

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



(817) 732-7731 ext. 102  
Fax (817) 732-6843  
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## CERA Meeting Room

Meeting Name: \_\_\_\_\_ Room: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ No. Attending: \_\_\_\_\_

Sponsor name and badge # (if not from Associate Company): \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Employed by: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

\* < 4 hrs is \$50 per hour\*

4 hours	\$160
8 hours	\$250

### Unity, Ranchview, and Gateway Rooms (seat 40)

\* < 4 hrs is \$75 per hour\*

4 hours	\$220
8 hours	\$300

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

Room Set-up/Special Instructions: \_\_\_\_\_

Please check additional services:

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Polycom System   | \$75 per day   |
| <input type="checkbox"/> | Flip Charts/Easels   | \$25 each  |
| <input type="checkbox"/> | Copy Machine Copies  | \$0.15 per page  |
| <input type="checkbox"/> | Computer Printing  | \$0.50 per page  |
| <input type="checkbox"/> | 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  |
| <input type="checkbox"/> | Coffee Service Only  | <del>\$16 per pot (twelve 8oz. cups per pot)</del> (N/A)<br>or \$2 per k-cup |
| <input type="checkbox"/> | Continental Breakfast<br>Pastries, fruit, coffee, tea, and juice                           | \$8.25 per person  |
| <input type="checkbox"/> | Afternoon Refreshments<br>Cookies, chips, and crackers                                     | \$4.00 per person  |

Lunch Services (comes with iced tea)

- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Lunch Selection: _____   | \$10-\$15 per person     |
| <input type="checkbox"/> | Dessert Selection: _____ | \$3.00-\$4.00 per person |
|                          | Restaurant Choice: _____ | Time Served: _____       |

CERA Staff Only to Fill This Portion

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. 7-day (business) written notice for cancellations.

Signature of Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

In case of emergency, (1) call 911 and (2) call the front desk at 817-732-7731 ext. 116. Our address is 3300 Bryant Irvin Rd.