

**Please complete this agreement and return to secure your reservation.**

**PRE-EVENT CONTACT**

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

**ONSITE INFORMATION**

Same as pre-event contact  
 Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

**EVENT INFORMATION**

Event Name \_\_\_\_\_  
(Published on all print and digital signage)  
 Date(s) of Event \_\_\_\_\_ Time of Event \_\_\_\_\_  
 Requested Time for Caterer/Staff to Access Building \_\_\_\_\_  
 Anticipated Number of Participants \_\_\_\_\_  
(Guarantee number due two weeks before event.)

**ROOM(S) AND ADDITIONAL SERVICE REQUEST**

Please select the room names and rate based on your needs. For room capacities and sizes, please visit:  
[www.tcea.org/documents/RoomRentalRates.pdf](http://www.tcea.org/documents/RoomRentalRates.pdf).

**SELECT YOUR REQUESTED ROOM BELOW, AND THEN ON PAGE 2, SELECT THE EQUIPMENT YOU NEED FOR YOUR RENTAL.**

ROOM		DAILY RATE	TOTALS
<input type="checkbox"/>	Celebration	<input type="checkbox"/> \$279	\$
<input type="checkbox"/>	Collaboration	<input type="checkbox"/> \$279	\$
<input type="checkbox"/>	Innovation	<input type="checkbox"/> \$579	\$
<input type="checkbox"/>	Dedication Boardroom	<input type="checkbox"/> \$579	\$
<input type="checkbox"/>	Transformation	<input type="checkbox"/> \$579	\$
<input type="checkbox"/>	Inspiration A	<input type="checkbox"/> \$579	\$
<input type="checkbox"/>	Inspiration B	<input type="checkbox"/> \$579	\$
<input type="checkbox"/>	Inspiration A & B	<input type="checkbox"/> \$949	\$
<input type="checkbox"/>	Conference Room	<input type="checkbox"/> \$1,329	\$
		<input type="checkbox"/> \$1,149 <i>(with additional breakout space reserved)</i>	\$
<b>TOTAL ROOM RENTAL FEE:</b>			<b>\$</b>
<b>See page 2 for equipment and options.</b>			

<b>SELECT EQUIPMENT INCLUDED WITH ROOM RENTAL</b>			
<input type="checkbox"/>	LCD Projector and Screen (16:9 format)		
<input type="checkbox"/>	Wireless Internet		
<input type="checkbox"/>	Wired Internet to Presenter (Fiber, T1 Connection, 100 Mbps per room)		
<input type="checkbox"/>	Mobile Flip Chart		
<b>Microphone</b> (Choose One): <i>One microphone is included in each room.</i>		<input type="checkbox"/> Lavalier	<input type="checkbox"/> Wireless Handheld
<input type="checkbox"/>	Additional Microphones (\$50 each): <i>Limited quantity based on inventory.</i>	_____ Lavalieres	_____ Wireless Handhelds
TOTAL ADDITIONAL MICROPHONE COST:		_____ Microphones x \$50=	\$
<b>Additional customization available. Inquire for pricing.</b>			
<b>OTHER FACILITY OPTIONS</b>		Cost	Totals
<input type="checkbox"/>	Evening or weekend? Add \$400 building operations fee	\$400	\$
<input type="checkbox"/>	Additional Set-Up (if different from current room set-up, please explain below)	\$200 per room	\$
<input type="checkbox"/>	Onsite staff person during business hours†	Complimentary (7:30 a.m. - 5 p.m.)	\$ 0.00
<input type="checkbox"/>	Onsite staff person during non-business or weekend hours†	\$50 x _____ hour(s) (not to exceed \$400)	\$
†TCEA requires at least one staff person to be onsite during all space rentals.			
<b>TOTAL OTHER FEE (add)</b>			\$
<b>TOTAL DUE TO SECURE SPACE</b>			\$

<b>BEVERAGE SERVICES (OPTIONAL)</b>		
Billed after event. Payment due within 2 weeks after event		
<input type="checkbox"/>	Unlimited Coffee Service	\$2 per person per day
<input type="checkbox"/>	Assorted Soft Drinks	\$1 per item
<input type="checkbox"/>	Bottled Water	\$1 per item
<input type="checkbox"/>	Tea Service (lunch hours only)	\$1 per person per day
<input type="checkbox"/>	Filtered Water	Complimentary
<input type="checkbox"/>	Food Service Requested (Complete form available at <a href="http://www.tcea.org/about/conference-center/">www.tcea.org/about/conference-center/</a> )	

food) Please read the terms and agreements on page 3, sign the contract, and return it to Janny Vasquez.

## RENTAL POLICY AND PROCEDURES

The Rental Policies and Procedures apply to all events held at the TCEA Conference Center.

### USE OF SPACE

All rentals include the use of pre-function areas within the Conference Center, but must be considered shared space in the event multiple events are occurring. If event attendees or staff utilize another room not previously secured, the contractee may be billed for use of that space based on the fees provided. TCEA has the right to refuse the use of space for any event that may create an unsafe or high risk environment. Contractee may not limit access to any area within the TCEA Conference Center from permitted TCEA staff and personnel.

### USE OF SERVICE AND RESTRICTED AREAS

Service areas include, but are not limited to, space intended for TCEA staff or service personnel only. The use of service areas are off limits to guests unless provided with prior written approval to access a particular area. Service areas are off limits to individuals under the age of 18 at all times.

Contractee is notified that the building is a working office for TCEA staff. Attendees should be made aware that the public areas and offices are off limits during the event.

### STORAGE SPACE

Unless otherwise agreed upon, we will not accept shipments more than three days prior to the event. No items may be stored overnight without prior approval. Any non-approved items will be regarded as trash and removed.

If event requires set-up the day, or days, prior to the event, the contractee will be charged 50% of the total room rental charged for this use.

### WAREHOUSE

The warehouse is strictly for loading and unloading purposes. Prior approval is required for the contractee to use before, during, and after the event. The warehouse is not loading dock height, but ground level.

### PARKING

Free self-parking is available in both the front and the back of the building for all events. Guests are instructed to park in any TCEA-designated parking spot. For events with over 100 guests, the contractee may be responsible for securing additional transportation methods or valet service by a third party and is the financial responsibility of the contractee.

### FIRE SAFETY

For safety reasons, no open flames are allowed in the TCEA Conference Center. The use of candles, incense, or other open flames is prohibited unless prior approval has been provided to the contractee in writing by the venue. The venue recommends battery operated lighting instead.

No decorations, signage, or other products may be adhered to or hung from the property unless painters tape is used. No rice, confetti, birdseed, potpourri, incense, glitter, sand, bubbles, fog, smoke, or similar materials are allowed. No fireworks are allowed on the property, including sparklers.

Contractee is responsible for any additional charges for the cleaning or servicing of unauthorized products. If unauthorized products are used, a minimum fee of \$200 will apply.

### INSURANCE

Contractee agrees to obtain and keep in force, during the term of occupancy and use of the premises for your event, policies of General Liability insurance with a minimum combined single limit of \$1,000,000 per occurrence and a minimum \$1,000,000 aggregate with "TCEA" shown as additional insured. Should you elect to utilize outside contractors or subcontractors during your event you must notify TCEA of your intention at least 10 days in advance of your event. Additionally, all outside contractors must provide proof of insurance with "TCEA" shown as additional insured.

## DAMAGES PROPERTY AND EQUIPMENT

Contractee shall be responsible for expenses associated with excessive clean-up of function space, repaid and/or replacement of damaged equipment. Contractee must report all damages to the Conference Center that occur due to actions of Contractee's staff, agents, contractors, exhibitors and guests during the occupancy period.

Any equipment that TCEA does not provide should be arranged by the contractee. TCEA will not set up, maintain, or troubleshoot any outside equipment and is not responsible for damages associated with it.

## PAYMENT ARRANGEMENTS

TCEA accepts Visa, MasterCard, American Express, Discover, and company checks for payment. Full payment is due to secure the event space. Payment for optional food services is due one month prior to the event. Optional beverage services will be billed based upon consumption and are due within two weeks after the event date.

To pay by credit card, use our secure online form at [tcea.org/payment](http://tcea.org/payment). Checks can be mailed to the address listed below. All events will be tentatively held until payment has been received.

## ADDITIONAL SERVICES

Additional services will be billed to the address provided. Additional services may include, but are not limited to, photocopying and additional supplies.

## CATERING AND ALCOHOLIC BEVERAGES

No food and beverage may be brought into the facility unless approved by TCEA. Any alcohol to be served or consumed in the facility or on property must be served by a TABC certified server in compliance with third party insurance policy above. All catering including alcohol service must be approved.

Contractee may be responsible for securing and paying for a third party security officer with more than 100 attendees.

## CANCELLATION POLICY

Cancellations must be submitted to TCEA in writing. The following cancellation policy will apply:

- 30 days prior to the event date: 25 percent of the total rental fee will be retained.
- 14-29 days prior to event date: 50 percent of the total rental fee along with optional food and beverage service payments will be retained by TCEA.
- 0-13 days prior to the first date of the event: No refunds will be granted.

## INDEMNIFICATION

Contractee agrees to indemnify and hold harmless TCEA; its officers, board of directors, and employees, and incur and assume responsibility from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event.

## ADMENDMENTS TO CONTRACT

All points not covered herein are subject to settlement by the Association, and the Association reserved the right to make such changes, amendments and additions to this contract.

If legal action is required to enforce the contract, the prevailing party is entitled to recover reasonable attorney fees, administrative costs, costs of court and any other expenses incurred in enforcing the contract. This agreement shall be governed by and construed in accordance with the laws of the State of Texas, County of Travis. Venue for any action under this contract shall be in Austin, Travis County.

## RETURN THIS FORM

In order to reserve your date for the TCEA Conference Center, you must sign this form and return it at your earliest convenience.

Janny Vasquez  
TCEA Conference Services Coordinator  
PO Box 18507  
Austin, TX 78760

Phone (512) 450-5412  
Fax (512) 476-8574  
[jvasquez@tcea.org](mailto:jvasquez@tcea.org)

This contract constitutes an agreement between TCEA and the company named on the proceeding page. The undersigned represents that they are authorized to sign and enter this contract. This contract is subject to the policies and procedures that accompany this contract. This contract is considered tentative pending the return of the signed agreement and full payment of rental fee.

I have read and agree to the policies and procedures attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_