



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 rustic 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, 8:00 a.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/VenueRes](http://bit.ly/VenueRes)



### **Policies and Procedures**

Reservation will be confirmed, on a first come, first served basis, by submission of signed rental agreement and retainer from the 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.

Private reservations for use of the entire Venue (excluding the decorations room) including the outside courtyard and garden area may be made.

Reservations may be made for one (1) year in advance if available for private reservations for the entire day (eight-hour minimum).

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.

Amenities include fifty (50) elegant Chiavari chairs, 9 six-foot rectangle tables, 4 standing round cocktail tables, 6 round metal garden tables plus chairs, Wi-Fi, refrigerator, microwave, portable speaker system, and a step-ladder.

The venue is a historic building which existed before pavement. Pavement did not come to Belton until 1914. That is why you have to step down as you enter into the establishment. Hosts for the event must appoint a greeter to welcome guests and ask them to watch their step to prevent falls from an invitee that is not watching where they are going. There is a red warning sign by the door handle to alert guests to watch their step as well as yellow caution tape at the step.

Renter must be 21 years of age or older.

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

A security system with surveillance cameras has been installed. Information obtained through video monitoring will be used for safety, security, and compliance of policy and law enforcement purposes.

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.

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. Recommendations will be provided upon request.

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

Renter must make a conscious effort to keep the front and back doors closed during the event.

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. We have a step-ladder to use at your convenience; however, we are not liable if you fall. The step-ladder that may be used that is located on the side of the refrigerator.

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.

During the Wedding Exit Toss, if you are tossing something that is not biodegradable, such as silk rose petals or confetti, the items must be picked up. Environmentally friendly ideas are welcome which includes real flower petals, lavender, etc.

The venue is not responsible for acts of nature.

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.

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

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.

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

### **Fee Schedule**

A Reservation Retainer of \$100 must accompany the completed and signed Venue Reservation Form to secure the reservation. The acceptance of the Reservation Retainer reserves the requested date and time. The Reservation Retainer is non-refundable in the event of cancellation. The Reservation Retainer will be applied to the event fee; however, it will be forfeited with failure to comply with the regulations.

The Venue Rental Fee is \$100 an hour for a private event. The Event time, Set-Up/Decoration Time, plus Clean-Up time must be included in the Reservation Time, all of which is \$100 per hour.

### **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.

Renter may terminate the agreement and cancel the event at any time by providing written notification. The Reservation Retainer is non-refundable in the event of cancellation.

### **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 next to the Bar.

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 the trash must be taken with you to be disposed of.

Prevent your guests from disposing of their beverage with remaining liquid into the trash can. The liquid will then leak all the way to the door which you will then need to clean up the spillage.

The toilet paper stand in the restroom will be full with eight (8) 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.

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.

Selecting “Yes” with your signature on the electronic Venue Reservation Form constitutes the signing of this Agreement.

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