

HARRY HAFERNICK RECREATION CENTER

Brackenridge Park & Campground

Lavaca-Navidad River Authority

Lake Texana

Edna, Jackson County, Texas

RENTAL INFORMATION AND AGREEMENT

The Harry Hafernick Recreation Center Auditorium multi-use facility is available for Brackenridge Park & Campground users, as well as other individuals, groups, business and/or corporate activities.

Guidelines have been established for the protection of the facility and its users. Your cooperation in abiding by these guidelines will greatly assist their proper administration.

RESERVATIONS:*Please Note: Office hours are subject to Seasonal Changes**

Contact the Harry Hafernick Recreation Center (HHRC); 891 Brackenridge Parkway, Edna, Texas; telephone number: (361) 782-5456 or (361) 782-7145.

*Office hours are:

Monday - Thursday 8:00a.m. – 5:00p.m.
Friday 8:00 a.m. – 6:00 p.m.
Saturday 8:00 a.m. – 4:00 p.m.
Sunday By appointment only

Your reservation must be secured with a valid credit card. The card will be charged the required deposit at time reservation is made.

RENTAL FEES

Facility	Rate: Mon-Fri	Deposit Required	Rate: Sat- Sun	Deposit Required
Auditorium & Kitchen				
Individual or Business	\$375.00*	\$150.00	\$475.00*	\$150.00
Non-Profit or Government	\$200.00*	\$50.00	\$375.00*	\$150.00
*Rental Fees include Cleaning				
Decorating-day before event	\$175.00			
Deco. Per hr.-during office hours	\$30.00			
Brackenridge Room				
Individual or Business	\$50.00	\$25.00	\$50.00	\$25.00
Non-Profit or Government	\$25.00	\$25.00	\$25.00	\$25.00
Navidad Meeting Room				
Individual or Business	\$75.00	\$37.50	\$75.00	\$37.50
Non-Profit or Government	\$50.00	\$25.00	\$50.00	\$25.00

The user is responsible for setting up and arranging needed tables and chairs unless arrangements are made at the time of booking. An additional fee of \$75.00 will be charged for set up and arranging tables and chairs. Please provide a diagram showing how the tables and chairs should be set up at least a week in advance.

**Rates subject to change without notice*

PLEASE NOTE:

SECURITY LIABILITY:

Following inspection of the HHRC after use, your account may be charged as follows, not to exceed a total of \$100.00:

1. *For failure to lock the HHRC, \$10.00*
2. *For failure to **return the key immediately after the event** \$10.00 per day. Please leave key in drop slot in the window to the left of the Park Office entrance door.*
3. *For failure to turn off air conditioning and/or lighting, \$50.00 per day.*
4. *If you move furniture around and remove pictures from the walls, failure to replace pictures or furniture to their original location, \$25.00 cleanup fee.*
5. *For failure to have taken all of your belongings & vacated the premises by 1:30 am., a fee of \$30.00 per hour will be charged.*

CANCELLATIONS:

HHRC must be notified of a cancellation ninety (90) days or more prior to the date reserved. Cancellations made at least 90 days prior to reservation date will receive a refund of their deposit, less a \$30.00 administrative fee. Cancellations made less than 90 from reservation date will forfeit the full deposit. Failure to arrive or cancel will be charged full amount of reservation. There will be a \$5.00 administration charge for any changes made to a reservation.

RULES & POLICIES FOR RENTAL OF HAFERNICK RECREATION CENTER FACILITY

Normal care of furnishings and facilities will be expected. Any damage or loss caused to the facility or equipment is the responsibility of the user and LNRA must be reimbursed for any such expense.

Decorations may not be hung from the ceilings or Air Conditioning duct work. **DO NOT** staple, tape, or use other materials that would permanently mar the metal or painted wall surfaces. Any structural damage that occurs will be the renter's responsibility to return to the original condition at their expense.

Rice, confetti, bird seed, or other types of litter must not be thrown inside the building. The use of sparklers or fire pits must be approved by the Facility Coordinator prior to the event.

Excessive noise that disturbs the campground users will not be permitted. Campground quiet time begins at 11:00 P. M.

Please **DO NOT** stand on the tables. They are **not** designed to hold a person. Please use a ladder. The user is responsible for setting up and arranging needed tables and chairs unless arrangements for Set-Up are made at the time of booking. Tables and chairs that are damaged or removed must be replaced to original condition at your expense. Tables and chairs are to be wiped off where necessary.

Supplies needed for serving refreshments or meals must be provided by the user. **Remove ALL trash and ALL food items.** For your convenience, a dumpster is outside near the rear of the building. If you use the refrigerator, please remove ALL food items.

Air conditioning switches are to be turned off when you leave.

Turn off all lights.

Lock all doors.

Review the outside of the facility and make sure the area is clean.

Security is the responsibility of the user.

If alcohol is available, licensed, uniformed, certified police officers or security guards are required to be provided by the user the **last three hours of the event**, at the user's expense and ***cannot be guests of the event***. User must turn in names of officers or security guards one week in advance of event to HHRC personnel.

Responsible adults must be present at all functions, such as parties, dances, meetings, etc. that involve underage individuals. No part of this facility will be rented to minors.

If you have any questions regarding these rules and policies, please contact the reservation office at 361-782-5456.