



Town of Round Top

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APPLICATION FOR RENTAL - ROUND TOP TOWN HALL

The purpose of this form is to apply for a permit for rental of the Round Top town hall located at 100 Main St.

[Link to Resolution and Fees - 2025-283](#)

Date Submitted: _____

Rental Date(s):

(See Calendar on Website to view scheduled day(s))

Total Days: _____

Group or Company Name: _____

Contact Person & Phone : _____

Contact e-mail : _____

Mailing Address: _____

FOR TOWN OF ROUND TOP OFFICE USE ONLY

_____ **Town Clerk Use** _____

Round Top District: Business/Historic

Date Received: _____ **Fee:** _____ **CHK#:** _____

Applicant Notified: Postal Phone email **Date:** _____ **By:** _____

Website Calendar Updated: **Date:** _____ **By:** _____

ATTACHMENT "A"

ROUND TOP TOWN HALL RENTAL

Rental of the Town of Round Top Town Hall (Round Top Courthouse) shall be subject to the terms and conditions set forth herein.

GENERAL TERMS AND CONDITIONS

Rental of the Town Hall includes the first-floor interior of the building and does not include access to, or use of, the stairs or second floor. Rental of the Town Hall does not include rental of the Town Square grounds nor does it grant exclusive use of the restrooms.

Rental of the Town Hall is subject to availability, other building use priorities, and limitations as determined by the town to serve the public interest. Rental is on a first-come, first-served basis, and is not effective until all rents, deposits, and other fees are paid in full. The town reserves the right to use the building and/or allow use of the building without fees for meetings, functions, and events conducted or sponsored by the Town of Round Top as determined by the mayor.

During Designated Events as defined by Town Code, Chapter 34, the Town Hall is only available for one rental inclusive of all of the days set by Town Council resolution for such Designated Event. No Standard Rate, Limited Rate, or Government Rate rental of the Town Hall shall be made during any Designated Event.

Rental of the Town Hall is exclusive only for the date(s) and time(s) shown in the rental agreement signed as paid and approved by the town clerk.

Rent, deposit, and other fees shall be paid in full to, and accepted by, the town clerk in advance of building use.

Rental is not assignable or transferable without the prior written approval of the town clerk. No subletting is permitted.

Compliance with Town Hall rules is required. (See Rules) Violation of the Rules shall be grounds for forfeiture of the deposit.

RENTAL PERIOD

- Morning (7am to 2pm)
- Afternoon (2pm to 10pm)
- Day (7am to 10pm)
- Event Day (7am to 10pm)

The renter shall not enter, occupy, or use the building before or after the period rented.

No rental shall exceed twenty-one (21) consecutive days. For the purposes of this provision, a day includes any partial day (e.g. Morning or Afternoon). Exception: Rental during Designated Events require rental for the entire length of the event

RENTAL RATE – STANDARD

Rental rate	Morning (7am to 2pm)	\$150
	Afternoon (2pm to 10pm)	\$150
	Day (7am to 10pm)	\$300

RENTAL RATE – EVENT

During Designated Events the Town Hall must be rented exclusively by one renter for the entire duration of the event as set out in the Town Council Designated Event resolution. The renter is allowed to occupy the building any number of days, or combination of days, or all days during the run of the event. There will be no credit for days during the event period when the building is unused or unoccupied. If the Designated Event is less than twenty-one (21) days, additional days may be rented before and/or after the event at the eligible rate for a combined rental period not exceeding twenty-one (21) days. An additional cleaning fee will be required.

Rental rate	Event Days (7am to 10pm)	\$150 per day of the event
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RENTAL RATE – LIMITED

Special rates extended exclusively to Round Top property owners, residents, business owners, lodging operators who are voting members of the Round Top Hotel Advisory Board, and Round Top affiliated groups (see Schedule 1).

Limited rental rate	Morning (7am to 2pm)	\$100
	Afternoon (2pm to 10pm)	\$100
	Day (7am to 10pm)	\$200

Any function or use by a renter that charges the public an admission fee to enter the Town Hall during the rental is ineligible for the Limited Rate and will be charged the Standard Rate.

RENTAL RATE – EXEMPT

Special rate extended to Round Top lodging operators who are voting members of the Round Top Hotel Advisory Board and Round Top affiliated groups (see Schedule 1) when use of the building is exclusively for the purpose of conducting a business meeting of that group. Each qualifying group is allowed one Exempt Rate use per calendar month.

Exempt rental rate	Morning (7am to 2pm)	\$0
	Afternoon (2pm to 10pm)	\$0
	Day (7am to 10pm)	\$0

The Exempt Rate shall only apply to meetings that are two (2) hours or less in duration. Meetings that exceed the two (2) hour limit shall be subject to the Limited Rate.

RENTAL RATE – GOVERNMENT

Special rates extended exclusively to government and quasigovernmental officers, agencies, offices, elected officials, and groups serving Round Top (See Schedule 2 for the list of qualifying quasigovernmental organizations).

Government rental rate	Morning (7am to 2pm)	\$0
	Afternoon (2pm to 10pm)	\$0
	Day (7am to 10pm)	\$0

RESERVATION

Reservations will be accepted on a first-come first-served basis no more than fifty-four (54) weeks prior to the first day of the requested rental period. Reservations will be released thirty (30) days prior to the first day of the rental period if payment has not been received and accepted by the town clerk. No reservations will be accepted within thirty (30) days of the first day of the requested rental period without payment in full having been received and accepted by the town clerk.

DEPOSIT

Deposits shall be submitted when the rental and cleaning fees are paid. Violation of the Town Hall rules or damage to the building, fixtures or furniture shall be grounds for forfeiture of the deposit.

Standard rental:	\$150
Event rental:	\$500
Limited rental:	\$100
Government rental:	\$0

Deposits will be held three (3) to seven (7) days after the last day of rental. The mayor is authorized to suspend the return of deposits an additional seven (7) days, or order forfeiture of the deposit in whole or in part for cause. Upon any forfeiture of the deposit the mayor shall within seven (7) days provide the renter a written notice of the reason, cause or justification for the deposit forfeiture. A forfeiture of deposit may be appealed to the town council by filing a written request to appeal with the town clerk within seven (7) days of the mayor's notice of forfeiture.

CLEANING FEE

Standard rental:	Three (3) days or less	\$50
	More than three (3) days and less than eight (8) days	\$75
	Eight (8) days and less than fourteen (14) days	\$125
	More than fourteen (14) days	\$150
Event rental:	Duration of Designated Event	\$200
Limited rental:	Three (3) days or less	\$50
	More than three (3) days and less than eight (8) days	\$75

	Eight (8) days and less than fourteen (14) days	\$125
	More than fourteen (14) days	\$150
Exempt rental:	Two hours or less	\$0
Government rental:	Three (3) days or less	\$0
	More than three (3) days and less than eight (8) days	\$50
	Eight (8) days and less than fourteen (14) days	\$100
	More than fourteen (14) days	\$150

For the purposes of cleaning fees, a day includes any partial day (e.g. Morning or Afternoon). Cleaning fees are non-refundable.

REFUND

Rental and cleaning fees are only refundable in the event that the building becomes unavailable for any reason prior to the start of the rental period. Rental and cleaning fees are refundable on a prorated basis should the building become unavailable or unusable for any reason during the rental period.

SCHEDULE 1 – Round Top Affiliated Groups

- Cummins Creek Wildlife Management Association
- North Central Fayette County Wildlife Management Co-op
- RT-C Parent's Club
- Round Top Area Chamber of Commerce
- Round Top Area Historical Society
- Round Top Cannoneer' Corps
- Round Top Do Your Duty Club
- Round Top Family Library
- Round Top Festival Institute
- Round Top International Film Festival
- Round Top Texas Lions Club
- Round Top Rifle Association
- Round Top – Warrenton Volunteer Fire Department

SCHEDULE 2 – Quasigovernmental Groups

- Bluebonnet Electric Cooperative
- Capital Area Council of Governments
- Colorado Valley Telephone Cooperative
- Lee-Fayette Counties Cummins Creek Water Control and Improvement District
- Fayette Electric Cooperative
- Fayette County Central Appraisal District
- Fayette County Groundwater Conservation District

- Lower Colorado River Authority
- Round Top – Carmine Independent School District
- Round Top Economic Development Corporation
- Texas A&M AgriLife Extension Service
- Texas A&M Engineering Extension Service
- West End Water Supply Corporation

RULES

- No smoking in the building or within twenty (20) feet of any entrance door.
- No cooking in the building. Warmers without an open flame are acceptable.
- Deposit all litter, food, and drink in trash receptacles outside.
- Do not, in any way, attach anything to the walls.
- Wipe up any spills on the floor or tables when they occur.
- Turn off or adjust the lights, fans, and temperature controls.
- Lock the doors when you leave.

