



Community House Rental Information

1210 Anders, Seabrook TX 77586

(281) 291-5600

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 Pelican Trail 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 Availability

- Capacity: 200 People
- Main Room: 24' x 50' *
- Stage Area: 12' x 24' *
- Side Room: 12' x 24' *
- Kitchen & Bathrooms
- Hard wood Floors
- Stage
- 2 Decorative Fireplace (not for use)
- Air Conditioned
- Lighted Covered Porch
- 200 Folding Chairs **
- 14 Tables, 30"x96"/ 8', seats 8 **
- 15 Tables, 60"/5', seats 8 **
- 2 Tables, 72"/6', seats 10 **
- Parking lot

* 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 a minimum of 2 business days prior to event.
- Applicant must sign and pay fees in person and may not do so on behalf of someone else.
- Event times may not extend beyond City Facility hours, unless approved by City Manager or designee.

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 will be 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 times alcohol will be severed. The police officer(s) will be paid by the applicant at the time of the event, at a rate of \$40/hr with a 4 hour minimum.

For questions about rentals and parks, please call Public Works Department: 281-291-5725 or 281-291-5600

For assistance after office hours, please call 281-932-2047

Last Revised: 10/1/18

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.

Custodial

- 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.

Please refer to Resolution “Updated Regulations for City Park Rental Facilities” for more reservation and rental information. A printed copy is available upon request.

Deposit & Rental Fees

Resident	Deposit Fee	Rental Fee
Monday-Thursday (maximum 12 hours)	\$200	\$300
Friday – Sunday (maximum 12 hours)	\$200	\$450
Non-Profit/Local Groups	Deposit Fee	Rental Fee
Monday-Thursday (maximum 4 hours)	\$200	\$100
Non-Resident	Deposit Fee	Rental Fee
Monday-Thursday (maximum 12 hours)	\$250	\$400
Friday – Sunday (maximum 12 hours)	\$250	\$800
<i>Please refer to Master Fee Schedule Ordinance for more city rates and fees. A printed copy is available upon request.</i>		

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