

# Cook Education Center

at NAVARRO COLLEGE

3100 West Collin, Corsicana Texas 75110

www.CookCenterEvents@navarrocollege.edu

## Rental Agreement and Payment

### EVENT INFORMATION

Event Date: \_\_\_\_\_ Rental Space: \_\_\_\_ Meeting Room \_\_\_\_ A \_\_\_\_ B \_\_\_\_ A&B

Event Name: \_\_\_\_\_

Rental Time: *Begins* \_\_\_\_\_ *Ends* \_\_\_\_\_ Event Time: *Starts* \_\_\_\_\_ *Stops* \_\_\_\_\_

12 Hour Rental: **Day 1**, date & time \_\_\_\_\_ **Day 2**, date & time \_\_\_\_\_

### LESSEE (RENTER) INFORMATION

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

**RENTAL PRICE:** \_\_\_\_\_ **EXTRA FEES:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

### ADDITIONAL SERVICES

Navarro College Campus Police Officer (if alcohol is served):

Total # of People Expected: \_\_\_\_ 0-100 \_\_\_\_ 101-500 Total Hours of Event (with serving alcohol): \_\_\_\_\_

**TOTAL AMOUNT FOR POLICE OFFICER(S):** \_\_\_\_\_

Navarro College Media and Sound (Tech Support): \_\_\_\_ Level 1 \_\_\_\_ Level 2 \_\_\_\_ Level 3

**TOTAL AMOUNT FOR MEDIA AND SOUND (1&2):** \_\_\_\_\_ (Level 3 amount varies per event)

### RENTAL AGREEMENT

\_\_\_\_ I, the undersigned, have read and understand the rules and regulations presented for the rental of the Cook Education Center. I understand that as the signer of the contract I am responsible for the condition of the building during and after the event.

Lessee's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

FOR STAFF ONLY:

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## Facility Protocol and Procedures

We are delighted you have selected the Cook Education Center (CEC) for your event. In order to assure that you understand the protocol governing the CEC, we ask that you read and sign the following information.

### **RENTAL HOURS**

The facility is available for rental: Monday through Saturday 8am to midnight.

The CEC is open to the public Monday through Friday from 8am to 5pm and on Saturday from noon to 4pm. Please be aware that some events may not be allowed during public hours.

Holiday rates are double the usual rates. The Cook Center follows the holiday on the Navarro College Academic Calendar.

### **BOOKING POLICIES**

Event is not scheduled until a 'secure the date' deposit and a signed contract is received. The 'secure the date' deposit is included in the rental fee and is nonrefundable. More than one event may be scheduled at the same time. All paperwork, fees, damage deposit must be submitted no later than one week prior to the event.

### **EVENT SCHEDULING**

1. The person signing the contract is responsible for the event.
2. All service providers contracted by the lessee must agree to the rules and regulations of the Center.
3. The damage deposit must be received prior to the event. If there is no damage the deposit will be returned. (See Deposits)
4. The rotunda and tile hallways must remain open during public hours. After public hours the rotunda may be decorated for event use.

### **PAYMENT OF RENTAL FEES**

1. Full payment of rental fees is due one week before the event. If contract is signed less than one week prior to the event, full payment is due upon signing.
2. A personal check with a driver's license number and phone number is accepted as well as Visa, MasterCard and Discover.

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## **INSURANCE REQUIREMENTS**

### For insured entities:

All events need to provide a Certificate of Insurance (COI) listing Navarro College Cook Education Center as an additional Insured. COI must include a waiver of subrogation and liquor liability if your event includes alcohol.

### For uninsured entities or individuals:

Special events liability policies may be secured through your insurance agent or other insurance sources. Navarro College Cook Education Center should be listed as an additional insured and include a waiver of subrogation. Event policies will need to a minimum of \$1,000,000 occurrence liability with a \$2,000,000 annual aggregate.

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## **DEPOSITS**

1. 'Secure the date' deposit is required before the event can be booked. This deposit is absorbed into the total rental fee and is nonrefundable.
2. The damage deposit is required before the event. The damage deposit may be cash or a check with driver's license number and phone number included. Damage is defined as abuse to property or lack of cleanliness. If damage is determined by the CEC staff after the event; the deposit is forfeited. If there is no damage after the event; the deposit is returned to the lessee.

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## **MEDIA AND SOUND**

Media is classified by different needs. There are three (3) levels, and each level is a different price.

Please note: all PowerPoint presentations and videos must be checked by the Navarro College Media staff before your event - a MINIMUM of three (3) days in advance.

1. Level 1 is one (1) microphone - \$50
2. Level 2 is a microphone plus a large screen set up - \$100
3. Level 3\* is any event with multiple microphones, screens, additional media, etc.

\*Level 3 - College Media staff hiring is required for Level 3 and pricing is based on complexity of set up. If you hire the College Media staff for Level 3 for your event, payments must be in the CEC office before the event.

# FACILITY CONDITION

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## CLEANING

1. Lessee will leave facility in the condition in which it was found. The person that signed the contract is responsible that the facility is clean after the event.
2. Lessee is responsible for trash. Trash should be removed to the outside dumpster immediately after the event in bags provided by the Cook Center.
3. Tablecloths need to be stacked in kitchen.
4. Cleaning must be completed, and event concluded by **midnight**. CEC staff is not responsible for clearing tables, etc. after the event.
5. CEC staff will move tables and chairs after the event is completed.

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## SMOKING

Navarro College is Smoke & Tobacco FREE. This policy prohibits the use of any tobacco products in or outside of the CEC including the parking areas and sidewalks.

It is the lessee's responsibility to make their guest aware of this policy.

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## DECORATIONS

1. Decorations must be freestanding. **Nothing may be affixed to the walls.**
2. Nothing may be hung or suspended without additional fees occurring.
3. Adhesive backed decals, confetti, sparklers or glitter are prohibited.
4. Throwing of rice, confetti, sawdust or birdseed is prohibited.
5. Blowing bubbles is permitted outside.
6. All candles must be in secure glass containers.
7. Balloons must be removed after the event is over.
8. No vehicles are permitted on the walkways or grass of the CEC. This includes the grassy area behind the facility. Loading and unloading is permitted at the service entrance.

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## KITCHEN USAGE

1. Rental rates and damage deposit includes use of the catering kitchen. Catering kitchen includes commercial refrigeration, warming towers, three-compartment sink, ice machine and worktables.
2. All food must be prepared off site and brought to the event.
3. All kitchen supplies must be supplied by lessee.
4. Loading and unloading will be through the service entrance, not through the rotunda.
5. Clean up of the kitchen and dishes removed must be completed by **midnight** unless arrangements are made with the Event Director.

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## CATERING AND OTHER SERVICE PROVIDERS

1. The CEC has a list of recommended vendors on the college website.
2. Lessee is responsible for notifying the CEC staff of what vendors will be used for the event. If the lessee chooses to use a vendor not approved by the CEC, they will assume full responsibility of the vendor and their actions.

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## **ALCOHOLIC BEVERAGES POLICY**

Dispensing alcoholic beverages at the CEC will be in strict accordance with the rules and regulations of the Texas Alcoholic Beverage Commission (TABC) and Navarro College.

1. All alcohol is host provided according to the rules of the TABC. Host provided means that no alcohol can be sold to the attendees of the event. No one will be allowed to bring individual containers of alcoholic beverage onto the premises. Violators will be removed from the Cook Education Center and will cause termination of the event.
2. Any time alcoholic beverages are served, one Police Officer or more will be required.
3. All dispensing of distilled beverages/mixed drinks plus beer and wine will be from a formal bar or a designated area by a TABC certified bartender.
4. Alcoholic beverages will be consumed only in the areas rented to the lessee and not in restrooms, foyer, cars, parking lot and areas surrounding the CEC.
5. College students are not allowed to serve alcoholic beverages.
6. All persons will dispose of their drinks before leaving the rented area. No one will leave the CEC carrying alcoholic beverages.
7. Any event with alcohol requires a Navarro College Police Officer. The CEC will secure the officers. Payment of Police Officer will be \$45 per hour.
8. Payment to the officer/officers must be in the CEC office before the event in cash or the form of a personal check with a driver's license number and phone number on it.
9. A last call must be made by the DJ or Emcee a minimum of one hour before the end of the event.

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## **SECURITY RULES & REGULATIONS**

1. All security used at the CEC is through the Navarro College Police Department. Securing officers is the responsibility of the CEC.
2. Security requirements will be evaluated on an individual basis. Our goal at the CEC is to enable you to have a successful and safe event. Security will be required at an event for your safety if:
  - a. The event has over 100 people and/ or children.
  - b. Alcoholic beverages are served, one Police Officer or more will be required.

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## **FIRST AID**

AED Defibrillator is located on the right wall as you enter the kitchen. In case of an emergency, campus police can be reached at (903) 654-3999 or call 911.

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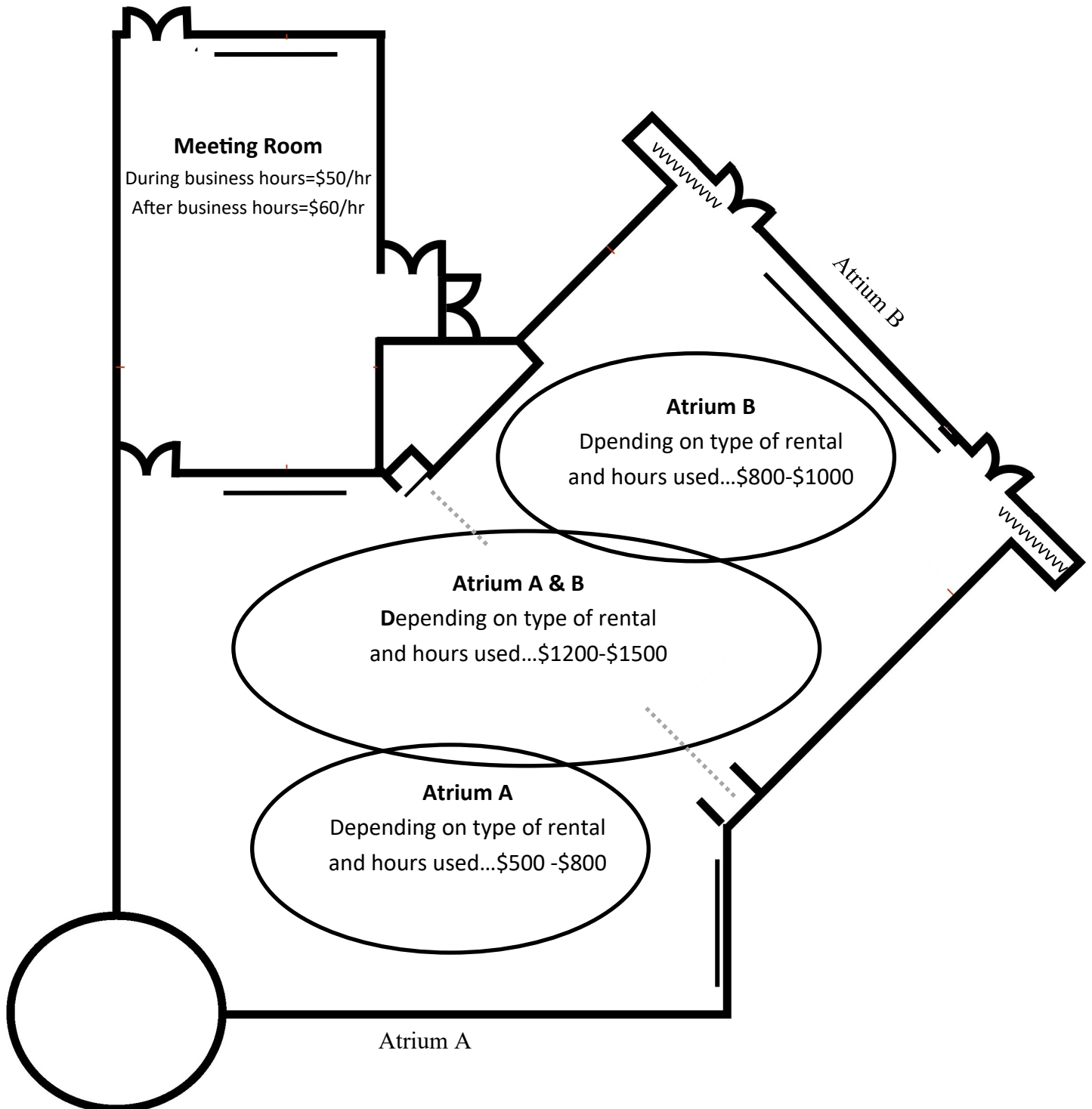
Lessee Signature

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Date

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EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

LESSEE SIGNATURE: \_\_\_\_\_

### Additional Cook Education Center Event Rentals

<b>Sound, Lighting and Extras</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Stage with staircase and skirting...8'x16'	25.00		
Level 1, microphone	50.00		
Level 2, microphone and large screen	100.00		
Level 3, multiple microphones, videos, etc.	Per event		Per event
1 Police Officer (1-100 people) \$45.00/per hour	45.00/hr	Hours:	
2 Police Officers (101-250 people) \$90.00/per hour	90.00/hr	Hours:	
Lift for hanging décor (includes personnel)	100.00		
Pipe and drape per 10'	10.00		
Dance Floor plus labor	650.00		
<b>Linens</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Napkins	.50		
Round Tablecloth	10.00		
Rectangle Tablecloth	10.00		
Runners or overlays	5.00		
Skirting	10.00		
Spandex rectangle/circle	10.00		
<b>Accessories</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Chargers	.50		
Salt & Pepper set or sugar packet holder	.25		
Coffee Urn – 55 cup	10.00		
Coffee Urn – 35 cup	7.00		
Reserve/table number stands	.25		
<b>Décor Accessories</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Metal arch	25.00		
Metal gates/plate stands	5.00		
Trees /greenery	5.00		
Ferns	5.00		
Glass vases	1.00		
Assorted filler per vase	1.00		
Baby Grand Piano	100.00		
Rolling white board	5.00		
25' red carpet	15.00		
50' red carpet	25.00		
5" square or 7" round LED light base	5.00		
100 gallon Trough	10.00		
<b>TOTAL COST OF RENTAL</b>			

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## Audio-Visual Media Rental Rates

The Cook Education Center (CEC) offers the flexibility to make your event a success. Our facility has a wide range of audio-visual media equipment to create an exceptional experience for you as the host and your guests as attendees. We use highly skilled audio-visual staff from the Navarro College Media Integration Service Center to operate all CEC media equipment for events of every size, from a small conference to a full-scale production complete with sound, video, and lighting.

The CEC media equipment includes a 15½ ft x 27½ ft. image-sized screen (Atrium B) and two 9ft x15½ ft. image-sized screens (Atrium A). Same images can be shown on all screens or different images can be shown on each screen. The event center also has equipment to project a live event on one or all of the screens.

Event lighting is an essential element to consider in your event space. Our lighting system includes Uplights, Colored-Lights, Spotlights, Moving Lights, plus multiple combinations of any of the CEC event lights. Our audio-visual staff tests all lighting controls and checks the compatibility of the fixtures before your event.

LEVEL TYPE	DESCRIPTION	PRICE
Level 1	One wireless/wired microphone.	\$50
Level 2	Microphone and large screen set-up for PowerPoint or video.	\$100
Level 3 requires hiring the College audio-visual staff	Events needing multiple microphones, videos, live taping, on-site tech support, switching from one media to another, etc.	Pricing is based on each event complexity.  Pricing will be done by the College audio-visual staff.

### IMPORTANT NOTICE

DJs must use their own equipment.

All PowerPoint presentations and videos must be checked by our audio-visual staff **ONE** week before the event.






# Cook Education Center



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## Dance Floor Rental (plus labor = \$650)

### SQUARE LAYOUT

FLOOR SIZE		NUMBER OF SECTIONS	ACCOMMODATES
	12' x 12'	9 sections	32 people
	16' x 16'	16 sections	60 people
	20' x 20'	25 sections	98 people

### RECTANGLE LAYOUT

FLOOR SIZE		NUMBER OF SECTIONS	ACCOMMODATES
	12' x 16'	12 sections	50 people
	16' x 20'	20 sections	72 people

Each 4x4 section = \$25.

\*Labor for floor set up & tear down = \$150

1/3 of the guests are on the dance floor at one time.  
Guest count divided by 3 = guest on floor

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## Facility Rental Rate Information

	<b>MEETING ROOM</b> (HOLDS MAX: 100)	<b>ATRIUM A</b> (HOLDS MAX: 250)	<b>ATRIUM B</b> (HOLDS MAX: 250)	<b>ATRIUM A &amp; B</b> (HOLDS MAX: 500)
<b>Residents &amp; Business</b>	During business hours = \$50/per hour After business hours = \$60/per hour Media Setup = \$10 \$50 to secure (non-refundable) \$25 damage deposit per hour	Up to 6 hours = \$600 6-10 hours = \$800 Per hour after 10 hours = \$150 \$150 to secure (non-refundable) \$350 damage deposit (due before event and refunded after event)	Up to 6 hours = \$800 6-10 hours = \$1,000 Per hour after 10 hours = \$150 \$150 to secure (non-refundable) \$350 damage deposit (due before event and refunded after event)	Up to 6 hours = \$1,200 6-12* hours = \$1,500 Per hour after 12 hours = \$150 \$250 to secure (non-refundable) \$450 damage deposit (due before event and refunded after event)
<b>Non-Profit</b>	During business hours = \$40/per hour After business hours = \$50/per hour Media Setup = \$10 \$50 to secure (non-refundable) \$25 damage deposit per hour	Up to 6 hours = \$500 6-10 hours = \$700 \$150 to secure (non-refundable) \$350 damage deposit (due before event and refunded after event)	Up to 6 hours = \$700 6-10 hours = \$900 \$150 to secure (non-refundable) \$350 damage deposit (due before event and refunded after event)	Up to 6 hours = \$1,000 6-12* hours = \$1,300 \$250 to secure (non-refundable) \$450 damage deposit (due before event and refunded after event)
*An example of 12 hours would be Friday, 1pm - 5pm and Saturday, 4pm - 12am				

# Cook Education Center

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## Food & Catering Services

If you are planning an event at the Cook Education Center, you may use your own caterer\* or select the caterer of your choice from our approved caterer list below. We are pleased to present a comprehensive list of approved caterers for your convenience in planning your event. We have a working relationship with these professionals, and it is our belief you will be pleased with their services.

LOCAL VENDOR	CONTACT INFO
Affordable Affairs	Contact: <u>Alisha Greer</u> (903) 872-3300   (903) 654-7636
Aguado's Custom Catering	Contact: <u>Sonya Aguado</u> (903) 872-2036   (903) 654-0150
Charles Polk (Bartender)	(903) 872-1500
Collin Street Bakery	(800) 267-4657
K & K BAR-B-QUE	Contact: <u>Kamer &amp; Kisha Chambers</u> (903) 467-3038
Hanna Colvin (Bartender)	(903) 467-2548   hgcolvin92@gmail.com
Napoli's Italian Catering	Contact: <u>Ardij'an Shala or Charlie Shala</u> (903) 874-9004
Navarro College Food Service	Contact: <u>Jennifer Powell</u> (903) 875-7340
Smokin' Guns BBQ	Contact: <u>Brandon Bates</u> (903) 519-2284   (430) 236-6869
Sweet Home Catering	Contact: <u>Margaret Davis</u> (903) 851-1938   margaretdavis76@gmail.com
The Collin Club	(903) 602-5259   michelle@thecollinclub.com
Thyme & Elegance Catering	Contact: <u>Suzanne Plyer</u> (903) 654-1605   (903) 602-5000

If you are looking at other options for your guests, you can stop by the Visitor Center at 301 South Beaton Street, Corsicana, Texas. The Corsicana Visitors Bureau can provide your group with helpful information including a link to book hotels, downloadable list of restaurants, attractions and happenings in town during your stay. Hotels and Restaurants in Corsicana: [www.visitcorsicana.com](http://www.visitcorsicana.com).

\*The Cook Education Center kitchen is a catering kitchen and not an on-site prep kitchen. All caterers must cook and prepare food in their own kitchen and then transport the prepared food to the venue.

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## Event Service Providers

Below is the Cook Education Center's list of preferred vendors. All of our vendor partners have worked numerous events at our venue and are familiar with the property, team, and Navarro College vendor policies. You may choose to use a non-preferred vendor and if the vendor has not been on our property before, we request that they set up a vendor consult prior to event day to ensure they follow our vendor policies.

SERVICE	LOCAL VENDOR	CONTACT INFO
Event Décor / Event Rental	Balloon Decadence	Contact: Susan Valek (972) 935-1542   susanmvalek@gmail.com
Event Décor / Event Rental	Jim's Formal Wear Tuxedo Rental by Beautique & Books at Navarro	Call for appointment: (903) 872-8088
Event Décor / Event Rental	Melissa Butler (Balloon Décor)	(903) 879-5312   butler13lawoffice@yahoo.com
Event Décor / Event Rental	The Party Chicks Group (drinkware, koozies, napkins)	Contact: Whitney Autrey / Brandy Hurford (903) 229-2934   (903) 641-7343 thepartychicks@yahoo.com
Florist	Annie's Garden Floral Design Studio	(903) 879-2633   annasanders71@gmail.com
Florist	Cason's Flowers & Gifts	(903) 874-3791
Florist	Nightshift Floral	Contact: Aricelia Geiser (903) 875-4130   nightshiftfloral@gmail.com
Florist	Victorian Sample Florist	(903) 874-3115   victoriansamples@att.net
Live Music / DJ Services	Gus Garza (DJ)	(214) 724-3535   yourdj1@gmail.com
Photography	J.M. Williams Photography	(903) 875-8288   jmwilliamsphotography@yahoo.com
Photography	Whitney Watson Photography	(903) 771-6344   whitneywatson24@yahoo.com

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## Frequently Asked Questions

Can our caterer prepare food in the kitchen?

No. All food must be prepared off-site. Caterers will have access to our refrigerators/warmers during the event.

Can we plug into the sound booth?

No. The sound booth can be rented through the Navarro College Media Integration Services (audio-visual tech) for a separate fee. Details can be found on the Media & Sound Rental Rate Information on the website.

Can we serve alcohol after 11:00 p.m.?

No. All alcohol must be cut-off at 11:00 p.m.

Are children allowed to play in the grassy area behind the Cook Education Center?

No. During the event, children are required to always remain inside.

What if we need more tables and chairs once our event has started?

Our event staff is here to assist with any last-minute needs.

What if we have other questions during the event?

Our event staff will answer any/all questions during your event.