

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 – updated flyer attached.

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>	\$
TOTAL ROOM RENTAL FEE:			\$
See page 2 for equipment and options.			

SELECT EQUIPMENT INCLUDED WITH ROOM RENTAL			
<input type="checkbox"/>	LCD Projector and Screen (16:9 format)		
<input type="checkbox"/>	Wireless Internet (Fiber T1 connection, 100 Mbps per person)		
<input type="checkbox"/>	Wired Internet to Presenter		
<input type="checkbox"/>	Mobile Flip Chart		
Microphone (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=	\$
Additional customization available. Inquire for pricing.			
OTHER FACILITY OPTIONS		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.			
TOTAL OTHER FEE (add			\$
TOTAL DUE TO SECURE SPACE			\$

BEVERAGE SERVICES (OPTIONAL)		
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 www.tcea.org/about/conference-center/food)	

Please read the terms and agreements on page 3, sign the contract, and return it to Meaghan Rhame.

RENTAL POLICY AND PROCEDURES

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

USE OF SPACE

The facility is not available for political, religious, or fundraising programs or activities. 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.

RESTRICTED AREAS

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.

Designated phone booths are available for attendee use.

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. The contractee is free to use the warehouse before, during, and after the event, as long as they receive prior approval. 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. 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.

DAMAGES PROPERTY AND EQUIPMENT

Contractee shall be responsible for expenses associated with excessive clean-up of function space, payment of and/or replacement of damaged equipment.

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 (1) month prior to the event date. Optional beverage services will be billed based upon consumption and are due within two (2) weeks after the event date.

To pay by credit card, use our secure online form at 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. 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.

AMENDMENTS TO CONTRACT

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

If legal action is required to enforce this 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.

Meaghan Rhame, CMP
TCEA Conference Services Coordinator
PO Box 18507
Austin, TX 78760

Phone (512) 450-5408
Fax (512) 476-8574
mrhame@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 _____