

# PFLUGER HALL

## GENERAL INFORMATION

Pfluger Hall is a facility, well suited for meetings, social gatherings, anniversaries, reunions, banquets, company parties, conferences and more. It is located at 203 B East Pecan Street, behind the Pflugerville Central Fire Station, the Hall.

- The Hall is available for rent for civic or community functions such as business meetings, family reunions, wedding receptions and other similar activities. No illegal or immoral activities are allowed in the building.
- Pfluger Hall is a 10,000 square foot building complete with an oak wood dance floor, a serving kitchen, elevated stage and banquet seating for up to 300 people.
- Kitchen facilities include work/prep tables, refrigerator, warming oven and ice machine. Meals may be catered but not prepared on site.

## HOURS OF USE

- The Hall is available for rental, daytime M-F in four hour blocks, for events like business or public meetings. Weekend rates begin on Friday at 6:00p.m. Additional weekday hours are available at a per hour rate.
- The Hall is available for longer functions for a period of time up to 16-hours. Admission to the Hall for such events begins at 8:00 a.m.
- An event may not extend beyond midnight.

## DEPOSIT AND FEES

- A security deposit as shown in the table below is required. The deposit is separate from fees and may not be applied to any of the fees. The deposit is due at the time of booking and serves to reserve the date requested. The deposit will be returned by mail within seven (7) business days after the event, subject to fulfilling all obligations under the entire use agreement, and provided that there is no damage or injury to the facility or the property on which the facility is situated.
- Rental fees are as shown in the table below. The base fee for the use of the facility is payable by at least thirty (30) days prior to the Event. Failure to pay the Base Fee in full by the due date will result in forfeiture of the deposit and termination of the use agreement. Any additional fees resulting from extended use, special equipment, or other items, are due within three (3) business days from the date of the event. Payments must be received by Travis County ESD No. 2 at its office at 203 E. Pecan Street, Pflugerville, Texas 78660.

	<b>Weekends</b> (Friday - Sunday) 8:00 am - Midnight	<b>Weekday</b> (Monday - Friday) 8:00 am - 6:00 pm	<b>Weekday</b> (Monday - Thursday) 6:00 pm - 10:30 pm
Deposit	\$500	\$250	\$250
Base Fee	\$1,950	\$100 per hour minimum of 4 hours	\$750 4.5 hour rental
Additional Fee		\$250 Security if alcohol	\$250 Security if alcohol

\* Weekend events may not extend rental period beyond midnight

\* Weekday events may not extend rental period beyond 10:30 pm

**These fees subject to change until execution of use agreement.**

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## USE OF ALCOHOLIC BEVERAGES

- Travis County Emergency Services District reserves the right to prohibit the use or service of alcohol at any function in its sole discretion. Consumption of alcohol on the property is allowed only with prior permission, by prior arrangement, and only inside the building.
- Peace officer(s) will be present when alcohol is served at the facility. All alcohol will be served by licensed/certified TABC servers and/or caterers licensed to serve alcohol.
- The sale of alcohol is strictly prohibited on Pfluger Hall premises.
- **Alcohol will not be permitted at functions for, or serving primarily underage guests, as determined at the sole discretion of hall owners. Underage drinking will not be tolerated. Failure to comply with this provision constitutes an event of default and will result in the immediate termination of the event.**

## SPECIFIC REQUIREMENTS

- Lessee must not cause or permit the facility to be used in any way that constitutes a violation of any law, ordinance, rule, requirement or government regulation or order, or in a way that annoys or interferes with the rights of Lessor, or that constitutes a nuisance or waste.
- Tape must not be applied to light fixtures, fans or walls, and any tape applied to tables or chairs must be completely removed. Use of staples and nails is prohibited. Existing items may not be removed, nor may other items be attached to the interior of the building using any means.
- Tables and chairs must remain inside the facility. Placing tables and chairs on the dance floor is permitted only with prior permission.
- In order to preserve the integrity of the wood and concrete flooring, tables, chairs, boxes or other items may not be dragged across the floors.
- Noise from music and guests must be maintained at a reasonable level. In the event of complaints to the Pflugerville Police Department based on excessive noise from music or guests, the function may be terminated.
- Lessee must vacate the facility (including kitchen and the outside of the facility) in substantially the same condition of the facility prior to Lessee's use of the facility and must ensure that all decorations, garbage, boxes, food (including canned items, items in the refrigerator, and items provided by caterers/servers) are properly disposed of. The dishwashing facilities at the facility will not handle food waste or grease. Trash may be disposed of in the dumpster behind the facility. **IF LESSEE FAILS TO REMOVE ALL ITEMS FROM THE FACILITY, AN ADDITIONAL FEE WILL BE CHARGED FOR REMOVAL. LESSEE WILL BE LIABLE FOR ANY EXTRAORDINARY CLEAN-UP COSTS AND ALL NECESSARY REPAIRS.**
- The number of guests must be limited to the number indicated in the use agreement. In the event the number of guests exceeds the number indicated in the agreement, the Fire Marshal may restrict or terminate the function at their sole discretion.
- Lessee must not have in the facility any article or thing of a dangerous, flammable, or explosive character, including, but not limited to, firearms or fireworks of any kind.
- No candles or other open flame devices can be used as table decorations. This includes floating candles and candles in enclosed containers.
- Confetti, glitter, or other shredded materials as decorations are prohibited.

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- Only birdseed may be thrown at wedding receptions and **only** on the outside of the building.
- No animals of any kind, other than those used by the visually impaired are allowed on the premises at any time.
- Smoking is prohibited inside the building.
- Lessee will be responsible to secure the facility when leaving if Lessor or Lessor's representative is not present.
- Normal table arrangement for a banquet with the dance floor open is shown below.

**Pfluger Hall Floor Diagram**

