



Step back in time and see a glimpse of the past in this vintage venue that is ideal for a special celebration in a unique, nostalgic, and intimate setting; a setting that creates an ambience where magical memories are made! Tirzah is a historical building that existed in the 1880's and has the honor of being listed in the National Registry of Historic Places. This grand structure features crystal chandeliers, spacious ceilings, original hard wood floors, an exterior courtyard with party lights, and an outdoor landscaped area. We are conveniently located in the heart of Central Texas in downtown Belton's Historical District. ♥

Venue Hours of Operation are as follows:

- ♥ Open by appointment and reservation only.
- ♥ Monday through Thursday, 8:00 a.m. to 9:00 p.m.
- ♥ Friday and Saturday, 8:00 a.m. to 11:00 p.m.
- ♥ Sunday, 2:00 p.m. to 6:00 p.m.

Tours are available for interested parties by appointment only. To check for availability, please call 254-760-9145 or email [info@tirzah.biz](mailto:info@tirzah.biz). For additional information and to see our photo gallery, please visit our website at [www.tirzah.biz](http://www.tirzah.biz). To secure your reservation, complete the Venue Reservation Form that may be found at the link noted below.

Venue Reservation Form: [bit.ly/2ISQSAR\\_Venue](http://bit.ly/2ISQSAR_Venue)



### **Policies and Procedures**

Reservation will be confirmed, on a first come, first served basis, by submission of signed rental agreement and deposit from renter. Signature acknowledges receipt of Tirzah's Policies and Procedures, Cleaning Guidelines, and Cancellation Scale. The signature also acknowledges that the renter will abide by the regulations and ensure that the guests will do the same.

Tirzah reserves the right to decline any reservation of the Venue for use in conducting private business or for any purposes which limits the use and availability of the Venue for other users, and for the Venue's own purposes.

Use of the Venue does not in any way imply that Tirzah endorses, encourages, or approves the purpose of use by user.

The Venue is able to accommodate fifty (50) guests on the inside with additional space on the exterior surrounding grounds to accommodate more guests.

One restroom exists within the inside of the Venue. If you have a large event, portable toilets may be arranged at the expense of the renter. The approximate fee is \$110 including tax and delivery.

Decorations on any wall surfaces are not allowed. Renter shall not be permitted to mar or deface premises or contents of the Venue, which includes use of the following: nails, hooks, tacks, screws, and any other type of hardware, duct, scotch, and masking tapes, 3-M peel-off devices, staples, and/or glue of any kind, and all other instruments to adhere.

Antique furniture is for decoration only for the aesthetics of the setting. They are not designed for commercial use. Renter is responsible if guests break the heirlooms.

Reservations may be made up to one (1) year in advance if available for private reservations for the entire day.

Private reservations for the entire Venue (excluding the restricted office) including the outside courtyard and garden area may be made.

More than one function may be scheduled at the same time. Music and general sound at all events must be kept to reasonable levels compatible with the mixed use of the Venue and adjacent property.

Renter must be 21 years of age or older.

Amenities include fifty (50) elegant Chiavari chairs, tables, Wi-Fi, refrigerator, microwave, and portable speaker system.

Renter is responsible for character, acts, and conduct of all event guests/attendees in the Venue.

All intoxicants, drugs, and controlled substances are strictly prohibited with the exception of alcohol. Smoking and all other tobacco products are prohibited at all times.

Alcohol is permitted to be served (but not sold) between the hours of 12 noon and 11:00 p.m. Off-duty officers will be required at events with alcohol present at the expense of the renter. The approximate rate is \$30.00 per hour with a two-hour minimum.

Alcohol will not be permitted for inappropriate functions, such as birthday parties, Quinceaneras, and other events specifically designed for minors.

Animals, other than service animals, are not allowed in the Venue.

No wet attire is permitted in the Venue.

No climbing and sitting on the large shelf nor the bakery window in the Grand Room. Do not use chairs or stools to stand on.

No climbing onto the exterior rock wall in the Courtyard. No chiseling the grout in the rock wall. No standing or jumping on the cellar door.

All structures brought into the Venue for use must be approved by Venue representative.

Renter shall not be permitted to use any of the following inside the Venue: flammable material (excluding candles for celebratory cakes and food warming devices), rice, birdseed, fireworks, smoke-producing machines, live Christmas trees, or hay bales. If you intend to use open flame candles during your event, it is imperative that you discuss and get approval before your event. If a Unity Candle is used, it must be made of drip-less wax or contained in votive holders to avoid wax spills. Battery operated flames are encouraged. Hay bales and live Christmas trees are permitted outside, but the remnants will need to be swept up if used in the Courtyard.

Renter will be responsible for any and all damages to the facility and/or property owned by Tirzah caused by the renter, vendor, or guests during the event. Renter will be required to pay for any damages by act of negligence, default, or misuse; replacement damage is cost plus 20%. If Tirzah is required to file suit to collect any amount owed under the agreement for damages, Tirzah will be allowed to collect reasonable attorneys' fees.

All possessions must be vacated from the premises, including decor, at the end of the event. All items left in the Venue will be stored for up to seven (7) days at renter's expense, based on applicable rental rates. If property is not picked up, items will be considered abandoned by owner and appropriately discarded by the Venue. The Venue is not responsible for any lost or damaged property brought into or left in the building.

Events planned for youth participation will require no less than one (1) adult chaperone for every ten (10) children, regardless of age. "Children" means any person under the age of eighteen (18) years.

Events planned for adults with children present require the children to be supervised by parent and/or renter.

Outside caterers are allowed in the Venue; however, it is the responsibility of the renter to ensure cleanliness of all areas, equipment, etc., after use by caterer.

Rentals end no later than 11:00 p.m., including Clean-up time. The only exception is for Weddings/Receptions where the celebration may be extended; however, the rate will reflect double the hourly rental fee at \$200 an hour.

The Venue must be cleaned and vacated by the renter's stated end time. The renter or authorized representative must remain in the facility until Clean-up is complete. An inspection of the building will be done following each event. Failure to comply will result in the forfeiture of the Reservation Deposit.

Renter shall indemnify and hold harmless Tirzah, their officers, agents, and employees from all claims, losses, damages, suits, and liability of every kind including all expenses of litigation, court costs, attorney fees, for injury or death to any person, or for damage to any property, arising from or in connection with the perorations of the operator, its officers, agents, and employees carried out in furtherance of this agreement.

The Venue may photograph or videotape an event for promotional purposes. Entrance and presence on the Venue property constitutes implied consent for such recording.

Tirzah will have the discretion to modify the Policies and Procedures as needed.

### **Fee Schedule**

A Reservation Deposit of \$100 must accompany the completed and signed Venue Reservation Form to secure the reservation. The acceptance of the Reservation Deposit reserves the requested date and time. The Reservation Deposit is non-refundable in the event of cancellation. The Reservation Deposit will be refunded after the event is held provided the Policy and Cleaning Guidelines have been followed, and the facility is left in good condition. Failure to adhere to the regulations will be grounds for the forfeiture of the Reservation Deposit as well as the right to use the facility in the future. If damages or excessive cleaning charges are found in any area after the event, the deposit will be forfeited.

The Venue Rental Fee is \$100 an hour for a private event. Set-Up and Clean-Up time must be included in the Reservation Time. The Venue Rental Fee must be paid in full 30 calendar days prior to the event. If notification of cancellation is received within 30 calendar days or less of the event, 100% of the Venue Rental Fee will be forfeited.

### **Cancellation Policy**

The Venue reserves the right to cancel the agreement at any time, for any reason deemed necessary, including emergencies, non-payment of fees, and violation of any policies. The Venue will not be liable for any damage or inconvenience. Depending on the circumstances surrounding cancellation, renter may be refunded an unused portion of rental fees.

Renter may terminate the agreement and cancel the event at any time by providing written notification. The Reservation Deposit is non-refundable in the event of cancellation. If cancellation is necessary and notification of such is received prior to 30 calendar days of the event, only the Reservation Deposit will be forfeited. If notification of cancellation is received within 30 calendar days or less, 100% of the Venue Rental Fee will be forfeited.

All refunds will be returned up to approximately two (2) weeks after the Event Date. Refunds will be issued to the address listed on agreement only. In the event that the Venue is destroyed or damaged by fire, or any other cause, or if any other casualty or unforeseen occurrence results in impossibility of a fulfilled contract, the renter shall be issued a refund of the unused portion of payments made.

Based on the following Cancellation Scale, fees will be retained if renter cancels the event.

Cancellation Scale:

- ♥ Retention of 100% Reservation Deposit if cancelled.
- ♥ Retention of 100% of Venue Rental Fee if cancelled within 30 calendar days or less of the event.

## **Cleaning Guidelines**

It is the responsibility of the renter to clean according to the following guidelines.

All decorations must be removed from the Venue. All surfaces including counters, tables, and chairs must be wiped off to rid them of spillage. Do NOT rinse food residue down the bathroom sink or commode. The food remnants may be scraped into the trash with a paper-towel and then rinsed off in the sink. The facility must be swept, and large spills must be damp-mopped. Renter will have access to the brooms and Swiffer Wet Jet in the janitorial closet under the stairs located in the Parlor area.

All litter and disposable items must be placed in a trash receptacle. This includes the space rented as well as the restroom. All non-biodegradable materials used on the building's exterior surrounding grounds must be disposed of properly such as confetti, sparklers, litter, etc. Trash receptacles will contain three (3) additional liners. If additional trash liners are needed, the renter will be responsible to provide them (size: 13 gallon). All trash receptacles must then be emptied and disposed of in the dumpster that is located outside by the gate.

The toilet paper stand in the restroom will be full with twelve (12) rolls. If additional toilet paper is needed, you will be responsible to provide it. Unused rolls of the provided toilet paper must remain at the Venue after the event for use of future guests.

## **Agreement**

The undersigned hereby agrees to the terms and conditions of this agreement. I have received a copy and will abide by Tirzah's Policies and Procedures, Cleaning Guidelines, and Cancellation Scale. Failure to adhere to the procedures will be grounds for the forfeiture of the security deposit and right to use the facility in the future.

I understand the Reservation Deposit may be withheld for event cancellation, cleaning, and/or damages and that the deposit check, if refunded in whole or in part, will be sent to the address noted in the Venue Reservation Form within two (2) weeks after the completion of the event and inspection is in accordance with Tirzah's Policies and Procedures and Cleaning Guidelines.

In our Crowd Release Photography Policy, the Venue may photograph or videotape an event for irrevocable worldwide use in perpetuity. Entrance and presence on the Venue property constitutes implied consent to such recording and for use of guests' likenesses for promotional purposes.

I understand that I will, to the extent allowed by law, provide the defense for, indemnify and hold harmless from all cost, Tirzah from any and all claims, suits, causes of action, and liability resulting from the presentation of any copyrighted work or materials or violation of any other proprietary rights, for damages or injuries to any person(s), or damage to property in connection with renter's use of premises.

For emergency services, please contact 911, the Belton Police Department at 254-933-5840, or the Belton Fire Department at 254-933-5828 for assistance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_