

CITY OF BEVERLY HILLS

A SMALL CITY WITH A BIG HEART

Douglas E. Woodward
Mayor

3418 Memorial Dr.
Beverly Hills, TX 76711
254-752-2584 Fax (254)757-3505

BEVERLY HILLS COMMUNITY ROOM

Room Rental	Number	Cost	Time
Community Room	49	\$20.00	2 Hours
Community Room	49	\$30.00	4 Hours
Community Room	49	\$50.00	6 Hours
Extra Hours	49	\$15.00 per Hour	

Rental Charge:

\$ _____

Date Paid _____ Paid:\$ _____ Receipt No: _____

Date of Function: _____ Number of People _____ Number of tables _____
Rental Times: Start: _____ Ending: _____ Type of Function _____
Company Name _____
Person Responsible _____
Address/Telephone #/Drivers License No. _____

POLICIES:

1. All rental fees must be received at time of application.
2. If cancelled more than 10 calendar days prior to event, rental charge will be refunded.
CALL for cancellation City Secretary: 752-2584 or leave message at 754-6593.
3. No alcohol or smoking in City Hall & Community Room areas.
4. No unattended children allowed outside of Community Room.
5. No profanity or running allowed on property
6. Only handicap assistance animals allowed inside of Beverly Hills Community Room.
7. You are responsible for cleaning your area.
8. The kitchen cabinets are not to be used.
9. No tables or chairs to be taken out of the building
10. No foreign substances to be put on floors (glitter, sand, hay, confetti, etc.)
11. All rentals must clean off tables and take trash out to dumpster.
12. Room can be set up day of rental only.

I, the undersigned have read, understand and will abide by the rules set by the Beverly Hills Community Room and take full responsibility for any damages that occur during my event.

Signature

Date _____