

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

DINING 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 by the specified due date. 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 Dining Hall is \$350 per day, which includes the BBQ pit area. 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 days(s) for \$150 per day for set-up and/or cleaning. 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.
- Dining Hall rental fee is \$100 for funerals, along with \$100 deposit.
- Rental fee for Pits only is \$100, no deposit is required.
- An additional charge of \$7.00 per hour per unit is incurred for A/C or heating. There are 3 units: Unit 1 and 3 are A/C units and Unit 2 is for both A/C and a heat pump. The units (and meters to measure hours used) are engaged by flipping the toggle switch up for ON or down for OFF. You must turn the units OFF before leaving.
- AC/Heat meter readings on the 3 units are recorded by a hall representative on the returned “Hall Copy” contract acknowledgement before and after the event. A/C charges will be subtracted from the refund of any cleaning deposit due to you. If you choose to have YCH arrange for cleaning, you will be responsible for the additional A/C charges. The hall representative will provide the amount due after your event.
- YCH Hall Officers and Board of Directors reserve the right to refuse a rental which conflicts with YCH goals. For example, the facilities may not be rented by an individual or entity to hold a dance and charge admission for private gain.
- The switch to the right of the double doors under the breezeway controls one set of lights for entrance and exit of the building. The remaining switches are by the single door near the breaker box.
- Lights for breezeway are by double doors under breezeway in the upper left.
- Restroom light switches are on both sides of the hallway leading into restroom closer to the entrance of the hallway (up high).
- Extra paper products and bathroom cleaning supplies are in cabinet in women’s restroom. Run water in the restrooms to remove sulfur smell.
- 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. Magnets are allowed.
- NO SMOKING ALLOWED IN THE DINING HALL.
- PLEASE DO NOT DRAG TABLES WITH CHAIRS ON TOP.
- Brooms are next to refrigerator. Cleaning supplies are in lower cabinet near sink.
Mop floor with water and vinegar only. Mops are hanging outside on back wall.

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- Turn on the gas supply valve at the wall to use the stove. Light only the burner you intend to use with the lighter. The stove pilots were disconnected. Light the oven pilot by following the instructions (drop the lower panel) on the bottom below the oven doors. Turn the gas supply off at the wall when no longer using stove or oven.
- Refrigerator and microwave are available for your use.
- The dining hall is set for seating 248 people. More tables and chairs may be brought from the dance hall if needed, and must be returned afterwards. Please make these arrangements with a hall representative prior to the event.
- 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, chairs, and countertops.
- Remove all trash and place in dumpster behind dance hall.
- Sweep and mop entire hall.
- 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. Sweep and mop if needed.
- Remove contents from refrigerator and wipe any spills.
- Make sure kitchen and restroom A/C units are turned off. You will be charged \$50 if any are left on.
- 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.
- Lock all exterior doors. Ensure stationary door of double doors is locked at top and bottom. **Place the key in the first drawer under counter and lock door when leaving hall. Contact the rental director to let them know the hall is clean and you are out. The rental director will check the hall and let you know how much of your deposit will be returned 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. *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.*

Approved by YCH Officers and Board of Directors, 7/19/2023