

The Filter Building on White Rock Lake Rental Policies

General Information:

1. Basic contract timing is **8 hours total**.
2. Additional hours are \$100.00 per hour.
3. All events must end no later than 12 midnight. Vendors must vacate the building by 1 am.
4. The Filter Building is a non-smoking facility.
5. Deliveries must be scheduled with FB staff.
6. All furniture, equipment and/or personnel items left behind will incur a **\$100.per hour** rental storage fee.
7. A **\$200 fee** will be charged if Guest contracts with a caterer not on "The Recommended List." The fee is due with the final payment.
8. All approved caterers are required to provide White Rock Boathouse with current copies of their Certificate of Insurance, Food Manager's Certificate and Food Establishment/Health Permit.

Alcohol/Bar Service:

1. All alcohol must be served by TABC bartenders/servers.
2. The bar cannot be left unattended at any time.
3. Guests can only be served 2 drinks at a time.
4. The Filter Building does not allow underage drinking. Guests will be carded if their age is questionable.
5. The Filter Building fully supports the bartender's decision to stop serving a guest exhibiting inebriated behavior.
6. No alcoholic beverages may be served after the bar is closed.
7. The bar must be closed 30 minutes before the guests are scheduled to leave.
8. All approved caterers must have proof of TABC certificates on site during the event for each bartender/server actually serving the alcohol.

Cleaning Requirements:

1. All items on The Filter Building's *Catering Breakdown Checklist* and *Clean up list* must be completed before leaving the facility.
2. If items on the Clean up lists are not completed, the Client will be charged accordingly.
3. **All trash must be removed from the site.**

Rentals:

Tables - 16/5' round tables \$5.00 each

(2) 6' long tables \$6.00 each

(1) 8' long table \$7.00 each

Chairs - 160 white, garden chairs \$1.00 each

Parking:

1. Parking for vendor deliveries is clearly marked on the east end of the parking lot, closest to the ramp and the staging area.
2. If a vendor vehicle is to remain onsite during the event, it should be parked at the west end of the parking lot
3. For events with 120 or more guests, *Valet Services are required.*

Entertainment:

1. DJs and bands must adhere to The Filter Building's Entertainment Policies and Breakdown Checklist.
2. Outside music is not permitted after 11:00pm, and in accordance with Dallas City Ordinance requirements, cannot exceed a 65-decibel level outside The Filter Building at any time.
4. Inside music is permitted until 11:30pm and must adhere to OSHA standards regarding volume. However, doors around the Facility's perimeter must remain closed to contain sound.
5. The Filter Building reserves the right to stop the music completely if the Client, DJ or band fails to comply with these rules.

Alterations or Decorations:

1. Please do not alter, remove or add anything that affects walls, floors, furniture or any personal property of The Filter Building. Rose petals, birdseed, and bubbles may be thrown outside only. No confetti to be thrown.
2. **No** alterations to lighting and /or removing light bulbs at any time will be permitted.

Obligation to the Public

The Filter Building belongs to the City of Dallas and is leased and operated by the White Rock Boathouse, Inc., a 501 ©3 non-profit corporation. The Filter Building lies within the White Rock Lake Park and is adjacent to the public jogging trail. Renters of the Filter Building acknowledge this and agree to respect the rights of the general public. They shall conduct themselves in a courteous manner in any dealings with the public. The renter accepts responsibility for his or her guest's behavior.