



Balance due	
Payment	
Payment	

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

**Donation**, for Historic Preservation Fund (suggested min. \$50.00) \_\_\_\_\_

CLEANING FEE: \$150.00                      DATE PAID: \_\_\_\_\_

DEPOSIT: \$500.00                              DATE PAID: \_\_\_\_\_

AUTHORIZED BHA AGENT: \_\_\_\_\_

**THE BROWNSVILLE HISTORICAL ASSOCIATION  
RENTAL AGREEMENT FOR THE ALONSO BUILDING**  
(Effective for all rental agreements signed after 07/01/2023)

Organization/Individual ("Lessee"): \_\_\_\_\_

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

Address \_\_\_\_\_

E-mail address: \_\_\_\_\_

**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)

\_\_\_\_\_

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

Phone: \_\_\_\_\_ other phone: \_\_\_\_\_

Decorator information.

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

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

**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 caterer’s kitchen. **All other locations are for BHA staff only.**

**2. Rental Hours:** The Alonso Building is being rented for the time stated above. Any additional hours incurred will result in a rate of **\$350 per hour.** **NO FUNCTION SHALL EXTEND BEYOND 12:00 MIDNIGHT.** All guests should vacate the premise within a reasonable time after the event has concluded. The Lessee will not be charged for the time it takes to gather their things, as long as the function has ended at the scheduled end time and the guests are leaving.

**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. A cleaning fee of **\$150.00** (representing 3 hours of cleaning time) is also due 30 days before the date of the rental.

**3A. Rental Fee Addendum:** If the rental clean up exceeds the three hours allotted, the Lessor will automatically withhold the deposit.

**4. Payment Dates:** The rental fee, damage deposit, and cleaning fee may be paid with a single check or made in separate payments made payable to the Brownsville Historical Association. 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 may 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 the rental agreement. Should the Lessor require that cooling and heating systems be turned before this time, the Lessor must pay \$100.00 extra.

**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 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 venue, please contact BHA staff.

**13. Recommendations:** Recommendations regarding caterers and decorators will be provided upon request. Lessor does not endorse private businesses.

LESSEE (TENANT):

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Authorizing Agent

Date

LESSOR (LANDLORD)  
BROWNSVILLE HISTORICAL ASSOCIATION

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Authorized BHA Agent

Date

## RULES AND REGULATIONS GOVERNING RENTAL FOR THE HISTORIC ALONSO BUILDING

(Revised 07/01/2023)

1. In accordance with local government fire regulations, no more than 200 people may be inside the Alonso building at any one time.
2. **SMOKING IS NOT PERMITTED INSIDE** the building.
3. **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.
4. Only battery-operated candles may be used as part of the decorations.
5. No decorations may be hung from the light fixtures.
6. No rice, confetti, fireworks (sparklers, smoke bombs, etc.), candles, piñatas, 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.
7. All food must be prepared beforehand and will be delivered using the designated entrance. Staff will direct the catering crew to this door.
8. 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.
9. 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.
10. Children must be supervised so as to protect the art works, furniture and exhibits that may be on display. Lessee is responsible for any damage.
11. 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.
12. 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 withholding of the deposit.

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

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LESSEE

DATE