

Reservation #

# Quinta Mazatlán Rental Contract

(During Business Hours)

**LESSEE** (Person responsible for signing contract, payment & policy adherence)

Name (contact person): \_\_\_\_\_ Date: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Non-Profit (must submit documentation): Yes / No      Tax ID: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

\_\_\_\_\_

## Reservation Logistics

SMALL SPACE

LARGE SPACE

Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Reserved Rental Time: \_\_\_\_\_ Reserved Location: \_\_\_\_\_

(Rental time to include Lessee/Vendor set-up & takedown. Does NOT include set-up of Quinta Mazatlán furniture)

Guest Arrival/Departure Times: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

(Per Guest Invitation)

Event Description: \_\_\_\_\_

## Payment

Base Rental Package	\$
+ Additional Hours	\$
Other	\$
= Total	\$

Amount Paid: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Form of Payment:

Cash     Check     Visa     MasterCard

LESSEE SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

QUINTA MAZATLAN RENTAL MGR: \_\_\_\_\_ Date: \_\_\_\_\_

# Quinta Mazatlán Rental Packages

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## Base Rental Packages

**TIMES:**

Tuesday to Saturday, 8:00am to 4:00pm.  
Saturdays are only offered within 60 days of desired rental date.  
Quinta Mazatlán is OPEN to the Public.

**SET-UP & TAKEDOWN:**

**Rental time to include Lessee/Vendor set-up and takedown.**  
Time slot does not include time for set-up /takedown of Quinta Mazatlán furniture.

### SMALL SPACES

- DC PATIO**                      \$100 (2 hour minimum) + \$50 additional hour    Under 20 Guests
- COTTAGE**                      \$100 (2 hour minimum) + \$50 additional hour    Under 20 Guests
- ART GALLERY**                \$100 (2 hour minimum) + \$50 additional hour    Under 25 Guests

### LARGE SPACES

- DC PATIO & POND**            \$200 (2 hour minimum) + \$100 additional hour   Under 25 Guests
- AMPHITHEATRE**            \$300 (2 hour minimum) + \$150 additional hour   Under 40 Guests
- GRAND HALL**                \$300 (2 hour minimum) + \$150 additional hour   Under 70 Guests
- UNDER THE OAK**            \$300 (2 hour minimum) + \$150 additional hour   Under 100 Guests
- FRONT LAWN**                \$300 (2 hour minimum) + \$150 additional hour   Under 150 Guests
- COURTYARD**                \$300 (2 hour minimum) + \$150 additional hour   Under 200 Guests

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## Additional Hours

Additional hours offered Tuesday – Saturday until 6:00pm.

**Additional hours priced at *double* the hourly rate of space selected in Base Rental Package.**

Additional hours are available *in addition* to any base rental package listed above.

Minimum hours for base rental packages **must** be met before including additional hours.

- 1 ADDITIONAL HOUR**
- 2 ADDITIONAL HOURS**

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## Thursday Evening Event

**TIMES:**

Thursday Evenings ONLY, between hours of 4:00pm to 9:00pm  
Quinta Mazatlán is OPEN to the Public.

**SET-UP & TAKEDOWN:**

**Rental time to include Lessee/Vendor set-up and takedown.**  
Time slot does not include time for set-up/takedown of Quinta Mazatlán furniture.

- GRAND HALL**                      \$600 (2 hour minimum) + \$300 additional hour   Under 70 Guests
- UNDER THE OAK**                \$600 (2 hour minimum) + \$300 additional hour   Under 100 Guests
- FRONT LAWN**                \$600 (2 hour minimum) + \$300 additional hour   Under 150 Guests
- COURTYARD**                \$600 (2 hour minimum) + \$300 additional hour   Under 200 Guests

# Quinta Mazatlán Rental Policies

*LESSEE to initial each item on this form. For non-compliance, there is a minimum of a \$150 fine for breaking policies designed to provide safety and protection to the people and the property.*

## \_\_\_\_\_ 1. PAYMENT

Reservations will be confirmed with a signed contract and full payment.  
Accepted: Cash, Check, Visa, and MasterCard. No 3<sup>rd</sup> party payments.

## \_\_\_\_\_ 2. CANCELLATION AND RESCHEDULING

- Cancellations made 90 days or more BEFORE date, 50% refund.
- Cancellations made less than 90 days of date, no refund.
- Rescheduling 30 days plus of date, \$15 rescheduling fee.
- Emergencies will be handled on a case-by-case basis
- All requests must be submitted in writing to the Quinta Mazatlán Rental Manager.

## \_\_\_\_\_ 3. QUINTA MAZATLAN SET-UP & TAKEDOWN

Quinta Mazatlán staff handles the set-up and takedown of Quinta Mazatlán furniture ONLY.  
City staff serves to secure the safety of guests and property.  
Quinta Mazatlán staff does NOT serve as the Event Coordinator before, during, or after the event.

## \_\_\_\_\_ 4. LESSEE SET-UP & TAKEDOWN

LESSEE is responsible for coordinating all aspects of the event involving LESSEE rentals and event needs.  
Any rentals/décor left behind will be disposed of.  
LESSEE is solely responsible for loading, unloading, and securing all items.

## \_\_\_\_\_ 5. DECORATIONS

Nature is your venue, thank you for protecting it. The release of any live animals (butterflies, doves, other) is strictly prohibited.

NOT allowed: piñatas, confetti, cascarones, aerosol silly string, steamers, sparklers, balloons, glitter, and other similar items. Please protect the historic home by NOT using nails, tacks, tape, wire, staples, glue, and other similar items. NO Candles.

## \_\_\_\_\_ 6. DRONES

Due to Quinta Mazatlán's proximity to the airport, NO drones allowed.

## \_\_\_\_\_ 7. WATER FEATURES & COURTYARD POOL

For the safety of all guests, no one is to enter any water feature.

## \_\_\_\_\_ 8. EXHIBITS

The exhibits are subject to change and will NOT be removed for events.

## \_\_\_\_\_ 9. PARKING

Parking for all event guests is located outside the main gate.  
Special drop-off of rentals/equipment can be arranged with Quinta Mazatlán Rental Manager.

## \_\_\_\_\_ 10. CHANGING AREAS

Public restrooms are available for changing. Please do not leave your items unattended, as the facility is open to the public.

\_\_\_\_\_ 11. **MUSIC**

Light music must be approved by the Quinta Mazatlán Rental Manager.  
Light music ONLY (no large bands, drums, loud speakers) as the facility is open to the public.

\_\_\_\_\_ 12. **PERSONAL USE PHOTOGRAPHY**

Personal use photography is allowed.  
Images may not be used for commercial branding purposes.

\_\_\_\_\_ 13. **SMOKING**

Quinta Mazatlán is a NON-smoking venue.

\_\_\_\_\_ 14. **ALCOHOL**

- Alcohol is allowed in Reserved Room/Area ONLY.
- Alcohol cannot be left unattended by LESSEE / LESSEE vendors / other.
- LESSEE is to follow all Texas Alcoholic Beverage Commission (TABC) Laws.
- All alcohol must be served by a TABC Certified Server. Proof of Certification is required.
- Set-up and takedown of alcohol must occur the day of the event under direct supervision of qualified bar staff.
- Alcohol cannot be brought in the day before or picked up the day after the event.
- LESSEE/Vendors may NOT sell beer, wine, or any alcoholic beverage during the event.
- LESSEE to secure McAllen off-duty police officers (956) 972-7471.

\_\_\_\_\_ 15. **RENTAL TIME**

Strictly adhere to your rental hours, include your time to set-up & takedown.

\_\_\_\_\_ 16. **HEALTH PROTOCOLS**

LESSEE agrees to follow the MINIMUM STANDARD HEALTH PROTOCOLS as issued by the State of Texas.

\_\_\_\_\_ 17. **CONVEY CONTRACT INFORMATION TO ENTIRE PARTY**

LESSEE responsibility to convey all contract information to vendors and others involved.

\_\_\_\_\_ 18. **INDEMNIFICATION**

LESSEE agrees to indemnify Quinta Mazatlán, City of McAllen and incurs all responsibility for actions, losses, damages, claims and liability resulting from event.

\_\_\_\_\_ 19. **MAJEURE CLAUSE**

If the use of the licensed premises by LICENSEE shall be prevented by an act of God, fire, strike, lockout, material or labor shortage, restrictions by any governmental authority, civil riot, flood, or any other cause beyond the control of CITY, then this LICENSE shall terminate. LICENSEE hereby waives any claim against CITY for damages by reason of such termination, except that any unearned portion of the rent due thereunder shall abate, or, if previously paid, shall be refunded by CITY to LICENSEE.

**I acknowledge that I have read, understand, and will abide by the policies, procedures, and instructions provided on this contract.**

*All policies and fees contained herein may be changed from time to time by the City of McAllen.*

**LESSEE**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_