

**YORKTOWN COMMUNITY HALL  
60 Community Hall Road  
P. O. BOX 6, Yorktown, TX 78164**

**DANCE HALL CONTRACT**

- You will be provided a copy of this contract at time of booking.
- Please return "Hall Copy" acknowledgement with a \$250 deposit to secure your booking. The deposit is refundable when the hall and grounds have been cleaned as provided in this contract. We can arrange someone to clean for the deposit amount if you choose. Deposits are only refunded if Cancellation is made 30 days or more prior to your booking.
- Rental fee for Dance Hall is \$450 per day. You are allowed the day before to set up for your event and the day after to clean up without additional charge, **if the hall is not booked by another party**. If another party wishes to rent on the day before or after your event, you will have the opportunity to secure those day(s) for \$200 per day for set-up and/or cleaning, or you may pay \$150 to have the hall cleaned if the other party wants to rent the hall the day after your rental. You can rent additional days for \$25 per day. The rental fee must be paid prior to receiving any keys to Yorktown Community Hall (YCH) facilities.
- An additional charge of \$7.00 per hour per unit is incurred for A/C. There are 2 units which are engaged by flipping the toggle switch up for ON and down for OFF on either side of the stage. You must keep track of the hours used, or you will be charged for 24 hours per day per unit for each day you have access to the hall.
- YCH Dance Hall Officers and Board of Directors reserve the right to refuse a rental which conflicts with YCH goals. For example, the dance hall may not be rented by an individual or entity to hold a dance and charge admission for private gain.
- A security officer who is a licensed peace officer through the State of Texas is required at the renter's expense for YCH to open the bar for sale of beer, wine, soft drinks, and ice. This requirement may be waived if requested by the renter and approved by the current YCH Officers and Board of Directors.
- YCH reserves the right to confiscate any and all beer or wine at the opening of the YCH bar to ensure that YCH is not in violation with TABC laws. YCH reserves the right to not open, or close its bar facilities if any individual or organization cannot comply with this statement.
- Confiscated beer and wine will be returned on the following day after 12:00 pm in coordination with a hall representative.
- No outside cooler, beer wine, sodas, or ice are permitted other than liquor if the YCH bar facilities are being utilized.
- You do not need to hire a security officer if you choose to provide your own alcohol and do not want the YCH bar facilities open. This arrangement releases the YCH, facilities, officers, and directors from any and all liabilities, and rests solely on the individual or organization who entered into the contract. You will be responsible for the behavior of your guests.
- NO GLITTER, CONFETTI, NAILS, STAPLES, TACKS, OR TAPE (except painter's tape) are allowed when decorating the YCH facilities inside or outside for any event.
- NO SMOKING ALLOWED IN THE DANCE HALL.
- PLEASE DO NOT DRAG TABLES WITH CHAIRS ON TOP.

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- Heater switches are up high on the stage toward the front on each side.
- Breezeway light switch is by Dining Hall Door upper left corner.
- Brooms and cleaning supplies are in the kitchen or front closet.
- Run water in the restrooms to remove sulfur smell.
- PLEASE DO NOT RUN HEATERS OVERNIGHT, or when decorating prior to your event, unless you paid additional day of rental.
- If you have any questions, please contact a board member. Current rental director is Cynthia Tam 361-649-0379.
- Keep gate locked when not on property.

**PIT AREA**

- All wood brought in for a BBQ must be contained on a trailer and unused wood removed after the event.
- Sweep, mop, wash, and degrease the tables and floor and place all trash in the dumpster.
- Do not leave trash in outside trash cans, and place cans upside down.
- **KETTLES MUST BE CLEANED AND GREASED AFTER EACH USE.**

**AFTER EVENT**

- You must remove all decorations and clean all tables and chairs.
- The entire hall must be swept, including men's and women's restrooms, stage, and porch. Mop any area that needs attention.
- Tables and chairs are to be returned to their proper location as shown in the attached diagram and posted on the kitchen wall.
- Restroom toilets and sinks must be cleaned and all trash removed. Please be sure there are no running toilets or running water in sinks. If restrooms are left dirty you will lose \$25 of your deposit.
- All windows must be closed and locked.
- All trash must be placed in the dumpster behind the hall.
- The YCH outside grounds must be clean of all trash, cigarette butts, cans, etc.
- Notify a hall representative of any and all damages to these facilities and be prepared to compensate the hall or correct the damage.
- **Leave the keys on the counter in the kitchen and notify the rental director when you are finished cleaning and leaving the property. Lock the door behind you. The rental director will check the hall and notify you of how much deposit will be refunded after AC charges are deducted.**

**YORKTOWN COMMUNITY HALL OFFICERS AND DIRECTORS WILL NOT BE RESPONSIBLE FOR ANY INJURIES OR DAMAGE TO ANY PERSONAL PROPERTY ON YCH GROUNDS OR FACILITIES.**

*Please remember we are a volunteer organization and we appreciate your rental and respect for the hall by leaving it cleaner than you found it. Our goal is for Yorktown Community Hall to be known as a place to hold memorable family and community events for many years to come.*