

Thomas G. Hildebrand DVM '56 Equine Complex

Private Party Event Rental Information



THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

Building Administrative Procedures

HOURS OF OPERATION

The Thomas G. Hildebrand Equine Complex is open Monday through Friday from 8:00 AM until 5:00 PM. These hours may be extended for special events as needed. Times may vary depending upon the nature of the event. The Equine Complex also reserves the right to close during University holidays.

ELIGIBILITY FOR USE

All groups requesting the use of the Equine Complex are subject to the approval of the General Manager, the Event Coordinator, and/or his/her designate.

Phone: (979) 458-9167 Email: HildebrandEC@tamu.edu

For all groups: In accordance with TAMUS and TAMU Policies, Rules, and SAPs, the facility cannot be utilized for commercial or political purposes, fundraisers, or for any event resulting in personal financial gain for an individual or group.

RESERVATIONS

Application (Appendix A) for use of the Equine Complex shall be made to the General Manager, the Event Coordinator, and/or his/her designate.

1. Eligibility and Priority. Determination of priority shall be made by the General Manager and/or Event Coordinator.
2. Confirmed Reservations. The process of confirming a reservation begins with the customer returning the Reservation Request Form (Appendix A) and the signed Statement of Agreement (Appendix B). A phone call or email does not serve as a reservation. The event coordinating staff must receive both Appendices before processing the reservation request. **Reservations become confirmed and entered into the Hildebrand event calendar when the Event Coordinator signs and returns the Statement of Agreement (Appendix B) to the customer via email.** Confirmed reservations are subject to cancellation by the General Manager and/or Event Coordinator for the following reasons:
 - a. Classroom space requested by the Office of the Registrar or one the facilities primary user groups (applies to spaces in building 0177);
 - b. User fails to comply with the terms of the reservation;
 - c. User fails to comply with conditions stated therein;

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- d. User fails to demonstrate adequate financial resources for presentation of the program;
 - e. User is not willing or able to adequately perform all required duties and responsibilities related to the program; or
 - f. TAMU is officially closed due to weather or other emergency conditions.
3. Identification of Sponsor. The user may not assign or delegate any control or responsibility to any other user or co-sponsor, agent or third party without prior written approval of the General Manager and/or Event Coordinator. All users or co-sponsors of a program must be clearly identified prior to confirmation of a reservation. Reservations for presenting one program may not be used for presenting a different program without written approval by the General Manager and/or Event Coordinator.
 4. Assignment of Reservations. No reservation may be assigned in whole or in part to another user by the original user.

GENERAL POLICIES

1. Appropriate standards of dress and behavior will be observed at all times for events held at the Equine Complex.
2. All groups are responsible for leaving the Equine Complex facilities and equipment (lecterns, coffee makers, etc.) clean and orderly after use and are responsible for any damages incurred. An additional clean-up charge may be assessed for areas not left in a satisfactory condition.
3. A representative of the Equine Complex must be present at all events held in the Equine Complex. Any complaints regarding the Equine Complex and its operation shall be addressed to the General Manager and/or Event Coordinator.
4. Decorations may not be affixed to walls, ceilings, or stairways of the Equine Complex. No confetti, glitter or glue may be used.
5. Use of candles for events is allowed if enclosed in a lantern type holder.
6. Pets are not allowed inside or on the Equine Complex grounds, except for the TAMU official mascot, Reveille, and those used to assist handicapped persons.

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7. The use of special equipment must be approved by the General Manager and/or Event Coordinator. Rental charges of such equipment are the responsibility of the user organization.
8. All persons or groups using the Equine Complex must abide by the Policies and Procedures outlined in this document and posted at the facility.
9. The Equine Complex will not be responsible for lost or stolen articles or for any liability arising from the use of the Equine Complex. Found articles will be left in the office at the Equine Complex.
10. Modifications and exceptions to the policies and procedures contained in this document may be made at any time it is considered appropriate by the General Manager and Director of the Equine Initiative.
11. There is no public copier available for use by user groups.

GENERAL PROCEDURES

Any proposed use of the Equine Complex must be appropriate to and suited to the size, structure, purpose and operating costs of the facility. All proposed events must be conducted in accordance with applicable state and federal laws and regulations as well as rules, regulations and policies of TAMU and the Board of Regents of the TAMU System. Users must demonstrate to the satisfaction of the General Manager and/or Event Coordinator that they have the staff, experience, contracting authority, financial resources or other qualifications necessary for carrying out the proposed program in a satisfactory manner.

1. **Review of Contracts.** All contracts related to the presentation of a program, including contracts between users and speakers, performers, subcontractors, managers and others, must be available to the General Manager and/or Event Coordinator.
2. **Hazards.** If the General Manager and/or Event Coordinator determine(s) that a proposed program poses a potential hazard of public or equine safety, the program may be canceled or denied. No user may install or operate any equipment, fixture or device, nor operate or permit to be operated any engine, motor or other machinery or use gas or other flammable substances in the facility except with prior written approval of the General Manager, and under such conditions and restrictions as the General Manager may specify. All electrical connections must be made by TAMU personnel under the direction of the staff of the Equine Complex. Equine Complex or University Center personnel/staff must operate all house equipment. No equipment,

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device or fixture may be used which in the opinion of the General Manager and/or Event Coordinator endangers the structural integrity of the facility.

3. **Management Functions.** Management functions are retained by the General Manager and/or Event Coordinator and may be delegated to users or others only with the written permission of the Manager or Coordinator. These functions include, but are not limited to the following:
 - a. All facets of ticketing and ticket policies, including scaling, acquisition, distribution and sale.
 - b. All matters of staffing, crowd control, technical arrangements, promotion, and advertising.
4. **Concessions and Catering.** Use of the Complex does not carry the right for the user to control concessions or catering. All catered events shall use the vendors from the approved list in Appendix D, or with permission from the General Manager and/or Event Coordinator. Prior to the event, the General Manager and/or Event Coordinator must approve the sale and distribution of food, beverages, souvenirs, or other concession items.
5. **Signs and Displays.** Signs, messages or other materials may be posted, displayed, distributed or announced in, on or adjacent to, the Complex only in assigned locations and with prior written approval of the General Manager and/or Event Coordinator. Such materials may not be fastened to any part of the facility except in spaces provided for this purpose and may not be permitted to interfere with crowd movement and safety.
6. **Smoking.** TAMU is a smoke-free campus. In accordance with that policy, no smoking is allowed in or on the grounds of the Complex.
7. **Food and Drinks.** There are no vending machines at the Complex. Please make sure your event will provide snacks and drinks, if deemed appropriate for your program.
8. **Exceptions.** Any exceptions to the Thomas G. Hildebrand Equine Complex Administrative Procedures must be approved by the General Manager and the Director of the Equine Initiative.

SCHEDULING CONFLICTS

The General Manager and/or Event Coordinator of the Equine Complex or his/her designate will schedule programs in the Complex. The General Manager and/or Event Coordinator will attempt to resolve any conflicts with users. If the General Manager and/or Event Coordinator cannot resolve the conflict, he/she will make a recommendation to the Director of the Equine Initiative.

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ALCOHOLIC BEVERAGES

1. Possession or Use. Per University Rule 34.03.01.M1 (2), possession or use of alcoholic beverages at the Equine Complex requires the review and concurrence by the Senior Vice President and Chief Financial Officer or his/her designate for each event. In addition, in all cases possession or use of alcohol must be in full compliance with applicable State laws including the Texas Alcoholic Beverage Code. Student groups will not be allowed to have alcohol at the complex.
2. Service. Alcohol services may be provided by vendors meeting University requirements regarding appropriate TABC licenses and insurance. A current copy of the TABC license and insurance must be provided as part of the reservation packet. Refer to Appendix D for a list of alcohol providers.
3. Security. A uniformed University Police Officer(s) (UPD) **must** be present at all events where alcohol is present. An "Event Security Request" can be made by visiting UPD's website at <http://upd.tamu.edu>. Other law enforcement agencies may not provide security unless requested by UPD. UPD reserves the right to specify the number of officers needed per event.

FEES

1. A current approved fee schedule is available in the office of the General Manager and the Event Coordinator and can be found in Appendix C of this document. There are two types of approved fees.
 - a. University Fees. All Texas A&M University and Texas A&M University Systems entities.
 - b. Non-Affiliated Fees. All other entities (public or private) not associated with Texas A&M University.
2. Deposit. An advance deposit, as specified in the fee schedule, may be required for confirmation of a reservation for programs sponsored by non-affiliated organizations.
3. Bond and Insurance. Non-affiliated users of the facility may be required to provide a contract performance bond or pre-payment. Non-affiliated users may be required to provide liability insurance covering injury to persons, including those resulting in death, and property damage insurance, including damage to the Complex, in amounts and under policies satisfactory to the Texas A&M University System Director of Risk Management. Copies of such policies shall be furnished to the General Manager and/or Event Coordinator no later than 30 days prior to the program and in all cases prior to the announcement of the program.

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4. Payment for Damage. All users and sponsors shall be responsible for payment for damage to the Complex and its fixtures and equipment, whether caused by the user or its patrons.
5. Late Cancellation Charges. All users will be billed 50% of flat rate facility usage fee (as per Fee Schedule Appendix C) for any reservation canceled later than (14) days before the date of the event.
6. Room Reset Fee. Users are required to return the classroom seating and tables to their original location. A reset fee will be charged according to the number of staff and time needed to put the furnishings back in place.

BILLING

All bills will be prepared by the Equine Complex and will be considered payable in full upon receipt. The Equine Complex reserves the right to require deposits and appropriate account numbers for organizations/groups using the Complex. All users will be billed as per Fee Schedule Appendix C. Estimates will be provided at user's request. Staffing requirements will be determined by the General Manager and/or Event Coordinator in relation to the demands of the event. A time log will be maintained for additional staff needs and the client will be billed after the event.

PARKING

Parking for the Equine Complex (Lot 126) is on the southeast side of the complex and can be accessed from F&B Road. **Users should contact Transportation Services at (979) 862-7943 as to the availability and services available.** <http://transport.tamu.edu> The Equine Complex does not coordinate parking for any groups, and does not have the ability to act as an intermediary for the resolution of parking citations.

Wi-Fi

Wi-Fi is available in buildings 0177 and 0178 at the Complex. TAMU employees and students may use their NetID to access the service. Groups that will be hosting individuals not connected with the University will need to contact Computing & Information Services (CIS) about temporary guest usernames and passwords. **CIS Help Desk Central (979) 845-8300.**

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APPENDIX A

Reservation Request Form

****This form must be completed by the Private Party AND the University Sponsor. Before the Hildebrand staff can process the reservation, this form must be emailed directly from the Sponsor to hildebrandec@tamu.edu**

Please complete this form and submit to the Equine Complex Event Coordinator's office, a minimum of **thirty (30) days prior** to the date requested.

(Please print) Event: _____

Name of Organization: _____

Contact Person: _____ Business Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Room(s) Requested: _____

Date(s) Requested: _____ Event time: _____ to _____

Time/Date needed for event set up: _____

Group Size: _____ Will there be alcohol at this event? Yes _____ No _____

****Thomas G. Hildebrand Equine Complex provides external clients the opportunity to host events at our facilities through a formal sponsorship process. Prior to submitting a request for use of our space, the external client must secure sponsorship from a recognized Texas A&M student organization, a Texas A&M University academic or administrative unit, or from an A&M System member.**

Sponsor Information: Name: _____ Phone Number: _____

Organization: _____ Role/Title: _____

TAMU Account Number (13 Digit Number): _____ Email: _____

****An email confirming your reservation will be mailed to the address provided above.****

Separate arrangements must be made for:

Alcoholic Beverages: See Appendix D

Security: University Police Department: (979) 845-2345, upd.tamu.edu

Parking: Transportation Service: (979) 862-7943

Furnishings & Audio Visual Technicians: University Center & Special Events: (979) 854-8903

NOTE: SUBJECT TO CANCELLATION BY EQUINE COMPLEX AT ANY TIME.

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APPENDIX B

Statement of Agreement

Use of Equine Complex Facilities

I hereby state that I have read the Thomas G. Hildebrand `DVM 56 Equine Complex regulations and agree that my/our use of the facility will conform to the policies of the Equine Complex and Texas A&M University. I and/or my Organization, will reimburse the Equine Complex for any and all costs incurred through my/our use of the facility. All charges or damages arising from my/our use will be my responsibility and/or that of the group I represent.

This arrangement is binding on all functions of my organization (business, office, department, or college).

Organization _____

Name of Event _____

Date of Event _____

To be completed by Authorized Representative (i.e. Dean, Director, Department Head, Faculty Advisor) ONLY

Printed Name _____

Title _____

Email _____ Phone Number _____

Signature _____

Today's Date _____

TO BE COMPLETED BY EQUINE COMPLEX EVENT COORDINATOR	
Date Received _____	Reservation Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature _____	Date _____

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APPENDIX C

Facility Fees

Outreach Building 0178	Rm Number	Capacity	Half Day	Full Day
Auditorium	741	700	\$ 800	\$ 1,600
Waters Executive Conference Room	735	12	\$ 150	\$ 300
Swanson Foundation Pavilion			\$ 125	\$ 250
Bartlett Recognition Hall		150	\$ 550	\$ 1,100
Wagonhound Land & Livestock Education Building 0177				
Heritage Place Room	714	32	\$ 150	\$ 300
David & Anne Andras Classroom A	708 A	72	\$ 200	\$ 400
Classroom B	708 B	72	\$ 200	\$ 400
Andras A & Classroom B	708 A&B	144	\$ 450	\$ 950
Arenas				
Western Warmup 0172		No Seating Available	\$ 225	\$ 450
Houston Livestock Show and Rodeo Western Arena 0173		650	\$ 650	\$ 1,300
Hunt Seat Arena 0176		650	\$ 650	\$ 1,300
Hunt Seat Warmup 0179		No Seating Available	\$ 225	\$ 450
Cross Country Course				
Dale Watts Cross Country Course		Hillside	\$ 800	\$ 1,600

Prices listed for the spaces in the Outreach Building (0178) are for space and the Auditorium AV equipment only. Other furnishings are provided per customer request at an addition cost by Rudder Theatre Complex or vendor of your choosing.

The rooms in the Education Building are furnished with 2'x5' rectangular tables and chairs. The tables are on casters and can be moved within the spaces by the customer according to their needs. The tables and chairs must be returned to their original setup after each event or a reset fee of \$50 will be charged for each classroom.

There is a \$35 per hour special opening fee for time requested outside of the normal hours of operation (M-F 8AM-5PM).

There is a one-time \$15 fee for use of the Audio Visual Equipment in building 0177.

Please call for specific details about the possible availability of the Arenas and Cross Country Course before filling out a reservation request.

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APPENDIX D

Approved Vendors

Alcohol

Chartwells	(979) 845-5636	
Lukes	(979) 693-1752	www.bcsbartenders.com
The Hilton	(979) 694-4905	www.hiltoncs.com

Catering

Veritas Wine & Bistro	(979) 268-3251	www.veritaswineandbistro.com
Christopher's World Grill	(979) 776-2181	www.christophersworldgrille.com
Global Event Group	(979) 778-9101	www.globaleventgroup.com
The Hilton	(979) 694-4905	www.hiltoncs.com
Café Eccell	(936) 588-7929	shelby.mcmullen24@gmail.com
Amico Nave	(979) 703-1953	www.amiconave.com
Buppy's Catering	(979) 779-6417	www.buppys.com
Ricky's Catering/Mantey County	(979) 596-2500	www.manteycountry.com
Texas Country Catering	(979) 218-3628	www.texascountrycatering.com
CityView Catering	(713) 223-9191	www.cityviewcatering.com
Mallett Brothers Barbeque	(936) 825-9440	www.mallettbrothers.com
J.Cody's	(979) 846-2639	www.jcodys.com/Catering
Napa Flats	(979)383-2500	www.napaflats.com
C&J Barbeque	(979) 822-6033	www.cjbbq.com

***Any chain restaurant or boxed lunch provider is permissible. Catering vendors not listed are allowed but must get manager's approval in advance.**