

CERA Recreation Complex
3300 Bryant Irvin Road
Fort Worth, Texas 76109



(817) 732-7731 ext. 102
Fax (817) 732-6843
E-mail: samar@cera-fw.org

CERA Meeting Room

Meeting Name: _____ Room: _____

Meeting Date: _____ From: _____ To: _____ No. Attending: _____

Special Billing Instructions: _____

Person in Charge: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Employed by: _____ Work Phone: _____

Point of Contact: _____ Email: _____

Overlook (seats 20) and Summit (seats 30) Rooms

4 hours	\$160
8 hours	\$250

Sierra and Ranchview Rooms (both seat 40)

4 hours	\$220
8 hours	\$300

(temporarily unavailable)

Included with reservation: seminar tables with ergonomic chairs, TV, dry erase boards, DSL Internet service with wireless hub, and Wi-Fi. Sierra and Ranchview can combine to form one large room.

Room Set-up/Special Instructions: _____

Please check additional services:

- Polycom System \$75 per day
- Flip Charts/Easels \$25 each
- Copy Machine Copies \$0.15 per page
- Computer Printing \$0.50 per page
- Sodas & Bottled Water
- The fridge is stocked. A count is taken at the end of each day for the beverages consumed. \$2.00 per beverage
- Coffee Service Only \$16 per pot (twelve 8oz. cups per pot)
- Continental Breakfast \$9.75 per person
- Pastries, fruit, coffee, tea, juice, soft drinks, and bottled water
- Afternoon Refreshments \$6.75 per person
- Cookies, coffee, soft drinks, and bottled water

Lunch Services (comes with iced tea)

- Lunch Selection: _____ \$10-\$15 per person
- Dessert Selection: _____ \$3.00-\$4.00 per person
- Restaurant Choice: _____ Time Served: _____

Amount Due: _____

All rental fees must be prepaid to hold reservations. Decisions on lunch services must be finalized by 1pm the day prior to meeting. Please refer to our menu for lunch options.

Signature of Purchaser: _____ Date: _____

Received by CERA Staff: _____ Date: _____