

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 Trinity Room

Event Name: _____ Half or Full Room: _____
Meeting Date: _____ From: _____ To: _____ No. Attending: _____
Person in Charge: _____ Phone: _____
Address: _____ City: _____ Zip: _____
Employed by: _____ Work Phone: _____
Email: _____ Date of Birth: _____
Sponsor name and badge # (if not from Associate Company): _____

Trinity Room: 3600 sqft total, 1800 sqft each half
(Full room: Seats 150 with dancefloor, 120 with classroom setup)

Day Rates (7 am – 5 pm) * < 4 hrs is \$200 per hour *

Monday - Friday		Saturday	
Half Room	\$500	Half Room	\$800
* Full Room	\$800	Full Room	\$1500

Evening Rates (5 pm – 12 am)

Sunday - Thursday		Friday and Saturday	
Half Room	\$500	Half Room	\$800
Full Room	\$800	Full Room	\$1500

Refundable Deposit: A refundable deposit of \$400 must be paid in full along with all room fees in order to reserve the rooms.
Catering Kitchen: \$150 from 7 am – 5 pm or 5 pm – 12 am. \$250 for all day.

Fees non-refundable unless given 60 days written notice of cancellation.

Room Set-up/Special Instructions: _____

CERA Staff Only to Fill This Portion
Amount Due: _____

All rental fees must be prepaid to hold reservations. All functions are required to have a start and end time. Functions that exceed their designated times will be charged \$100 each half hour beyond the designated time. If you would like more than 10 hours in your reserved space, we will accommodate you based on CERA's schedule, and additional time is a minimum of \$75 per hour. Any Friday or Saturday event after 5 pm is required to rent a CERA attendant for \$35 per hour.

I do hereby acknowledge/accept the above conditions and responsibilities for utilization of the above-mentioned Corporate Employees Recreation Association facility.

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.