

TEXAS AGRICULTURAL EDUCATION & HERITAGE CENTER 'THE BIG RED BARN'  
 390 CORDOVA RD., SEGUIN, TX 78155 830-379-0933; redbarnseguin@gmail.com  
 RATES, TERMS & CONDITIONS--2024

| DAY     | MAIN HALL | EXT HALL | SIDE ROOM | ZION CHURCH | PECAN MUSEUM | SECURITY PER HOUR | PA   | AV SYSTEM | RENTAL End Time |
|---------|-----------|----------|-----------|-------------|--------------|-------------------|------|-----------|-----------------|
| SUN     | \$800     | \$450    | \$150     | \$450       | \$350        | \$45              | \$50 | \$150     | 9:00 PM         |
| MON-THU | \$700     | \$450    | \$150     | \$450       | \$350        | \$45              | \$50 | \$150     | 9:00 PM         |
| FRI     | \$900     | \$450    | \$150     | \$450       | \$400        | \$45              | \$50 | \$150     | 10:00 PM        |
| SAT     | \$1,300   | \$450    | \$150     | \$450       | \$400        | \$45              | \$50 | \$150     | 11:00 PM        |

Rental of the Main Hall includes the Side Room, use of the kitchen, tables & chairs. At the end of your event, you are allowed 1 hour to exit the building with all your personal belongings.  
 All trash is to be gathered up and left in the trash cans.

| AREA      | 8 'TABLES | 6' TABLES | 5' RD TABLES | 2' COCKTAIL TABLES | CHAIRS | CAPACITY |
|-----------|-----------|-----------|--------------|--------------------|--------|----------|
| MAIN HALL | 26        |           |              |                    | 130    | 200+     |
| EXTENSION | 20        |           |              |                    | 100    | 200      |
| SIDE ROOM | 5         | 2         |              |                    | 45     | 45       |
| CHURCH    |           |           |              |                    |        | 125      |
| MUSEUM    |           |           |              |                    |        | 60       |
| STORAGE   | 4         | 5         | 10           | 6                  | 25     |          |
| TOTAL     | 55        | 7         | 10           | 6                  | 300    |          |

**PAYMENT TERMS:**

- To secure your event date, a 50% of total rental fees is the required deposit amount at the time of booking.
- Balance must be paid 2 months prior to event.
- If date is cancelled prior to 6 months before event, 90% of the fees paid to date will be refunded.  
 Cancellation  
 2 to 6 months before event, 50% of fees paid to date will be refunded. Cancellation 2 months prior to event, **no refund**.
- All payments are to be made by cash, check or money order.

**ALCOHOL RULES—**

- BRING YOUR OWN BOTTLE is strictly PROHIBITED. THIS RULE IS NON-NEGOTIABLE. IT EXTENDS TO YOUR DJ, BAND, SERVERS, HELPERS ETC.
- SELF SERVE IS PROHIBITED.
- SHOTS ARE PROHIBITED—NO JELLO SHOTS ALLOWED.
- CERTIFIED BARTENDERS ARE REQUIRED FROM OUR APPROVED LIST OF BARTENDING SERVICES
- ALL ALCOHOL IS TO BE CONSUMED INSIDE THE BUILDING.
- Event Liability Insurance Policy for your event is a requirement. If serving alcohol it needs a provision for Host Liquor Liability. The Texas Agricultural Education and Heritage Center has to be included as additional party insured
- Security officer/s are required at functions where alcohol is served. Security officers will be arranged by the Center. A fee of \$180 covers 1 Security Officer for 4 hours—or \$45 per hour. If it is deemed necessary to have an Officer here for more than 4 hours the fee will be calculated accordingly; the same applies if we need more than one Officer on site.

H. **\*\* To assist in clearing the building at the end of the event, BAR NEEDS TO CLOSE 15 MINUTES BEFORE THE PARTY END TIME—SATURDAYS @ 10:45 PM, FRIDAYS @ 9:45PM.**

NOTE: TIPS ARE NOT ALLOWED WHEN COMPLIMENTARY BEVERAGES ARE BEING SERVED.

Violation of any of these provisions will be cause for the Security Guard and TAEHC Personnel to end your event immediately with no refund of fees.

#### **USAGE TERMS:**

- **Unloading vehicles is to take place on the side of the building through the kitchen doors. You will find this more convenient for you as well as saving on our heat/AC in the main hall.**
- There will be **NO SMOKING** in any part of the building.
- Usage is for 10 hours - to include decorating time between 10am and 12pm the day of the event. **NO ALCOHOL is to be consumed during your decorating time.**
- **PLEASE DO NOT USE OUR TABLES AS IRONING BOARDS. IRONING ON THEM DAMAGES THE SURFACE.**
- Usage includes use of kitchen for heating foods only (no cooking) and must be cleaned by user or caterer following event.
- Music will cease at the end of the facility usage time; this allows the DJ/Band time to pack up and remove equipment and the User to remove all items brought in. There are no bubbles, fog, or high music levels allowed by the DJ.
- No rice, birdseed, confetti, glitter, bubbles, or fireworks may be used. No helium balloons or hay.
- No tacks, nails, tape of any kind, or decorations will be used to secure to walls, columns, floors, chairs, tables, etc. Absolutely no decorating may be done on vent systems.
- If table decorations include lit candles, the candles must be in an enclosed container (jar, lantern, etc.)
- All center plaques and antiques cannot be removed from walls or any display areas.
- Electric cords must be covered by a floor mat or cord cover – no tape.
- Tables/chairs may not be removed from the building or taken outside. All tables/chairs must be put back in original order.
- All rentals such as beer kegs, linens, tables, etc., must be removed when event ends. They cannot be picked up the next day.

#### **USERS RESPONSIBILITY:**

- The User is responsible for the actions of their guests and children must be kept under control by their parents both inside and outside of the facility.
- User is responsible for any damages that occur or items taken or misplaced during the event.
- The User agrees to assume all liabilities and hold The Center harmless for any and all activities of the party and their guests including but not limited to alcohol.

**If the actions of a guest (invited or not) are deemed to be inappropriate by any of the Facility's Staff or the Security Officer, The Center has the right to end the event early without a refund.**

Texas Agricultural Education & Heritage Center reserves the right to amend and/or update these rates, terms & conditions of rental.