



# TEXAS & PACIFIC STATION RENTAL CONDITIONS

Located at 221 W. Lancaster Avenue in downtown Fort Worth, The Texas & Pacific Station (T&P) is part of the historic Texas & Pacific Railway Terminal built in 1931 and is Fort Worth's largest and most extravagant example of 1920s Modern Architecture. The main waiting room and its adjoining rooms, built in 1931 and beautifully restored in 1999, are owned and maintained by Trinity Metro and are available for meetings, conferences parties and weddings.

## 1. OUR FACILITY

### CAPACITY

Room capacity: 400 maximum.

However, 250 guests can be seated comfortably with a dance and DJ area.

### ROOM DIMENSIONS and DESCRIPTIONS

Main Room: 60' x 90' or 5,400 Sq. ft

Adjoining Conference Room: 30' x 30' or 900 Sq. ft

Tables: Up to thirty (30) 60-inch round tables that seat 8 (eight) each (60" diameter x 29" high)  
Up to five (5) 72-inch rectangular tables (72" L x 30" W x 29" H)  
Up to eight (8) 96-inch rectangular tables (96"L x 30" W x 29" H)  
Up to ten (10) 30-inch round cocktail tables (30" diameter x 42" high)

Chairs: Up to 250 chairs (chair height 34", seat height 17")

Included in the rental are the Main Room, the adjoining Conference Room, the kitchenette, tables, and chairs. Table linens are not included. Rooms may not be rented separately.

The kitchenette has a sink, microwave, ice maker and refrigerator and is located next to the conference room.

### ELECTRICAL OUTLETS

The Main Room has eleven (11) 20 amp circuits, and one (1) 208 amp circuit.

The adjoining Conference Room has six (6) 20 amp circuits located within the floor.  
All circuits are GFI in the conference room.

Trinity Metro will provide the electrical diagram upon request.

### PARKING

Free event parking is located south of the main building at 200 W. Vickery (Trinity Metro parking lot). Guests attending the event can park in the paved lot, then utilize the tunnel walkway to access the



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South entrance to the Main Room. Please note the Trinity Metro parking lot is also used by Trinity Railway Express Commuter train riders and is usually full between 7:00 a.m. and 5:30 p.m., Monday through Friday.

The parking lot north of the T&P Station is owned by the United States Post Office (USPS). Trinity Metro is not responsible for any tows or illegal parking in this lot.

### 2. RENTAL CONDITIONS

#### SOLE RENTAL

Rental of the Trinity Metro T & P Station is for the entire facility, including the Main Room, adjoining Conference Room and the kitchenette.

For Friday, Saturday, and Sunday, only one event will be booked on those days, and Lessee will have the use of the facility from 10:00 a.m. until 11:00 p.m. All guests must leave on or before 11:00 p.m., and all decorations, caterer's equipment and supplies, etc. Must be removed by 1:00 am.

#### CONFIRMATION OF BOOKING

If Trinity Metro places a tentative hold on a date for a Lessee, the Lessee has 72 hours to secure the date with an executed contract and deposit. The non-refundable deposit is required to confirm the reservation.

If there is another request for the facility on said date, Trinity Metro will attempt to reach Lessee for an immediate confirmation. If Trinity Metro, after 24-hour time period, cannot obtain said confirmation with deposit, Trinity Metro is free to make the venue available to the inquiring party.

To reserve your date, Lessee must:

1. Provide Trinity Metro a signed T&P Station Main Waiting Room Rental Agreement
2. Provide Trinity Metro the initialed T&P Station Rental Conditions
3. Provide Trinity Metro the rental deposit (See Section 4 for the amount)
4. Receive the signed acknowledgment by Trinity Metro Staff

#### CONFIRMATION OF DETAILS

An estimated number of attendees must be given at the time the booking is made. A final count is due thirty (30) days prior to your event.

All requirements, together with all food and beverage information, catering times, meeting timetable, diagrams of event layouts, and audio visual/room set-ups must be received by Trinity Metro no later than thirty (30) days prior to the event. Changes to submitted plans must be made no later than two (2) weeks prior to the event. Failure to submit plans or timely changes may mean a penalty charge equal



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to the amount of last minute labor incurred.

Any event not conforming to accepted community standards or any event that has been scheduled due to untrue or misleading information provided by Lessee shall be rejected and canceled. Any such rejection or cancellation shall be at the sole discretion of Trinity Metro and Trinity Metro shall retain Lessee's deposit as damages.

A complete written timetable of load-in and load-out is due to Trinity Metro no later than 7 days prior to the event. This should include who will be in the building at any given time.

All decorating materials must be approved by Trinity Metro in advance and must meet all Fort Worth Fire Department regulations. No décor may be attached or displayed on the walls. All décor items must be completely removed by the Lessee during the load out.

### SETUP / TAKE DOWN

Trinity Metro will provide one (1) set up and take down of tables and chairs according to the diagram provided.

### CLEAN UP

Lessee is responsible for putting all trash in provided receptacles, as well as removing everything brought into the facility by Lessee.

### DECORATIONS

The following items are also not allowed in the facility: balloons, kites, lasers lights, fireworks, confetti, glitter, sparklers, and flocking or fog machines.

Freestanding displays and decorations are permitted.

Candles and other open-flame devices shall be in accordance with the City of Fort Worth Fire Code Ordinance. Candles, if used, must be located in the holder so that there is a minimum of 2 inches between the top of the flame and any combustible material that might be placed on top of the holder.

- Hand-held candles, open flame devices, flammable, combustible liquids, as well as LP-gas are prohibited inside the building.
- Floating candle glass bowls must provide at least two (2) inches between the top of the flame and the glass top.
- Holders shall be constructed to prevent the spilling of wax.
- Candles shall not be left unattended when lit.



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- A model or picture of the candles, holders, bowls, etc... Must be submitted to the property manager for approval. (Approval is not required for battery operated simulated candles).
- The facility is authorized to halt the use of candles if such candles are determined to constitute a hazardous condition.

### INSURANCE

Trinity Metro requires that the Lessee obtain comprehensive general liability insurance (CGL) and property damage insurance from a carrier authorized to be in business in the State of Texas. The general liability policy must be in an insurable amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. The insurance policy must name Trinity Metro as an "additional insured".

A claim shall be filed by Trinity Metro against the CGL in the event that any property repairs, replacements or payment for any breakage or damage to the property or premises (if any) are required as a result of Lessee's use.

THE PROVISION OF THE ABOVE DESCRIBED COVERAGE BY THE LESSEE, OR TRINITY METRO'S FILING A CLAIM AGAINST SUCH COVERAGE SHALL NOT ACT AS A WAIVER OF THE LIABILITY OF LESSEE AND IN NO WAY SHALL RELEASE THE LESSEE FROM DAMAGES WHICH MAY EXCEED THE INSURANCE POLICY LIMITS. LESSEE AGREES TO REIMBURSE Trinity Metro FOR ALL DAMAGES WHICH MAY EXCEED THE AMOUNT OF THE CGL LIMITS. LESSEE RESERVES THE RIGHT TO PURSUE ALL LEGAL REMEDIES FOR DAMAGES TO THE BUILDING.

Trinity Metro shall be provided with a Certificate of Insurance and Policy Endorsement within thirty (30) days of event date.

### GUESTS / SECURITY

- Groups including individuals less than 18 years of age must be chaperoned by parents, faculty, or school staff members at a minimum recommended ration of one adult to fifty (50) minors.
- Keys are available the day before of your event. Lessee will receive (1) set of keys. Access to the building is granted at 10:00 AM the day of your event. Lessee shall return the keys to Trinity Metro on the morning of the first business day following the event. Failure to do so will result in loss of security deposit.
- Key Location: Kiosks in the lobby of Intermodal Transportation Center (ITC), 1001 Jones Street, Fort Worth, TX 76102. **KIOSK IS CLOSED SUNDAYS.**
- One (1) off duty Fort Worth Police Officer per hundred fifty (150) guests is required for all events. Quincenarias require a minimum of two officers regardless of the final count. Officer(s) will be



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hired by Trinity Metro, but it is the Lessee's responsible to pay the Officer(s). Officer(s) are paid in cash the day of the event, prior to the event starting. The current rate for officers is \$45 per hour per officer with a three (3) hour minimum.

- Officer(s) are required to be present at the start of the event and remain until 30 minutes after the end. Guests arriving early may not be allowed inside the Building until Officer(s) are present. Misleading information by lessee concerning the event start and stop time may mean a penalty charge equal to the amount of last minute labor incurred.
- No pets shall be allowed at indoor events or outdoor events with catered meals without written consent of Trinity Metro.
- Trinity Metro reserves the right to refuse admittance to any agent, vendor, or guest of the Lessee at Trinity Metro's sole discretion.

### CONDUCT

- No agent, vendor, or guest of the Lessee shall bring any article of a flammable nature, explosives, firearms, illegal substances, or articles of a dangerous or damaging nature. Trinity Metro reserves the right to confiscate all such articles brought.
- Lessee must inspect the premises immediately prior to the event and accept the premises and facilities in their present condition. Lessor shall not be responsible for injuries to anyone in the building or on the grounds. Additionally, Lessor shall not be liable for personal property left on the premises.
- Doorways and exits are not to be blocked or obstructed. Compliance with all fire codes and regulations is required
- Lessee agrees that there will be no form of illegal gambling conducted or permitted during the event.
- Any rowdiness, misconduct, possession of unauthorized alcoholic beverages, possession or all/any firearms, illegal gambling, use or possession of illegal drugs, on the part of the Lessee's agents, vendors, or guests will not be tolerated; and an immediate end to the event will be ordered, in which event, Lessee shall be responsible for full payment of the rental.
- Smoking is permitted in designated areas only and not inside any of the buildings.
- Students or any groups of minor age that desire to rent the Building must have an adult sponsor who is approved by Trinity Metro sign the Rental Agreement as a party to the Agreement. All college sorority and fraternity events, which are attended by minors, must be sponsored by adult chaperones.



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- Standing, walking and/or dancing on the marble counter are strictly prohibited. Violations will result in loss of security deposit as well as cost of repairing damages.
- All of the windows in the facility shall remain closed at all times.
- No rice, seeds, petals, confetti, silly string or bubbles shall be thrown or used inside the facility. Biodegradable materials may be used outside. No dance wax or other similar substance may be used on the floors. Helium-filled balloons are not permitted. (If helium balloons are brought in and they escape and become hung in the chandeliers, Lessee will be responsible for reimbursing Trinity Metro for cost of the rental of a hydraulic lift and labor for removal of the balloons.)
- Lessee and guests are permitted to access the restrooms through the concourse area of the building. However, the concourse area is not owned by Trinity Metro and, therefore, is not included in the rental. At the end of the event, Lessee shall ensure the no trash is left in the concourse area.

### NOISE RESTRICTIONS

All music and noise is subject to Texas's 24 hour noise ordinance. This means that complaints can be made about the volume of an event at any hour of the day or night; Trinity Metro reserves the right to lower the volume at an event. The first complaint brings a request to reduce the noise. The second complaint brings an immediate end to the event, and Lessee still shall be responsible for full payment of the rental.

### PERMITS AND LICENSES

Lessee is responsible for all permits and licenses that may be required for the event. Most permitting agencies need at least 30 days in advance of the event to process a permit

### DAMAGES TO TRINITY METRO'S FACILITIES, FURNITURE AND EQUIPMENT

Trinity Metro requires a damage deposit prior to the event. The deposit will be refunded thirty (30) days after completion of the event if no loss or damage to the venue, its furnishings, equipment, etc., has been caused by Lessee or its agents, vendors, or guests.

Examples of damage to the property include:

- Stains on floors including but not limited to: wax, gum, chocolate, grease and/or burns. Mats are required under chocolate fountains, espresso machines, beverage pumps, food prep areas, grills and other cooking equipment.
- Damage to walls, paint, furniture or other equipment.



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- Cords that are not property protected with gaffers tape or bridges.
- Clogged drains in the kitchenette or bathrooms. There are no garbage disposals at this facility.
- Food or other items placed in the ice maker for any reason. This is a health violation.
- Trash or debris left in room, on ground, in landscaping. Any trash left behind will be charged \$50 per bag. Common trash includes but is not limited to: flower petals, cigarette/cigar butts, candy wrappers, feathers, boxes, beverage containers, food. (Your caterer should be responsible for food and beverage trash.)
- Lessee shall pay the replacement value of all property and equipment lost or stolen and the cost of repairing all damages to the venue and its furnishings, equipment, etc., caused by the Lessee or its agents, vendors or guests. This amount will be deducted from damage deposit, and if damages exceed collected deposit, Lessee will pay that additional amount as well.

### RENTAL CLOSINGS:

- The facility is closed for the following holidays:
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Day before, Thanksgiving and the following day
- Day before, Christmas and the following day
- New Year's Eve

### 3. FOODS AND BEVERAGES

- Only Trinity Metro's Recommended Vendors or Caterers can provide food items at the facility. These vendors have agreed to Trinity Metro's policies and regulations. Lessee can request approval of additional caterers(s) by contacting Trinity Metro.
- Caterers are responsible for loading and unloading their own supplies and/or equipment. Caterers will provide their own china, silverware, stemware, linens, and rentals required and a complete, satisfactory and timely clean up. Caterers are responsible for bringing any trash



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receptacles and for removing all trash from the premises after the event.

- All food or liquid spills must be cleaned immediately, with water and a clean towel. Lessee shall not use any cleaning chemicals on the floor or the black marble counter top.
- All ice, food and beverage items shall be removed from the kitchen and refrigerator at conclusion of the event.
- Lessee will be required to pay for any damages or replacement costs incurred by outside providers.
- Events, which include the serving of alcoholic beverages, shall be conducted in accordance with the laws of the State of Texas and regulations of the Texas Alcoholic Beverage Commission (“TABC”). Lessee is required to contact the TABC for information regarding such rules and regulations.
- Lessee shall insure that alcoholic beverages are served only by the authorized staff (TABC certified bartenders) and consumed only by persons over the age of twenty-one (21).
- Lessee agrees that no agent, vendor, or guest of the Lessee shall bring alcoholic beverages to the event. Trinity Metro reserves the right to confiscate all liquors brought without the permission of Trinity Metro. This is also grounds to close down the event.
- It is the policy of Trinity Metro that no entertainer or working crew or staff be permitted to consume alcoholic beverages.
- Alcohol service will cease 15 minutes prior to the end time of the event. No shots will be served during the event.

A liquor liability insurance policy not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be provided to Trinity Metro no less than thirty (30) days prior to the event. The insurance policy must name Trinity Metro as an “additional insured”.

## 4. PRICING AND PAYMENT

### RATES

The rates to rent the facility including the Main Room, the Adjoining Conference Room and the Kitchenette are as follow:

- |  |                         |         |
|--|-------------------------|---------|
| • Monday - Thursday (morning rental)   | 8:00 a.m. - 5:00 p.m.   | \$ 750  |
| • Monday - Thursday (afternoon rental) | 6:00 p.m. - 11:00 p.m.  | \$1,250 |
| • Monday - Thursday (day rental)       | 10:00 a.m. - 11:00 p.m. | \$1,800 |
| • Friday (day rental only)             | 10:00 a.m. - 11:00 p.m. | \$2,200 |
| • Saturday (day rental only)           | 10:00 a.m. - 11:00 p.m. | \$2,800 |
| • Sunday (day rental only)             | 0:00 a.m. - 11:00 p.m.  | \$1,800 |





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## RENTAL DEPOSITS

50% of the rental fee shall be paid at the time of reservation and execution of rental agreement. This deposit is nonrefundable. The reserved date can be changed to a new date by the Lessee if all of the following conditions are met: a) Lessee contacts Trinity Metro at least six (6) months before the reserved date, b) the new date is available, and c) Lessee pays a processing fee of \$300.

## SECURITY AND CLEANING DEPOSITS

\$250 Security/Cleaning Deposit shall be paid along with the final payment. This deposit shall be forfeited or deducted if:

- Trinity Metro’s facility, furniture, and equipment are damaged or missing
- Trinity Metro’s facility is not vacated at the designated time
- Trash not deposited in provided receptacles

The Security/Cleaning Deposit shall be returned to Lessee two weeks after the event unless forfeited or deducted.

## FINAL PAYMENT

The balance of the rental fee shall be paid in full at least thirty (30) days prior to the event.

## 5. CONTACT INFORMATION

The T & P Station is open for viewing on weekdays from 7:00 a.m. - 10:00 p.m. The doors are open to the public during Trinity Railway Express train operation hours. Contact Trinity Metro if you would like to schedule an appointment to view the property or to discuss rental agreement:

### Primary Contact:

Lidia Ontiveros  
Trinity Metro Property Manager  
Phone: 817-215-8654  
Email Address: Property.Management@RideTM.org

### Secondary Contact

Rodney Ford  
Trinity Metro Interim Director of Facilities  
Phone: 817-215-8980  
Email Address: Rodney.Ford@RideTM.org

**END**