



**HARRISON HOUSE RENTAL AGREEMENT  
PERMIT RULES & REGULATIONS**  
City of Selma

<b>RESPONSIBLE PARTY</b>			<b>ORGANIZATION (If Applicable)</b>		
<b>PHONE (HOME)</b>	<b>PHONE (WORK)</b>	<b>PHONE (CELL)</b>	<b>EMAIL</b>		
<b>ADDRESS</b>		<b>CITY</b>	<b>ZIP</b>		
<b>USE DATE</b>	<b>TIME</b>		<b>SELMA RESIDENT</b>		
	<b>FROM:</b>	<b>TO:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
<b>TYPE OF EVENT</b>	<b>TYPE OF EVENT</b>				
	<input type="checkbox"/> <b>Wedding Event</b> <input type="checkbox"/> <b>Birthday, Reunion, Meeting</b>				

The Harrison House Rental Agreement (“the Agreement”) must be completed and signed no later than five (5) working days prior to your event. Signed agreements are legal and binding between the applicant and the City of Selma (“the City”). Read and fully understand all terms stated in agreement prior to signing. For the terms of this agreement, it is understood that “The Harrison” refers to the facility being rented. The person signing the contract (“the applicant”) is solely responsible for the facility being rented. Any violation of this agreement will result in forfeiture of all amounts and deposits paid. Any violation of this agreement or the laws and statutes of the City of Selma may result in criminal charges being filed.

**General Information, Policies, Restrictions and Liability Waiver**

The Harrison and associated grounds is an historic property listed on the National Registry of Historic Places. The City is under the guidance and purview of the Texas Historical Commission regarding the use and maintenance of the facility and grounds. Please use and treat the facility accordingly. Use of the property is limited to the time of rental only and must be coordinated with property management. No oral agreements for the use of the property shall be valid. All reservations, including exceptions and special notations, must be confirmed within this agreement and signed by the applicant and the City.

**Reservations**

Reservations are required for the use of The Harrison. Rental hours are from 9:00 AM to 10:00 PM (Sunday – Thursday) and 9:00 AM to 11:00 PM (Friday & Saturday). No oral agreements for the use of the property shall be valid. A permit will be issued to the applicant upon signing of the agreement. The permit must be posted at the designated location at all times during the event.

Reservations cancelled prior to five (5) working days of the scheduled event are subject to a \$20.00 administrative fee. Cancellations occurring within five (5) days of the event will result in forfeiture of the security deposit and rental fee. If it becomes necessary to cancel the reservation, please notify the Permits & Inspections Department by phone at (210) 651-7827 or (210) 651-7874, by e-mail at [permits@ci.selma.tx.us](mailto:permits@ci.selma.tx.us) , or by fax at (210) 651-0385



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**Fees & Damages**

Rental Fees:	\$1,000.00	(Weddings, Wedding Reception, Rehearsal Dinner)
	\$500.00	(Birthday, Reunion, Meeting)
Security Deposit:	\$300.00	
Cleaning Fee (non-refundable)	\$200.00	

Security deposits are refundable pending inspection of the property after the event. If damages occur to the Harrison House or the grounds, the permit holder will be responsible for all costs to repair those damages, including labor and material costs. If damages are found to be in excess of the security deposit, the actual amount of the damages will be invoiced to the permit holder. The facility should be returned in the same condition as it was received. Any refundable deposits or amounts paid will be refunded within 14 business days.

**Payment**

All fees and deposits must accompany the agreement at the time of booking. The City will accept cash, personal checks and credit cards. Checks shall be made out to the City of Selma. A picture ID must be presented with the use of checks and credit cards.

**Behavior**

Any person(s) displaying unruly, disruptive, or aggressive behavior will be escorted from the premises. The City takes no direct responsibility for the safety of the applicant or guest(s) above that which is stipulated by City ordinances at the time of use. The applicant agrees to indemnify and hold harmless the City of Selma, its agents and employees against any claims for damages to persons or property arising out of any use of The Harrison and its premises by the applicant or guest(s). The City assumes no responsibility for personal property placed on or about the facility.

**Music/Entertainment**

No musical group or entertainers will be allowed to perform at The Harrison without prior written permission of the City Administrator or his designee. If allowed, entertainment volumes must be such as to not intrude on neighboring homes. All entertainment must end no later than 10:00 PM.

**Media Use/Photography**

The applicant acknowledges that photos may be taken by or requested from the applicant by the City. Any photos including family members and guests may be used by the City for marketing and publicity purposes.

**On Site Furnishings**

The Harrison maintains minimal furnishings of which some may be available for use by the applicant. Prior to executing this agreement, the user is required to visit the facility and become familiar with what is provided by the City. The Harrison has a modern, fully functional kitchen which is available as a part of the rental. Any items not furnished by the City must be provided by the applicant. At no time shall the City procure additional furnishings or supplies for use by the applicant unless specifically outlined and agreed to in this agreement.

**Décor**

Confetti, glitter, icicles, potpourri or other loose decorations are strictly prohibited within The Harrison and on its grounds. Should these items be found to have been used within the house, the applicant will be subject to loss of entire security deposit, as well as additional cleaning fees.

No rose petals, birdseed, rice, or bubbles are permitted inside of the house. Such items may be used on the lawn only. Should these items be found to have been used within the house, the applicant will be subject to loss of entire security deposit, as well as additional cleaning fees.

No nails, screws, staples, tacks, hooks, tape or adhesive in any form may be used inside of the house. Use of certain tapes may be used on the house exterior only after consultation with the property manager. All materials used for decoration must be removed prior to the conclusion of the event.



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**Security**

Any event in which alcohol will be served shall require security. Security will be arranged by the City at the cost of the applicant. Security will be charged at a rate of \$40.00 per hour, with a minimum duration of four (4) hours. Security is required for any timeframe in which alcohol is being served or consumed. If at any time, alcohol is served or consumed and security has not been arranged, all deposits and payments will be forfeited and the event will be closed. No exceptions.

**Safety**

The City assumes no responsibility for the safety of attendees at the event. It is the responsibility of the applicant to ensure the safety of all guests. At no time shall entrances, exits, walkways, or handicapped access be blocked or cause to be non-functional.

**Children & Animals**

Children must be accompanied by an adult who assumes full responsibility for their safety and welfare. Animals of any kind, with the exception of service animals, are strictly prohibited inside or outside of The Harrison.

**Tents**

Tent structures are allowed on the back lawn only and only with prior consent of the property manager. Any tent structures will require a permit from the fire department prior to the date of the event. The Fire Department may be reached at (210) 651-7832.

**Food Preparation/Fire**

Food preparation by open flame, barbeque pit, or deep fryer is prohibited. Use of open flame candles, sparklers, luminaries, etc. are prohibited. Candles must be contained in glass votives. Only mechanical lighters can be used.

**Smoking**

The facility is strictly smoke-free. There shall be no smoking at any time on the property. Any violation of this regulation by the responsible party or their guest(s) will result in forfeiture of the entire security deposit and may be subject to further fees for clean-up.

**Firearms/Illegal Activity**

No firearms, drugs or gambling of any type shall be allowed on City property.

**Fire Extinguisher/First Aid**

A type ABC fire extinguisher is located in the kitchen and a First Aid box is located in the rear service room. The applicant shall immediately report any accidents or safety-related incidences to property management.

**Event Management**

Prior to the event the applicant shall be required to meet with the property manager to review all terms of the agreement, tour the facility and grounds and discuss any special needs, requests, or exceptions that may be needed to compliment the use of the property.

On the day of the event the facility will be available by 9:00 AM. In the event that a special need arises during the event, the property manager or his designee will be on call. The property manager or designee will arrive at the facility prior to the end of the event to inspect the premises and grounds and close the facility.

**Parking**

Parking at The Harrison is restricted to the parking area next to the Harrison Park at the complex entrance or the designated parking area at the end of the park drive. Parking next to the house is limited to catering/service vehicles only. The drive going through the park must remain clear at all times to accommodate emergency responders.

