



ALINE B. CARTER FOUNDATION USE OF THE MAVERICK CARTER HOUSE

The Maverick Carter House is a Texas Historic Landmark and is on the National Register of Historic Places.

The rules for rentals are as follows:

- ❑ **Nothing (nails, pushpins, tape, ribbon, etc.) may be attached** to walls, doors, columns, floors, ceilings, light fixtures, etc.
- ❑ **No touching or moving** of any artwork or fixtures or any items on tables.
- ❑ **No moving** of any furniture, lamps, rugs, decorative items or the piano without permission from the Foundation.
- ❑ **Nothing is to be placed on top of any furniture** without permission.
- ❑ The dining room table must be protected from heat and scratches by covering, pads provided.
- ❑ **No open flame** of any kind.
- ❑ **All chairs or tables rented for the interior of the house shall have PROTECTIVE PADS stuck to the feet for wood floor protection. Setup will be denied without those protective pads.**
- ❑ **No smoking** inside or outside.
- ❑ Nothing is permitted that will cause excessive cleanup, may be hazardous, could stain floors, rugs, walls, curtains, furniture, etc.
- ❑ **Tray jacks** are needed to prevent glasses from being put on tables.
- ❑ **No birdseed, rice, confetti, glitter, sparklers, or bubbles** may be thrown or used on the property inside or outside, however, flower petals are a good choice.
- ❑ **One security guard per 75 guests** is required.
- ❑ Hosts/caterers must use their own trash bags and remove them at the end of the event.
- ❑ The host/caterer is responsible for the setup and returning the home to its original clean state after the event or risk losing the deposit.
- ❑ The home must be cleaned and rental equipment removed after the specified ending time and not the next day or additional charges may apply. There are 2 hours to do this.
- ❑ **All deliveries** must be made within **4 hours** before an event unless special permission is granted from an Aline B. Carter Foundation representative. This includes all vendors and entertainment set up.
- ❑ All vendors must come with their own setup equipment. ABCF is not responsible for any

items left on the premises.

□ Vendors are to supply protective materials or mats on the wood floors for working on or moving approved items inside the house or outside on the pavement. Use will be denied without these protections.

- ABCF will not supply any rental items or food items.
- Upper floors are private and unavailable for rental except for the use of paid docents per floor.
- Video/Photography tripods must be equipped with tennis balls or pads.
- Formal/Professional filming and photography only unless advanced permission granted from the ABCF.
- No filming or photography of depictions of drug use, fake blood, obscenity, violence, product placement/commercialism, animals/pets, satire/comedy, cinematic features, etc., without the express permission granted from the ABCF.
- No flash photography in the home without permission.
- No high heels on the observatory deck.

Initials: _____I understand the house rules.

LIABILITIES

Neither the **Aline B. Carter Foundation** nor its representatives, are liable for your event, guests, personal property, or that of vendors. It is agreed that ABCF and its officers, agents, owners, family, and employees shall not be responsible for any injury to the Maverick Carter House property or person of any individual, adult or child, during your event except those caused by the gross negligence of ABCF, its agents, or employees.

The undersigned hereby further agrees to indemnify and hold harmless ABCF, its officers, agents, owners, family and employees or any third person invitee of ABCF at the Maverick Carter House for any injuries and/or damages to person or property caused by the negligence.

Initials: _____I understand the liabilities.

FOOD AND BEVERAGE

The caterer or vendor or band have 4 hours before the event to setup unless they have special permission from ABCF. The property and home must be returned to its original clean condition as they found it. There are 2 hours to do so.

The caterer shall be approved by ABCF. Your caterer, event manager, rental company and alcohol provider, and other vendors are each required to provide a **Certificate of Liability Insurance naming Aline B. Carter Foundation and its officers, agents, owners, family and employees as an additional insured.**

If alcohol is to be served, it is the responsibility of the host to make sure the caterer provides to ABCF a **permit for liquor** on the premises no later than 30 days before the event. **It is also the responsibility of the host to provide the Certificate of Liability Insurance from vendors to ABCF showing \$1,000,000 in coverage under their General Liability. Those serving alcohol must also provide to ABCF a copy of their Certificate of Insurance with limits of \$1,000,000 for General Liability and Liquor Liability and permit for liquor on premises.**

If alcohol is to be served, your caterer is responsible for providing TABC certified bartenders and/or servers. Caterers shall provide TABC certification documents to the ABCF no later than 14 days prior to the event. All alcohol servers shall comply with TABC rules.

If alcohol is served, food must also be served. The host acknowledges that the sale and serving of alcohol is regulated by state law, therefore, the host and caterer agree that they shall be responsible for adherence to these laws.

If the host/caterer intends to serve items that stain rugs, curtains, walls, etc., all damages will be deducted from the security deposit. If damages exceed the deposit, the host guarantees to pay all additional costs to cover the damages incurred.

Initials: _____ I understand the food and beverage regulations and laws.

PARKING

Parking arrangements are the responsibility of the host/caterer. Parking is unavailable on the grounds of the Maverick Carter House. Parking is only allowed for vendor set up and drop off during the designated time frame. Please check availability with the **Tobin Center of the Performing Arts schedule (210.223.8624) for use of its Tobin Garage** across the street. Or please check with **the parking next door** to the Maverick Carter House as they may provide valet services and may section off part of the lot for your guests to self park.

Initials: _____ I understand the parking rules.

PAYMENT

Payment shall be made no less than 14 days before the event. For cancellations less than 14 days, one half of the deposit shall be forfeited. The deposit is half of the rental rate of an event which includes saving the date and will be refunded if the event is canceled more than 14 days before the date. In addition, there is a **refundable damage deposit of \$500**. All payments are to be **made payable to Aline B. Carter Foundation (ABC Foundation)**. They may be in the form of a credit card (online payment portal), check, or bank transfer and given to an ABCF representative or mailed to:

**Aline B. Carter Foundation
PO Box 120396
San Antonio, Texas 78212**

Initials: _____ I understand payment requirements



EVENT INSURANCE

The undersigned hereby agrees to **provide a certificate of insurance in the amount of \$1,000,000.00 naming Aline B. Carter Foundation as an additional insured** and so agrees by signing below in the designated space.

Signature: _____

I AGREE TO COMPLY FAITHFULLY WITH THE POLICIES LISTED ON THIS CONTRACT.
ANY CHANGES MUST BE AGREED TO AND INITIALED BY BOTH PARTIES.

Authorized host/caterer signature: _____

Printed name: _____ Date: _____

Authorized ABCF representative:

Printed name: _____ Date: _____



CONTACT INFORMATION FOR HOST

Host or Organization's Name/s: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature of Responsible Party: _____

Print name: _____ Date: _____

ABCF Family Limited Partnership representative:

Print name: _____ Date: _____

CONTACT INFORMATION FOR MAVERICK CARTER HOUSE

Carter R. Brown

119 Taylor Street

San Antonio, Texas 78205

210.226.1715

Email: maverickcarterhouse@gmail.com

Website: maverickcarterhouse.org

Note for additional space: Should additional space be required, Radius Center, adjacent to the Maverick Carter House, is available for rent. This is a separate property and contracts are independent of the other. Both are available for simultaneous use. For Radius Center, please contact radiuscenter.org.