

Reservation #:

# Quinta Mazatlán: Evening Venue Contract

**LESSEE** (Person Responsible for Signing Contract, Payment & Policy Adherence)

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

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

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

Office Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Lessee's Event Coordinator: (person on site coordinating the event before, during and after)**

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Special Event Logistics

**RENTAL TYPE:**  Wedding Event  Social Event  Corporate Event

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

Reserved Rental Time: \_\_\_\_\_ Reserved Location: \_\_\_\_\_  
(Rental time to include Lessee/Vendor set-up and takedown. Does NOT include set-up/breakdown of QM furniture)

Guest Arrival & Departure Times: \_\_\_\_\_ Number of Guests: \_\_\_\_\_  
(Per Guest Invitation)

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

## Venue Payment

Estate Package	\$
Other	\$
Security Deposit	\$
= Total	\$

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

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

Form of Payment:

Cash  Check  Visa  MasterCard

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

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

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## Quinta Mazatlán: Venue Fee

ESTATE PACKAGE: Tuesday to Saturday, 5:00pm to 11:00pm. (Private Event)  
SET-UP & TAKEDOWN: Additional Hours Offered to the Lessee for Set-up and Takedown

- 150 Guests** \$4,800 +\$1,000.00 Security Deposit (refundable)
- 250 Guests** \$5,800 +\$1,000.00 Security Deposit (refundable)
- 350 Guests** \$6,800 +\$1,000.00 Security Deposit (refundable)

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*Quinta Mazatlán has numerous features included in your Venue Fee that will make your special event stand out, above and beyond the rest.*

### **Urban Sanctuary**

The tropical sanctuary is peaceful with shade trees and beautiful gardens for all to enjoy a DESTINATION EVENT. Indoor and outdoor reception areas are available and little décor is needed.

### **The Historic Estate**

Every guest will feel WELCOME and part of the FAMILY. The Estate Package includes the Elegant Mansion, Beautiful Gardens, Presidential Front Lawn and Tropical Courtyard.

### **Plenty of Time to Set-Up**

To allow you plenty of time to set-up prior to your DREAM EVENT, you can begin setting-up the morning of your event. Your planners will have over six hours to design before your private event begins.

### **Extra Time to Takedown**

There is plenty of time to ENJOY your event, as your takedown begins after your event ends.

### **Venue Staff & Venue Furniture Included**

To help ensure the safety of your guests, the Venue provides the following staff: Grounds Crew Leader, Custodians, Shuttle Golf-cart Drivers and Parking Attendants. Tables and chairs are included in your Venue Fee (Furniture list provided) and we will set-up and tear down the Venue Furniture for you.

### **Private Changing Room**

There is a private bridal/other changing room with restroom for your special event.

### **Choose Your Caterer**

You may truly CUSTOMIZE your event by contracting with your own caterer (Approved list provided—along with qualification requirements).

### **Shuttle Service**

A shuttle service with limo golf carts will assist with bringing guests up to and from the Historic Estate.

### **Complimentary Photo Shoot**

Your package includes one complimentary photo shoot in advance of your event.

*Your Celebration Should Be As Unique As You Are!*

Revised 12/2020

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## Quinta Mazatlán: Venue Policies

### 1. VENUE FEE

Reservations will be confirmed with a Signed Contract and Down Payment (50% of Venue Fee). Payment in Full is due a minimum of 30 days in advance of the event.

ACCEPTED: Cash, Check, Visa, and MasterCard. No 3<sup>rd</sup> party payments.

### 2. SECURITY DEPOSIT (refundable)

A \$1,000 refundable Security Deposit is due with the final payment, a minimum of 30 days in advance of the event. If Venue Policies are followed by the LESSEE/LESSEE VENDORS (Caterers, musicians, decorator, other), Security Deposit will be refunded 30 days following the event.

### 3. CANCELLATION AND RESCHEDULING

Cancellations made 90 days or more BEFORE event date: 50% Refund.

Cancellations made LESS than 90 days of event date: No refund.

Rescheduling is accepted 90 days or more before event date: Rescheduling Fee of \$15

Emergencies will be handled on a case-by-case basis.

All requests must be submitted in writing to the Quinta Mazatlán Rental Manager.

### 4. RENTAL TIME

Strictly adhere to your rental hours, and music/entertainment/other must end at event closing hour.

Reminder, the Venue Location is in a neighborhood setting.

### 5. QUINTA MAZATLAN SET-UP & TAKEDOWN

Quinta Mazatlán staff handles the set-up and takedown of Venue Furniture ONLY (list provided).

**5 Days Before Event:** LESSEE to provide Final Layout for Venue Furniture.

**1 Day Before Event:** LESSEE to walk property with QM Rental Manager to approve the set-up of the Venue Furniture. Changes to layout of Venue Furniture are NOT to be made the day-of the event—as Venue Event Staff arrive a couple hours before Event Start Time.

Venue Furniture that is larger/older (pianos, armoires & more) will not be removed for events.

Venue Exhibits will not be removed for events, and are subject to change without notification to Lessee.

Venue Staff does NOT serve as the LESSEE Event Coordinator before, during, after the event.

Venue Staff serves to secure the safety of the people and the property.

### 6. LESSEE SET-UP & TAKEDOWN

LESSEE is responsible for coordinating, setting up and taking down all LESSEE RENTALS.

LESSEE is solely responsible loading, unloading, and securing all items.

LESSEE Event Coordinator is to direct the vendors and guests before, during and after the event.

Any rentals/décor/other left behind by the LESSEE and LESSEE VENDORS will be disposed of.

### 7. LESSEE RAIN PLANS

LESSEE is required to have a Back-up Plan, which may include LESSEE renting tents/other items in case of inclement weather. The sign-off for the Final Venue Setup (Regarding Venue Furniture) is completed/installed the day before the event.

### 8. DRONES

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

Revised 12/2020

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**9. 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, cascaraones, silly string, steamers, sparklers, balloons, glitter and other.

NOT allowed: Nails, tacks, tape, wire, staples, glue, and other similar items to protect the historic estate.

NOT allowed: Candles.

NOT allowed: Amusement Rides, Moon Bounce, Dunk Tanks, Pony Rides and more due to the protection of the Urban Sanctuary.

NOT allowed: Generators due to the noise factor.

**10. WATER FEATURES & COURTYARD POOL**

For the safety of all guests, no one is to enter any water feature at Quinta Mazatlán including the pool-like feature in the Courtyard.

**11. PARKING**

Parking for all event guests is located outside the main gate. Shuttle service with limo golf carts are included in your Venue Fee. Special drop-off of rentals/equipment can be arranged with the Quinta Mazatlán Rental Manager in advance.

**12. MUSIC**

Due to the Venues location in a private neighborhood, there are approved locations for Musicians.

Venue adheres to the City of McAllen noise restrictions Section 46-141:

*“Disturbance means such noise as offends the hearing sensibilities of the peace, rest, quiet and response of an ordinary, normal persona lawfully in the vicinity of the origin of the home...”*

LESSEE agrees to abide by the noise restrictions during the event as directed by the Venue Staff working your special event, to assure a memorable evening (in a positive way) for you and your guests.

All entertainment and music must stop at your event-closing hour, to respect our neighbors.

Breach of any of these policies will be grounds for forfeiture of Security Deposit.

**13. FOOD**

LESSEE’s Caterer must meet Venue Caterer Qualifications (list provided)

Caterer must have the following requirements to service an event at the Venue:

Caterers Liability Insurance, Food Handlers Course, Health Permit, Signed Caterer Contract,

Venue Tour & Understanding of Leaving the Venue as Found

Breach of any of these policies will be grounds for forfeiture of Security Deposit.

**14. FLAMES**

Open flames such as flambé, stir-frying, propane or butane may not be used inside the Historic Home and Cottage. Such items may be used outdoors with prior approval by the QM Rental Manager.

**15. BUSSER/WAIT STAFF**

LESSEE to ensure Caterer includes Wait Staff in the LESSEE’s Catering Contract.

Rule of thumb is ONE Wait Staff per FIFTY guests. Wait Staff is responsible for circling the event and picking-up service ware (cups, napkins, drinks, plates, other) and taking items to the kitchen.

Wait Staff is separate from cooking and serving responsibilities. Wait Staff should dress professionally.

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**16. ALCOHOL**

- 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.

Breach of any of these policies will be grounds for forfeiture of Security Deposit.

**17. SMOKING**

Quinta Mazatlán is a smoke-free environment in the Estate Buildings, Courtyard and other areas of celebration. In order to provide a reasonable accommodation for your guests, outdoor standing ashtrays are placed outside the Courtyard. But for the health of all, THANK YOU for not smoking.

**18. ELECTRICAL REQUIREMENTS**

All catering and event electrical needs are to be coordinated with QM Rental Manager prior to event. Depending on electrical needs, a city electrician may be required for an additional fee of \$40 per hour.

**19. SECURITY**

LESSEE is to secure McAllen Off-duty Police Officers for the event (956) 972-7471. McAllen Off-duty Police are independent contractors. Proof of reservation is to be shown to QM Rental Manager a minimum of 30 days in advance of event date.

**20. CONVEY CONTRACT INFORMATION TO ENTIRE PARTY**

LESSEE is responsible to convey all contract information to vendors, family and others involved.

**21. HEALTH PROTOCOLS**

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

**22. INDEMNIFICATION**

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

**23. 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 \_\_\_\_\_