



Community House Rental Information

1210 ANDERS LANE, SEABROOK, TX 77586 | (281) 291-5725



The Community House is the perfect location for meetings and events. Its history and charm makes it a great place for gatherings. It is located next to the Marcy Fryday Pelican Path and Mohrhusen Park for some wonderful photo opportunities. The Community House has a quaint covered porch that overlooks a large grass yard as well as a kitchen and stage for small entertainment.

FEATURES & EQUIPMENT

- Capacity: 200 persons
- Main Room: 24' x 50' *
- Stage Area: 12' x 24' *
- Side Room: 12' x 24' *
- Kitchen & Bathrooms
- Hard wood floors
- Stage
- 2 decorative fireplaces
- Air conditioned
- Lighted, covered porch
- 200 folding chairs **
- 12 rectangle tables (8') **
- 15 round tables (60") **
- 1 round table (72") **
- Parking lot

OPTION ADD-ONS

- Custodial services
- Smart TV (no wifi)

*Room size is approximate

** Tables and chairs are provided as a courtesy and there is no guarantee on the quantity or quality. It is renter's responsibility to provide additional tables or chairs for their event if the tables and chairs are not adequate for your needs.

RESERVATIONS

- Applications must be submitted at least 2 business days prior to the event date.
- Applicant must sign and pay fees in person and may not do so on behalf of someone else.
- Event times may not extent beyond City facility hours, unless approved by the City Manager.

PAYMENTS & REFUNDS

- Rental, deposit, and other applicable fees are due at the time application is submitted.
- Deposits are refunded within 15 business days after the event, providing the facility is left clean and undamaged.
- Refund checks are made out and mailed to the applicant – no exceptions.
- Deposits will be withheld until key(s) to the Community House are returned.
- Cancellations must be received in writing 30 days prior to the event for a full refund.
- If alcohol is served at the event, an alcohol administrative fee must be paid, and the approved **Alcohol Security Agreement must be clearly posted at the event.**
- Police officer(s) will be assigned to be present during the entire event if alcohol will be severed. The police officer(s) will be paid by the applicant at the time of the event, at a rate based on current city ordinances with a 4-hour minimum.



FACILITY USE

- The Community House rental is for 12 hours, with a curfew of midnight.
- The Community House is rented as is.
- **No smoking allowed in the Community House.**
- The light switch for the porch is located in the men’s restroom.
- **AED Defibrillator is located in the kitchen cabinets for emergencies.**
- Please **do not drag tables & chairs across the floors.**
- **Do not use the fireplace.**
- Candles may be used provided they are extinguished and removed from the facility when the event is over (including any spilled candle wax).
- Do not use tacks, nails, or staples on any City structure.
- Items stored on the stage area cannot be removed or stored elsewhere.
- The loft is a restricted area and no one is allowed to use this area for their event.

RENTER RESPONSIBILITIES

- Applicant assumes cleaning responsibilities if entering the building before noon.
- Applicant is responsible for setting up and cleaning up for their event within the day/time listed on the event application.
- Tables and chairs must be put away – Please do not drag tables & chairs across the floor. Doing so could result in loss of deposit.
- Broom, dust mop, mop & bucket are provided. Please bring your own cleaning products.
- Sweep interior and porch area (including confetti, rice, birdseeds, etc.).
- Spot mop & wipe counters and tables.
- Remove food, drinks, containers, equipment, and personal items from the building.
- Empty trash cans and remove trash from building.
- Turn off Air Conditioner when you leave.
- Failure to complete custodial requirements will result in loss of deposit.

DEPOSIT & RENTAL FEES

RESIDENT	DEPOSIT	RENTAL FEE
Monday - Thursday (12-hour max.)	\$250.00	\$300.00
Friday - Sunday (12-hour max.)	\$250.00	\$450.00
NON-PROFIT/LOCAL GROUPS	DEPOSIT	RENTAL FEE
Monday - Thursday (4-hour max.)	\$200.00	\$100.00
NON-RESIDENT	DEPOSIT	RENTAL FEE
Monday - Thursday (12-hour max.)	\$300.00	\$400.00
Friday - Sunday (12-hour max.)	\$300.00	\$800.00

