

LAKE PALO PINTO EVENT CENTER

Creating Unforgettable Lakeside Memories

VENUE RENTAL AGREEMENT & EVENT POLICIES

*Owned and operated by Palo Pinto Trading LLC
d/b/a Lake Palo Pinto RV Park*

A Note from Mike & Petra

Thank you for choosing Lake Palo Pinto Event Center for your special gathering. We are honored to welcome your family and friends and hope your time here is relaxed, joyful, and full of wonderful memories. These policies are simply here to keep expectations clear, protect everyone involved, and help us care for this beautiful lakeside property for years to come.

We are glad you are here!

1. Parties

This Venue Rental Agreement ("Agreement") is between **Palo Pinto Trading LLC d/b/a Lake Palo Pinto RV Park, operating as Lake Palo Pinto Event Center** (the "Venue"), and the renter identified below (the "Renter").

Renter Name: _____

Organization, if applicable: _____

Mailing Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

2. Event Information

Event Date: _____

Type of Event: _____

Estimated Guest Count: _____

Reserved Time Block:

☐ 4-Hour Morning: 9:00 AM - 1:00 PM

☐ 4-Hour Afternoon: 2:00 PM - 6:00 PM

☐ 4-Hour Evening: 5:30 PM - 9:30 PM

☐ 8-Hour Daytime: 9:00 AM - 5:00 PM

☐ 8-Hour Evening: 1:30 PM - 9:30 PM

☐ Other approved time: _____

Important: Your reserved time includes setup, decorating, the event itself, vendor activity, cleanup, and removal of personal belongings. Please plan your timeline accordingly. Extra time must be approved in advance and may carry an additional charge.

3. Rental Fees & Payment

Rental Fee	\$ _____
Cleaning Fee	\$100.00
Refundable Security Deposit	\$ _____
Additional Charges, if any	\$ _____
Total Due	\$ _____

Reservation Deposit: A 50% non-refundable reservation deposit is required to reserve the event date.

Remaining Balance: The remaining balance is due no later than five (5) calendar days before the event. Reservations made within five days of the event require payment in full at booking. If final payment is not received by the deadline, the Venue may cancel the reservation and retain the reservation deposit.

4. Event Hours, Music & Quiet Time

- All amplified music must end by 9:30 PM out of respect for our RV guests, neighbors, and peaceful lakeside setting.
- After 9:30 PM, conversation and cleanup may continue quietly only until the end of the reserved rental period.
- The building, pavilion, parking areas, and grounds must be fully cleared by the end of the contracted rental time unless prior written approval has been given.
- Additional time is subject to availability and must be arranged in advance.

5. What Your Rental Includes

- Exclusive use of the reserved Event Center space during the contracted time block.
- Use of standard tables and chairs available at the Venue.
- Use of the covered porch and available guest parking, when included in the reservation.
- Access to the refrigerator, stove, and oven for warming and serving food. The kitchen is not represented as a licensed commercial kitchen.
- Use of other amenities only when specifically listed in the reservation or approved in writing.

6. A Few Simple House Rules

- Please treat the property with the same care you would your own home.
- Children must be supervised by a responsible adult at all times.
- Guests and vendors must follow all local, state, and federal laws.
- Smoking and vaping are not allowed inside the Event Center. Outdoor smoking is permitted only in designated areas.
- Pets are not permitted inside unless approved in writing, except for service animals as required by law.
- Fireworks, firearms discharge, illegal drugs, fighting, dangerous conduct, and unlawful activity are prohibited.
- The Venue may end an event when conduct creates a safety risk, damages property, seriously disturbs guests or neighbors, or violates the law.

7. Decorations & Setup

You are welcome to make the space your own. To help us keep it beautiful, please do not use:

- Nails, screws, staples, or anything that punctures walls, doors, ceilings, or furniture.
- Permanent adhesives or tape that may leave residue or remove paint.
- Glitter, confetti, rice, birdseed, smoke bombs, or fireworks.
- Open flames, except birthday candles and approved food warmers.

All decorations, rentals, food, supplies, and personal belongings must be removed before the reserved time ends. The wood-fired pizza oven may be used only with prior approval and operating instructions from Venue management.

8. Vendors, Food & Alcohol

- The Renter is responsible for all caterers, DJs, decorators, rental companies, bartenders, and other vendors. Vendor arrival and departure must occur within the reserved rental time unless otherwise approved.
- Alcohol may be served only in compliance with Texas law. The Renter accepts responsibility for alcohol service and guest conduct.
- No alcohol may be served to anyone under 21 years of age or to anyone who appears intoxicated.
- The Venue may require a licensed and insured bartender or security personnel for certain events.
- The Renter is responsible for obtaining any permits, licenses, insurance, or professional services legally required for the event.

9. Parking & Property Use

- Guests must park only in designated areas.
- Roadways, fire access, entrances, RV sites, neighboring property, and the public boat-ramp access may not be blocked.
- Vehicles and personal property left overnight remain at the owner's risk.
- The lake, shoreline, docks, outdoor areas, and surrounding grounds must be used with care and at the guest's own risk. Children must be closely supervised near the water.

10. Cleanup

The \$100 cleaning fee covers normal post-event cleaning. Before leaving, the Renter agrees to:

- Remove all decorations, food, beverages, supplies, and personal belongings.
- Place trash in the designated containers and bag loose trash.
- Wipe up spills and leave kitchen and serving areas reasonably tidy.
- Return tables and chairs to the agreed location unless instructed otherwise.
- Make sure all vendors have removed their equipment and supplies.

Excessive cleaning, abandoned items, overflow trash, stains, or failure to complete required cleanup may be charged against the security deposit or billed separately.

11. Security Deposit & Damage

The refundable security deposit may be applied to property damage, missing items, excessive cleaning, overtime, unauthorized use, rule violations, or other event-related expenses. Any remaining balance will be refunded within fourteen (14) days after the event and final inspection. The Renter remains responsible for costs that exceed the deposit.

12. Cancellation & Rescheduling

- The 50% reservation deposit is non-refundable.
- If the Renter cancels more than five (5) calendar days before the event, payments received beyond the reservation deposit will be refunded.
- If the Renter cancels within five (5) calendar days of the event, the full rental amount remains due unless the Venue rebooks the date.
- A request to reschedule may be considered based on availability, but is not guaranteed and must be approved in writing.
- If the Venue must cancel for reasons within its control, payments received will be refunded.

13. Weather, Utilities & Events Beyond Our Control

Texas weather can be unpredictable. Unless the Venue is unsafe or inaccessible, weather alone does not automatically cancel or extend a reservation. Neither party is responsible for failure to perform caused by severe weather, natural disaster, fire, government action, utility failure, public emergency, or another event beyond reasonable control. When practical, we will work together in good faith to find a fair solution.

14. Responsibility, Liability & Indemnification

The Renter is responsible for the conduct of guests, vendors, invitees, and anyone attending under the Renter's reservation. To the fullest extent permitted by law, Palo Pinto Trading LLC d/b/a Lake Palo Pinto RV Park, Lake Palo Pinto Event Center, and their owners, employees, and representatives are not responsible for injury, loss, theft, vehicle damage, property damage, weather interruption, utility outage, or circumstances beyond their reasonable control, except to the extent caused by their own legally established negligence or misconduct.

The Renter agrees to defend, indemnify, and hold harmless the Venue and its owners, employees, and representatives from claims, damages, liabilities, losses, and reasonable expenses arising from the event or the acts or omissions of the Renter, guests, vendors, or invitees, except to the extent caused by the Venue's own legally established negligence or misconduct.

15. Governing Law & Entire Agreement

This Agreement is governed by the laws of the State of Texas. Any legal proceeding shall be brought in the appropriate court in Palo Pinto County, Texas, unless the law requires otherwise. This Agreement and any signed attachments contain the complete understanding between the parties. Changes must be made in writing and accepted by both parties.

16. Acknowledgment & Signatures

By signing below, the Renter confirms that the event details are correct, that the Renter has read and agrees to this Agreement and all attached policies, and that the Renter is authorized to enter into this Agreement. We appreciate the opportunity to host your gathering and look forward to welcoming you with genuine Texas hospitality.

Renter Printed Name:

Renter Signature:

Date: _____

Venue Representative:

Signature:

Date: _____

Palo Pinto Trading LLC d/b/a Lake Palo Pinto RV Park