paid in cash or cashier’s check. Any items sold on the premises are subject to vending fees including but not limited to photos, concessions, alcohol, souvenirs and books. Additionally, the Brazos Center offers a variety of items that can be rented to make your event more successful. User should make these arrangements when making the reservation. Regularly scheduled events made by a contract of six-months or more may be discounted 10% every day of use after the initial date if the total fees are paid in full prior to use.**

**PROHIBITED EVENTS**

Dances, parties, “mixers” and initiations held by social fraternity and sorority organizations are prohibited. Events held by scholastic or professional fraternity and sorority organizations may be permitted on an individual basis. Events may be subject to Brazos Center Director approval before booking.

**RENTAL TO CHURCHES**

Rentals to churches is limited to Brazos County, IRS certified, **established congregations that experience an emergency due to natural causes (fire, flood or storm). Rental is limited to three months or less on a space available basis.**

**RV PARKING**

There are **NO** RV hookups on the Brazos Center grounds.

**SECURITY**

The Center Director establishes security requirements. **Brazos Center personnel will schedule all security through the Brazos County Sheriff’s Department or other county approved security companies.** Lessee must pay officers individually at the commencement of the event. Number of officers required are as follows:

	<u>EVENTS WITH ALCOHOL</u>	<u>EVENTS WITHOUT ALCOHOL</u>
0 to 100 people	1	0*
101 to 300 people	2	1
301 to 450 people	3	2
451 to 600 people	4	3
600 to 750 people	5	4
751 to 900 people	6	5

Security officers are required for any event of any size that is primarily geared towards teenagers. An additional officer (above the required number) will be required for events honoring minors where alcohol is served and for any event where the service of alcohol lasts longer than 6 hours.

**Food Trucks / Concessions**

The sale of merchandise or concessions requires a daily vending fee of \$30 per concession or food truck.

**BRAZOS CENTER PARK**

The Brazos Center Park provides a tranquil and picturesque picnic area. A four acre lake borders the Brazos Center parking lot to the South. A covered pavilion provides a picnic shelter with tables that will seat about 100 people. Restrooms are adjacent to the picnic shelter. The park is available on a first come-first served basis. Placing a \$75 deposit and signing a user agreement will reserve the picnic shelter. The deposit is fully refundable if the reserving party cleans up properly after their event. This means that all trash is to be removed from the park and placed in the dumpster at the rear of the Brazos Center, the park restroom left in good condition and litter caused by the event is removed from the park and parking lot. A greater deposit/fee may be required for more extensive use of the park.



# **Brazos Center Catering**

## **BUPPYS CATERING**

506 Sulphur Springs Road  
Bryan, Texas 77801  
979-779-6417

## **EPICURES**

2319 Texas Ave South  
College Station, Texas 77840  
979-695-0985

## **J. CODY'S**

3610 S. College  
Bryan, Texas 77801  
979-846-2639

## **TEXAS COUNTRY CATERING**

PO Box 537  
Snook, Texas 77878  
979-200-9859

## **MALLETT BROTHERS**

9339 Hwy 6  
Navasota, Texas 77868  
936-825-9440

## **C&J's BBQ**

1010 S. Texas Avenue  
Bryan, Texas 77803  
979-822-6033

## **JAKE'S BBQ**

9889 FM 111  
Caldwell, TX 77836  
979-777-9052

## **LAMAR & NIKI PIT BBQ & SOUL FOOD**

2516 S. TX Ave  
Bryan, TX 77802  
979-775-9059

## **FRITELLA ITALIAN CAFE**

3901 Texas Ave. S.  
Bryan, TX 77802  
979-260-6666

~~BB CATERING (Not current)~~

~~1000 Woodson Dr. Caldwell, TX  
77836 979-219-0196~~

## **WHAT'S THA DEAL BBQ**

5809 Hwy 21 E.  
Bryan, Texas 77808  
979-229-0895

## **ADMIRAL CATERING**

206 E. Villa Maria  
Bryan, TX 77801  
713-515-2223

## **ROSA'S CAFE**

5000 Overton Plaza, Ste. 300  
Ft. Worth, TX 76109  
817-377-6272

## **CHUY'S**

1512 Harvey Rd.  
College Station, TX 77840  
979-329-6026

## **COSTA VIDA FRESH**

**MEXICAN GRILL (Food Truck)**  
8308 Raintree Dr.  
College Station, TX 77845  
979-595-4155

## **JJ's SNOWCONES (Food Truck)**

1112 Briarcrest Dr.  
Bryan, TX 77802  
360-674-6111

## **Big Dawg's (Food Truck)**

1720 E. 27th St.  
Bryan, TX 77802  
303-881-7057

## **ALCOHOL PROVIDERS**

**ABSOLUTELY NO OUTSIDE ALCOHOL ALLOWED ON THE PROPERTY--  
MUST USE AN APPROVED ALCOHOL PROVIDER**

Cocktails4U	979-436-5879
EpicuresCatering	979-695-0985
Laura's Bartending	979-220-1141
Buppy's	979-779-6417
Tilted Pint	979-204-3002
Joe Fickey's	979-219-1032
Starlight Bar & Services	979-255-4286
The Top Shelf	979-739-3312

# **SPECIAL EVENT INSURANCE**

## **LIABILITY INSURANCE**

**\$500,000 minimum required**

**[www.Eventhelper.com](http://www.Eventhelper.com) (Public and private events)**

**[www.Wedsafe.com](http://www.Wedsafe.com) (Private events only)**

**[www.Privateeventinsurance.com](http://www.Privateeventinsurance.com)**

These are a few websites that we can recommend.

Homeowners insurance is no longer accepted at either the Brazos Center or the Brazos County Expo Complex.

This insurance is procured from an on-line third party. Price fluctuations may occur. The Brazos Center has no control over the price of the required insurance.

# The Brazos Center

## DECORATING POLICY / REGULATIONS FOR USE BRAZOS COUNTY EVENTS FACILITY **NO GLITTER (INCLUDES ON DÉCOR), CONFETTI, PINATAS, SILLY STRING, PEANUTS, HAY, OR STRAW ARE ALLOWED ON BRAZOS CENTER EVENTS FACILITY PROPERTY.**

This includes no COMMAND STRIPS, nails, tacks or staples in the tables, walls, stage front, floors, etc.

**Painter's tape** should be used to secure items to the floor and walls. **NO OTHER TAPE MAY BE USED ON THE BUILDING**, this includes floor wraps / decals. Absolutely no foam adhesive tape, extra hold or heavy-duty tapes allowed in the building. **ABSOLUTELY NO TAPE ALLOWED** on the Concourse walls.

**Spraying balloons is prohibited (inside or outside). Customer must pop balloons/arches OUTSIDE in a trash receptacle that the Brazos Center will provide.**

Any **outside banners/flags/signage** must be approved by the facility before putting into the grounds.

If lessee moves any tables or chairs, they **must** pick up to move and **not drag** these items as it could result in scratching the floor.

Open flames are **prohibited**. Battery operated candles only.

No gas operated machines allowed in the building (this includes ATV's).

No outside chairs allowed in the Brazos Center. Outside tables must get advanced approval.

No water-based fog machines allowed. Modern versions (not water based) are allowed.

**Bookings in medium ballrooms (ASSM 3 & 4) do not have back bay access and must use front doors to unload/load up if we have an event going on in our large ballrooms (Assm 1 & 2). Brazos Center has carts available for your use.**

Bounce houses are not allowed on Brazos Center property.

### **CLEAN-UP POLICY**

Tables and chairs must be free of decorations, food, beverages, utensils, containers, and coverings

Discarded disposable items are to be placed in the plastic-lined receptacles provided by the Brazos Center. Such receptacles will be emptied as needed during user's event by the Brazos Center attendant(s) on duty.

**Lessee** is responsible for bussing their own tables during and after their event.

Food service areas are to be cleaned and cleared.

**No food** discarded/utensil rinsing in the kitchen sinks. Liquids only in kitchen sinks.

Any items borrowed must be returned (scissors, tape, extension cords, power strips, etc.) or they will be deducted from the security deposit.

**All decorations and food must be removed from the facility at the end of your event.**

*I understand the policy as stated for decorating and clean-up at the Brazos Center and will make sure others associated with the event also follow the policies.*

*I understand that failure to comply with these policies will result in the retention of all or part of the security deposit.*

*Lessee's Signature*

**Date**

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