



DATE: \_\_\_\_\_

The Brownsville Historical Association  
**Rental Agreement for the Alonso Building**  
*(Effective for all rental agreements signed after 07/01/2024)*

**Organization/Individual (“Lessee”):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone (*cell*): \_\_\_\_\_

other: \_\_\_\_\_

**Event Information:**

Date of Rental: \_\_\_\_\_ Function Type: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Time of event: Start \_\_\_\_\_ End \_\_\_\_\_

Total number of hours: \_\_\_\_\_

**Caterer:** (*Business name and primary contact person*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (*cell*): \_\_\_\_\_ other: \_\_\_\_\_

**Decorator:** (*Business name and primary contact person*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (*cell*): \_\_\_\_\_ other: \_\_\_\_\_

**The Brownsville Historical Association (“Lessor”) agrees to rent to Lessee and Lessee agrees to rent, pursuant to the terms and conditions set forth herein, the Alonso Building located: 510 E. St. Charles Street, Brownsville, TX 78520**

**1. Rental Area:** The areas being rented under this agreement include the front hallway and foyer, the main reception room, the courtyard and the use of the catering kitchen. **All other locations are for BHA staff only.**

**2. Rental Hours:** The Alonso Building is being rented for the hours stated on the front page. Any additional hours incurred will result in an additional fee of **\$400 per hour. NO FUNCTION SHALL EXTEND BEYOND 12:00 MIDNIGHT.** All persons should vacate the premise within a reasonable time after the event has concluded.

**3. Rental Fee:** The rental fee is \$\_\_\_\_\_ and must be paid in full no later than 30 days before the rental date (see section 10 for cancellation policies). A separate damage deposit of **\$500.00 (Five Hundred Dollars)** must be paid at the time this agreement is signed.

**3A. Rental Fee Addendum:** If the rental clean up exceeds three hours of cleaning time, the extra fee will automatically be deducted from the Lessee's deposit payment. Fee amount is left to the discretion of the BHA Executive Director.

**3B. Donation: Historic Preservation Fund** (suggested min. \$50.00)\_\_\_\_\_.

**4. Payment Dates:** The rental fee, damage deposit, and cleaning fee may be paid with a single check payable to the Brownsville Historical Association or made in separate payments. We accept cash, check or credit card. The damage deposit shall be applied to any expense incurred by Lessor as a result of Lessee's failure to abide by the terms of this Agreement or the Rules and Regulations. If Lessee complies with all terms, the damage deposit will be refunded in the form of a check 7-10 business days after the event date.

**5. Condition of the Building and Premises:** The Alonso Building will be rented to Lessee in clean condition, with all equipment and furniture in good order, unless otherwise stated. The Lessee is expected to leave the Alonso Building in the condition they found it. If the Lessee fails to do so, the Lessor may withhold all or part of the deposit as deemed appropriate.

**5A. Conditions Addendum:** The Historic Alonso Building is first and foremost a museum. If at any time a Lessee removes, damages or moves furniture from the building, or damages plants and equipment in the courtyard, the Lessor will automatically withhold the deposit.

**6. Services and Items Provided by Lessor:** The Alonso Building contains a caterer's kitchen that includes counter space and refrigerator. **All foods must be prepared elsewhere.** Toilet paper, paper towels and hand soap for the washrooms will also be provided during the rental.

**7. Permitted Use:** Lessee may use and occupy the Alonso Building for any lawful purpose; provided, however, said use or purpose is of a type not likely to result in damage to the building and its furnishings.

**8. Access to Alonso Building:** Lessee's must make arrangements with the BHA staff to access the rental space any time prior to the rental date and time. The BHA reserves the right to turn away a Lessee who has not made an appointment to enter the building. During the event, the Lessee agrees to provide access to the Alonso Building at any time during the rental to a member of the BHA Board of Directors or Staff. A Lessee must make arrangements to access the building and set up the day before their rental **if that time is available.** Our regular business hours are 9AM-4PM, Tuesday through Saturday; Closing from 12N-1PM for the lunch hour. **Access for decorating before the event must be arranged with BHA staff at least 2 weeks before the date of your event.**

**8A.** The air-conditioning or heating system will be activated two (2) hours prior to the event and all vendors will have access to the building two (2) hours before the start time listed on this rental agreement. Should the Lessor require that cooling and heating systems be turned before this time, the Lessor must pay \$50.00 an hour for each extra hour.

**9. Liability:** In accepting the Alonso Building facilities of Lessor under this Rental Agreement, Lessee does hereby assume all liability for any damage or injury to persons or property while on the premises of

the Alonso Building, and further agrees to hold harmless and indemnify Lessor, its Board and Members, for any and all claims for such damage or injury occurring to the property or persons of the Lessee, inclusive of, but not limited to their guests or anyone attending the function for whatever reason. In addition, *Lessee agrees to pay for any damage caused by the caterer or the decorator or by any persons in attendance, and Lessee further agrees to abide by all laws and ordinances, and to hold Lessor harmless in this regard.* The agent signing this Agreement for Lessee is authorized by his organization (or other) to execute this Agreement on behalf of same.

**10. Cancellations:** The Lessee will receive a refund of fees, less a \$50 administrative fee, for rentals canceled 90 (ninety) days in advance. Lessee will receive a 50% (Fifty Percent) refund for rentals canceled at least 30 (Thirty) days in advance. No refund will be made if a rental is canceled less than 30 (Thirty) days prior to rental date.

**11. Rules and Regulations:** In addition to the foregoing, Lessee agrees to abide by the attached list of Rules and Regulations, a copy of which to be signed by the Lessee.

**12. Lost and Found Policy:** The Brownsville Historical Association is not responsible for any items left by the Lessee, caterer, or guests. For your convenience, however, the BHA will hold items for 30 days following the function, after which they will be discarded. To retrieve items left at the venue, please call the museum at (956) 541-5560.

**13. Recommendations:** Recommendations regarding caterers and decorators will be provided upon request.

**14. Event Security:** Security is required for all evening events after 5pm where alcohol will be present. Security is contracted separately with the Brownsville Police Department, Detective F. Cepeda, (956) 548-7070 or cell number (956) 459-8738, [felipe.cepeda@brownsvilletx.gov](mailto:felipe.cepeda@brownsvilletx.gov). *The Lessee is responsible for costs incurred for security.*

**LESSEE (TENANT):**

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*Authorizing Agent*

*Date*

**LESSOR (LANDLORD)**

**BROWNSVILLE HISTORICAL ASSOCIATION**

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*Authorized BHA Agent*

*Date*

*For Museum Office Use Only*

DEPOSIT: \$500.00    DATE PAID: \_\_\_\_\_    Staff Initials: \_\_\_\_\_  
BALANCE: \_\_\_\_\_    DATE: \_\_\_\_\_    Staff Initials: \_\_\_\_\_  
PAYMENT: \_\_\_\_\_    DATE: \_\_\_\_\_    Staff Initials: \_\_\_\_\_  
PAYMENT: \_\_\_\_\_    DATE: \_\_\_\_\_    Staff Initials: \_\_\_\_\_  
FINAL PAYMENT: \_\_\_\_\_    DATE: \_\_\_\_\_    Staff Initials: \_\_\_\_\_

# RULES AND REGULATIONS GOVERNING RENTAL FOR THE HISTORIC ALONSO BUILDING

*(Revised 07/01/2024)*

1. In accordance with local government fire regulations, no more than 200 people may be in the Alonso building at any one time.
2. SMOKING IS NOT PERMITTED INSIDE the building.
3. BHA permits SIX (6) HOURS TOTAL of decorating time. Time may be divided as scheduling allows. (\$50.00 each additional hour)
4. NO tape, nails, tacks, screws, staples, or other adhesives may be used on the walls, furniture, ceilings, moldings, doors, window frames, or floors inside the building or in the courtyard.
5. Only battery-operated candles may be used as part of the decorations.
6. No decorations may be hung from the light fixtures.
7. No rice, confetti, fireworks (sparklers, smoke bombs, etc.), candles, pinatas, bounce houses are permitted. Bubbles and battery-operated candles are permitted indoors and outside of the building, including the courtyard. No writing is allowed on mirrors or other furniture.
8. All food must be prepared beforehand and will be delivered using the designated entrance. Staff will direct the catering crew to this door.
9. Furnishings and tech equipment in the Alonso building may only be used inside their respective locations and may not be removed from their location at any time.
10. All music with speaker units must stop at **12 midnight**. Speaker units set up outside should be kept at a reasonable sound level and comply with city ordinances.
11. Children must be supervised so as to protect the art work, furniture and exhibits that may be on display. Lessee is responsible for any damage.
12. The Alonso building must be left in the condition in which it was rented. All of the Lessee's personal property should be removed when the premises are vacated.
13. The Alonso building rents its facility only. The use of cleaning products and any other supplies are not provided to Lessees. The use of any of these items without permission is strictly forbidden and will result in the holding of the deposit.

I understand that my damage/security deposit will not be refunded in the above rules and other items in this Agreement are violated.

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LESSEE

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DATE