



BASIC RENTAL INFORMATION

- Rental Hours: 7 a.m. – midnight
- Opening prior to 7 a.m. or past midnight incurs an additional hourly fee.
- Room rental cost is paid at time of contract; remaining balance is due 7 business days in advance of the event. Any remaining charges will be billed after the event.
- Setup and decorating days incur half the room rental fee. The same policy applies to the day after the event for tear down.
- Reset fees will be incurred if staff is asked to move chairs, tables, or equipment after room has been set.
- Deposits are non-refundable. Clients may move to an available date once without losing the deposit. The calendar opens one year in advance.

DJs AND BANDS

- Smoke, fog, water vapor, and/or pyrotechnics (either hot or cold) are not permitted in the WCC by DJs, bands, or decorators. These can trigger the sprinkler system.
- If event has a DJ or band that requires more than two power outlets for equipment, a band box will be needed for the event.
- Please avoid putting too many electrical items on the same circuit, to avoid tripping the circuit breakers. Clients should speak with their event coordinator to address any questions.
- Bands or DJs must keep their volume at a reasonable level.
- Bands/DJs may not rehearse the day prior to an event, unless the space has been rented for a setup day.
- Band/DJ equipment must be torn down by midnight on the night of the event, unless the room has been rented for a tear-down day.

INSURANCE

- Liability insurance is required for each event. Clients may check with their homeowner's policy, which may be able to provide a rider; or, they can visit an online insurance provider, like www.kandkinsurance.com or www.theeventhelper.com.

SECURITY

- When alcohol is served, clients are required to contract Texas Licensed Peace Officers as security for the event. The number of officers is set based on attendance and number of bars needed. Officers must be in uniform and carry a TCOLE license, and they must be commissioned by the City, County or State. They cannot attend the event as a guest.
- Officers must be onsite beginning at least 30 minutes prior to alcohol or bar setup and must remain a minimum of 30 minutes after the event concludes. Client will arrange for and pay security directly. Bar service cannot begin until security requirements have been met.

BARS & SMOKING

- Per TABC policy, all alcoholic beverage service must be provided by, or under the direction of, WCC staff.
- Smoking (including e-cigs/all forms of smoking) must take place a minimum of 15 ft. away from the building.

CATERING

- Client must contract an approved caterer for all food and beverage service, except birthday or wedding cakes. If a preferred caterer is not currently approved, please have them contact us for the requirements.
- Outside caterers pay the WCC a 25% fee to cater in the building.
- The Convention Center no longer provides food and beverage service. However, many approved caterers will compete for your business.

DECORATIONS & DECOR

- Candles and open flames are prohibited. Please use electronic flicker candles.
- All decorations need to be removed by midnight, even if using a decorator.
- Mylar balloons are not permitted.
- No decor can be nailed, glued or taped to the floor, ceiling or walls.