

BOOKING POLICIES

Reservations are on a first-come, first-serve basis and must be made in person with a written contract by an individual of legal voting age who will be held responsible. All events are considered tentative until a contract is issued and the room rental fee is paid. All charges based on the current room rental rates must be paid in full prior to the event date.

All reservations must be made during business office hours (Monday-Friday between the hours of 9:00 AM – 5:30 PM).

A rental deposit of half (1/2) of the room rental rate and a signed lease agreement are required to reserve dates. All charges (security, deposit, and overtime) based on the current fee schedule must be paid in full prior to rental.

A lease agreement may be canceled by Lessee at any time up to sixty (60) days prior to the scheduled event date. If Lessee needs to reschedule an event date, deposits may be applied up to sixty (60) days from the original date at the discretion of the Director. Additional time for preparation purposes (decorating/rehearsals etc.) are subject to half (1/2) the normal rate; additional charges may be applied for longer periods of time. All preparations must take place between normal business hours.

The Director reserves the right to book more than one event in the building at a time. All consideration will be given to avoid conflicts due to noise and / or traffic concerns. Multi-day events may take precedence over single day events. Commercial and local one-time events may be booked up to one year in advance. Local tenured and multi-day events can be scheduled up to two years in advance. Conventions may be booked as far out as needed.



DECORATIONS/ALTERATIONS

Materials cannot be nailed or driven into any portion of the Killeen Arts and Activities Center; not cause or permit any changes, alterations, repairs, painting or staining. In addition, tape and other adhesive materials will not be applied to walls or other surfaces without prior approval from the Director. All decorative materials must be flame proof or otherwise enclosed in a fish bowl, hurricane glass cover, etc.

No fire exits, exit signs or air system inlets/outlets may be blocked at any time. No building disfiguration (nails, tacks, staples, paint, etc.) is allowed. Prohibited materials include: straw, hay, glitter, confetti, rice, sequins, artificial snow, red rose petals, silly string and fog machines.

The Killeen Arts & Activities Center (KAAC), located in downtown Killeen, is the newest facility for all your meeting and special event needs. The KAAC boasts over 25,000 square feet with 12 separate spaces that are suitable for business and pleasure. From beginning, the design motivation of the KAAC was to blend existing architectural elements with modern technology to offer total convenience and elegance to any event..

From art exhibitions, civic and community events, weddings, and to concerts in the redesigned Performing Arts Center featuring the latest technology in sound and lighting, the KAAC is the facility you are looking for in Killeen. If your event calls for outdoor space, take advantage of beautifully landscaped grounds including the courtyard and the large covered pavilion, located adjacent to the main campus. The staff at the Killeen Arts & Activities Center is fully committed to ensuring the complete satisfaction for each and every event hosted at our facility. No matter what type of event you have in mind, we have a space for you.



801 N. 4th Street Downtown Killeen 254.501.6519
www.visitkilleen.com



WHERE CHARACTER
& CONVENIENCE
COME TOGETHER

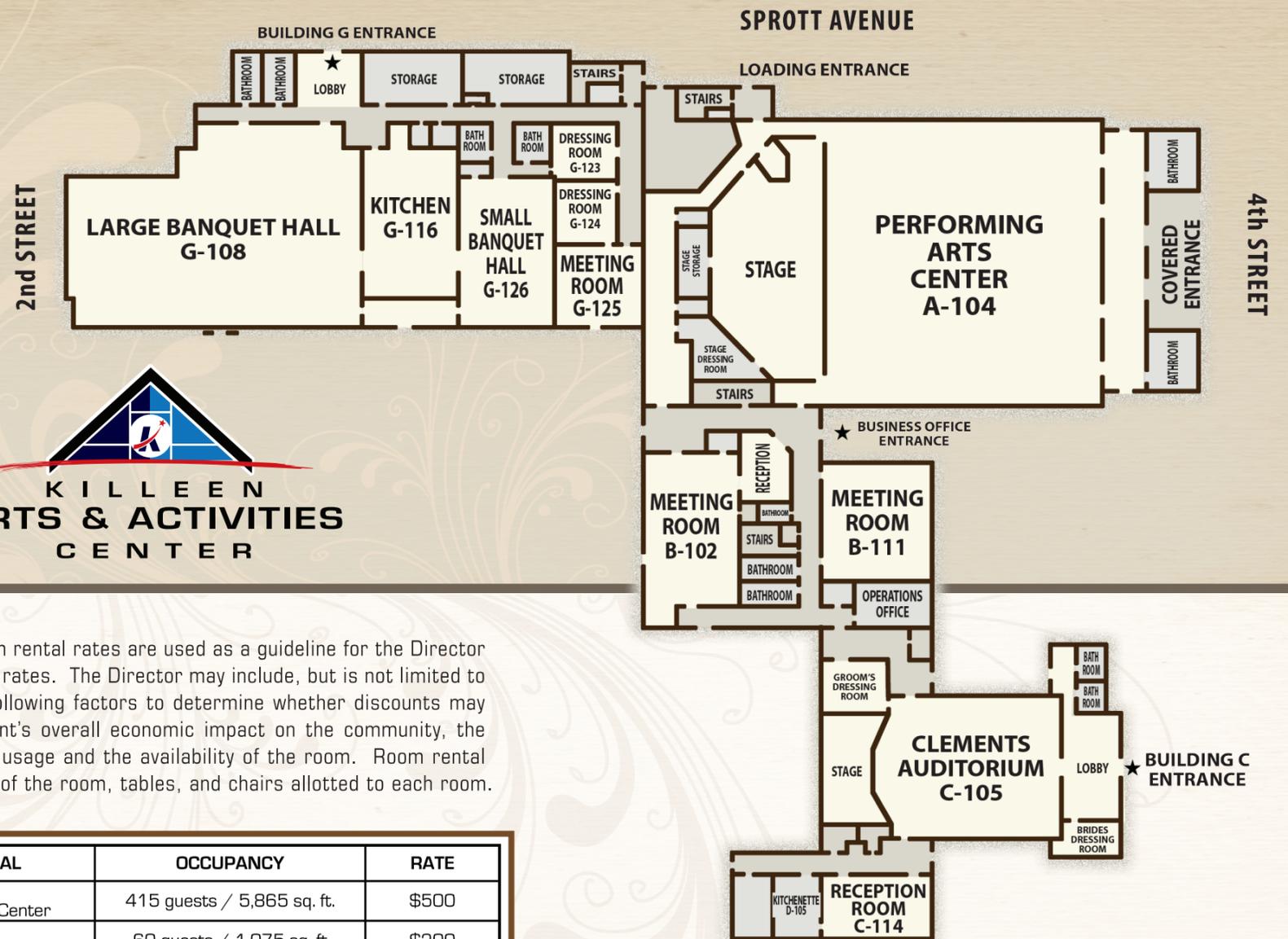


FOOD, BEVERAGE AND ALCOHOL POLICY

All events at the Killeen Arts and Activities Center require a cleaning deposit of \$100, payable by cash or check only, due seven (7) business days prior to the event date. If the areas rented are clean and free of any food/trash/debris/damages, then the cleaning deposit will be refunded within ten (10) business days from the event date.

All food and beverages that are brought in by clients must be ready to serve or kept warm in appropriate self-heating serving containers. If food is to be prepared and cooked on site, then the kitchen must be rented as well. No propane tanks, portable generators, portable/table top grills, or open flames may be used indoors. There is limited use of kitchen facilities during the week days.

Alcohol sale and/or consumption are regulated by the Texas Alcoholic Beverage Commission. In compliance with said regulations all sales and/or purchases of alcoholic beverages must be contracted through a licensed permit holder. The Killeen Arts and Activities Center has a contract with a licensed permit holder to furnish alcoholic beverage service. Additional security may be required for events using alcohol. All alcoholic beverages may only be served until 11:59 PM and all the consumption of alcoholic beverages must stop before 12:15 AM.



The following room rental rates are used as a guideline for the Director when determining rates. The Director may include, but is not limited to considering the following factors to determine whether discounts may be given: the event's overall economic impact on the community, the hotel/motel room usage and the availability of the room. Room rental rates include use of the room, tables, and chairs allotted to each room.

ROOM RENTAL	OCCUPANCY	RATE
A-104 Performing Arts Center	415 guests / 5,865 sq. ft.	\$500
B-102 Meeting Room	60 guests / 1,075 sq. ft.	\$200
B-111 Meeting Room	40 guests / 946 sq. ft.	\$150
C-105 Clements Auditorium	220 guests / 2,222 sq. ft.	\$300
C-114 Reception Room	30 guests / 512 sq. ft.	\$100
D-105 Kitchenette	N/A	\$50
G-108 Large Banquet Hall	150-200 guests / 3,774 sq. ft.	\$400
G-116 Kitchen	N/A	\$200
G-123 & G-124 Dressing Rooms	285 sq. ft.	\$100 each
G-125 Meeting Room	30 guests / 541 sq. ft.	\$100
G-126 Small Banquet Hall	40 guests / 948 sq. ft.	\$200
Courtyard	N/A	\$150
Green Avenue Farmer's Market	N/A	\$150

SECURITY POLICY

All security used in the facility will be arranged by the Lessee at the Lessee's expense. Officers must be certified bonded security officers. Any non-alcoholic events honoring a minor must have one (1) officer per fifty (50) participants. Events where alcohol is being served will require (1) officer per (300) participants. Events that are considered "high risk" will require a minimum of two (2) officers. Specific security requirements will be at the discretion of the Director and may be waived or modified. The officers must be contracted to work from the beginning of the event (time guests will arrive) until the contracted end of event. Pre-approved security providers are: Killeen Police Department, Bell County Sheriff's Office, Bell County Constable and Texas Department of Public Safety.

Equipment Rental	Rate
Choir Risers	\$25 per section
Dance Floor 12x12	\$200 per day
Dance Floor 15x15	\$250 per day
Dance Floor 18x18	\$300 per day
Dry Erase Board with Marker Set	\$15 per day
Easel	\$10 each
Flag Set (American & Texas)	\$30 per set
Flip Chart with Marker Set	\$20 per day
Podium	\$20 each
Podium with Sound/Microphone	\$50 each
Projector with Remote Control	\$50 per day
Projector Screen (70"x70")	\$30 per day
Projection Set (projector, screen & cart)	\$80 per day
Small Sound System	\$50 per day
Sound System with Microphones	\$200 per day