



## 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 the request is made with less than 30 days' notice, however you will receive a credit towards a future booking.

**Parking:** The Spring Branch Meeting Rooms are located at the Spring Shadows Plaza. The adjoining large surface parking lot has plenty of parking for all your guests.

### 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.

**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).

**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 can not 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 assumes no responsibility for property brought into the facility.

“Hold Harmless:” 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 in the Renters behalf or under their supervision or control, whether direct or indirect.

**Compliance With The Laws:** 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.

