

## **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. Tear down days also incur half room rental.
- 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 six months in advance.

## **DJs AND BANDS**

- Smoke, fog, water vapor, and/or pyrotechnics (either hot or cold) are not permitted in the WCC.
- If event uses a DJ or band, 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
- 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 is rented the next day.

## **INSURANCE**

- Liability insurance is required for each event.

## **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 bar stations 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 event open 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. Bands or DJs must keep their volume at a reasonable level.
- Security is required where alcohol is served; for events honoring a minor; for events that have a dance with over 100 attendees; at concerts and comedy shows; and at the discretion of the Convention Center Director.

## **BARS & SMOKING**

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

## **CATERING**

- Client must contract an approved caterer for all food and beverage service, except birthday or wedding cakes.
- Outside caterers pay the WCC an 18% fee to cater in the building.
- The Convention Center provides food and beverage service on a limited basis.

## **DECORATIONS & DECOR**

- Candles, open flames, and mylar balloons are prohibited. Items cannot be nailed, glued, or taped to the floor, ceiling, or walls. All decorations need to be removed by midnight, even if using a decorator.