



Room Rental Terms & Conditions

Whether you are planning a corporate meeting, baby shower, training event, graduation party, fundraiser, birthday party, family function, or something unique, **Spring Branch Meeting Rooms** facilities are a great fit for your next event!

We understand that planning any event can be stressful so we try to make your booking as simple as possible. Reserve your room by signing the rental agreement and submitting your rental deposit. *It's that simple!*

Fee: The Rental Fee applies only to the Facility, Furnishings, and the Services necessary for set up and cleaning the Facility.

Payment & Rental Deposit: All payments must be made by credit card through submission of the Credit Card Authorization form (page 3 of rental agreement). A signed contract and full payment is required at the time of booking.

Rental Time: With your booking, you will have access to your room(s) from 8:00 am to 11:00 pm. If the room is occupied beyond 11:00 pm, you will be charged \$100.00 per hour, prorated on the half hour, with a minimum charge of \$50.00 for 30 minutes of overage time.

Cancellations: We understand that many unforeseeable things may happen as you plan your event, and some cancellations may occur. Cancellation requests made in writing with at least 30 days' notice will receive a full refund. **There are no refunds if you cancel with less than 30 days' notice before your event.** However, for any cancellations less than 30 days, you will receive a credit for the amount you paid towards a future booking within six months provided that the room is available on the days that you request. If you change the date of your event less than 30 days before you event, the no-refund, credit-only policy will apply.

Parking: The Spring Branch Meeting Rooms are located at the Spring Shadows Plaza which has ample parking for over 300 cars!

Amenities and Furnishings

Chairs and Tables: Chairs and tables are provided with your room rental. A room set up form will be provided to you once you have reserved your room. Please let us know the number of chairs and tables you will require and draw a diagram of how you would like them set up by submitting the room set up form to us no later than 10 days before your event. If we do not receive a set up form from you we reserve the right to choose the arrangement in which your chairs and tables will be set up.

All Other Items: You must supply your own linens, dishes, silverware, cups, glasses, food and beverages. If you will be serving food to a large number of people you will need to bring additional trash bags.

Alcohol: Alcohol consumption in the facility, parking lot, on our sidewalks and front porch is strictly prohibited.

Smoking: Smoking is not allowed inside the Spring Branch Meeting Rooms or anywhere inside the Spring Shadows Plaza. If any of your guests smoke in any of our rooms, there will be a \$500 clean-up fee.

Set Up & Clean Up Time: Spring Branch Meeting Rooms will provide basic set up of chairs and tables and clean up, which includes janitorial services as part of the rental fee. All other event set up and decoration will be done on the day of the event during your rental time. All trash must be picked up, sealed in trash bags, and left inside the rental room.

Key Pick Up: Keys are to be picked up by 4:00 pm the day before your event or by 4:00 pm on the Friday before your event if your event is on a Sunday (unless arranged otherwise). If you miss you're the time window to pick up your key, there will be a \$50 key delivery fee.

Decorations: You are welcome to decorate your room and we encourage you to post your pictures on yelp and send us pictures to use on our website. We do not permit decorations that will cause permanent changes to the room (push pins/thumb tacks/nails, tape that may peel the paint off of the walls, etc.). Please feel free to ask for suggestions. We do not permit the use of confetti, glitter, or any small decorative material that cannot easily be picked up by hand or vacuum.

Damages: If any cleaning or repairs deemed necessary beyond normal use are required, Renter will be charged an additional fee, determined by Spring Branch Meeting Rooms, to return the rental room and its property to the same condition and working order as at the start of event set up. If the building or any part of the premises, including furniture or artwork, is damaged or stolen during the event, renter will be solely responsible for such damage or theft of facility property.

Indemnity: The Spring Branch Meeting Rooms or any related entity assumes no responsibility for property brought into the facility. The renter assumes entire responsibility and liability for all damage or injury of any kind to the persons, whether employees, guests, or otherwise, and to property caused by or resulting from the use by the renter of the Spring Branch Meeting Rooms facilities and agrees to indemnify, defend, or hold harmless the Spring Branch Meeting Rooms, its agents and/or its employees from and against any and all claims, suits, actions, liabilities, loss, expense, damage, or injury to persons, its property or equipment, or any and all persons acting on the Renters behalf or under their supervision or control, whether direct or indirect.

Compliance With The Law: The renting party shall comply with all applicable laws and regulations and shall not use or occupy the rented room for any unlawful purpose or permit others to use or occupy the room for any unlawful purpose.

Binding Effect: This agreement shall be binding among parties, Spring Branch Meeting Rooms and Renter, their heirs, representatives, or assigns.



Room Rental

Card Authorization Form

Agreement & Credit

RENTER INFORMATION:

Name: _____ Organization Name: _____

Phone #: _____ Day of Event Phone #: _____

Email: _____ Alternate Email: _____

Address: _____

EVENT INFORMATION:

How did you hear about us? (*circle one*) • Yelp • Eventective • Receptionhalls • Punchbowl • LinkedIn • Venuecenter • Cvent • Yahoo • Mywedding • Google Search • Other: _____

Type of Event: _____ Expected # of Guests: _____

Rental Date: _____ Rental Start Time: _____ Rental End Time: _____

Room Renting: (*check one*)

Room 130 - Cypress Room _____ Room 174 - Oak Room _____ Room 114 - Maple Room _____

Total Cost of Room Rental: \$ _____ initial here: _____

CREDIT CARD INFORMATION:

Card Holder's Name: (PRINT) _____

Card Holder's Billing Address: _____

Type of Credit Card: (*circle one*) Visa MasterCard Discover

Credit Card Number: _____

Expiration Date: _____ CVV Security Number: _____

Card Holder's Signature: _____ Date: _____

I, _____, hereby authorize Spring Branch Meeting Rooms to charge my credit card the full amount above, and I confirm that I have read and agree to all Room Rental Terms & Conditions. I understand that this Rental Deposit is non-refundable if I cancel within 30 days of the Rental Date.

Rental Party – Signature

Date