

# CERA

# Meetings & Events

## FACILITY INFORMATION

### ROOM RENTAL RATES

TRINITY ROOM (WHOLE)  
\$175/HR

TRINITY ROOM (HALF)  
\$100/HR

RANCHVIEW & UNITY  
(COMBINED)  
\$85/HR

GATEWAY,UNITY,  
or RANCHVIEW  
\$45/HR

OVERLOOK or SUMMIT  
\$35/HR

**Weekday rentals have  
a 2 hour minimum  
and weekend rentals  
have a 4 hour  
minimum**

### Facility Hours: 8am-12am

The facility is available for rental between 8am and midnight, however the time designated on the agreement is when you will be able to access it. In some cases you may be able to set-up earlier the day of or night before, based on availability. Room Rates include tables, chairs, guest wi-fi, and free parking. Multi-day discounts and custom quotes available. **Non-profits are eligible to receive 15% off their room rental.**

### ADDITIONAL SERVICES

LINENS: 90" round \$12, 120" round \$17, 8 FT banquet table \$17

MICS: Handheld \$15, Lapel \$17

POLYCOM SYSTEM: \$75 A DAY

FLIP CHART/EASELS: \$25 EACH

COPY MACHINE COPIES: \$.15 PER PAGE

COMPUTER PRINTING: \$.50 PER PAGE

BEVERAGES: \$1 Water \$1.50 Soda *Based on consumption*

COFFEE SERVICE: \$35/PER 48 CUP POT or \$2 PER K-CUP

SNACKS: \$3 PER PERSON

BOX LUNCHES: \$10-15 PER PERSON

*APPROVED BOXED LUNCH VENDORS IN MENU PACKET*

### ROOM CAPACITIES

\* indicates only available noted room

RANCHVIEW,  
GATEWAY\*,

STYLE	TRINITY(WHOLE)	TRINITY(HALF)	RANCHVIEW/UNITY	or UNITY	OVERLOOK	SUMMIT
60" Rounds	160	80	128	64	32	40
Classroom	140	70	80	40	26	28
U-Shape	N/A	N/A	N/A	24*	16	20
Pods	N/A	N/A	84	42	24	30
Banquet	200	100	128	64	40	48
Lecture	350	175	180	90	50	50

# CERA

# Meetings & Events

## PREFERRED VENDORS

### CATERERS

#### **City Kitchen**

Michelle McWethy  
2317 Blue Smoke Ct N,  
Fort Worth, TX 76105  
817-534-9900  
[www.citykitchen.com](http://www.citykitchen.com)

#### **Alonti Catering Kitchen**

Devany Florence  
7337 Airport Freeway,  
Richland Hills, TX 76118  
817-877-4022  
[www.alonti.com](http://www.alonti.com)

#### **Pinstripes**

Jillian Taylor  
5001 Trailhead Bend Way,  
Fort Worth, TX 76109  
682-352-0808  
[www.pinstripes.com](http://www.pinstripes.com)

### FLORISTS

#### **Flowers on the Square**

Bill Fots or Jace Fots  
4701 White Settlement Rd.  
Fort Worth, TX 76114  
817-870-2888  
[www.flowersonthesquareftworth.com](http://www.flowersonthesquareftworth.com)

#### **TCU Florist**

Melissa Brock  
3131 S University Dr.,  
Fort Worth, TX 76109  
817-924-2211  
[www.tcuflorist.com](http://www.tcuflorist.com)

#### **The Flower Market on 7th Street**

Brenna Roach  
2733 W 7th St,  
Fort Worth, TX 76107  
817-377-3660  
[www.theflowermarketon7th.com](http://www.theflowermarketon7th.com)

KNOW A  
VENDOR YOU  
THINK SHOULD  
BE ON OUR  
LIST? LET US  
KNOW WE ARE  
ALWAYS OPEN  
TO NEW  
PARTNERSHIPS.

YOU DO NOT HAVE TO USE ONE OF OUR PREFERRED VENDORS HOWEVER THEY ARE RECOMMENDED BECAUSE OF THE QUALITY OF PRODUCT AND SERVICE THEY OFFER.

# CERA Meetings & Events

## RENTAL POLICIES

**Rental Use:** An event may not interfere in any way with any of the programs or services of CERA or other events on CERA property. CERA reserves the right to limit or refuse rental or use of any CERA property at any time. Rental policies and terms are subject to change without notice.

**Payments:** A non-refundable down payment of 20% is due upon the execution of the Rental Contract to reserve the room and desired event date and time. The final balance due must be paid in full at least 7 days prior to the event, or as negotiated.

**Cancellations:** Cancellation notice must be submitted in writing by the signer of the Rental Contract. No refunds will be given for cancellation notices received less than 45 days prior to the event. CERA reserves the right to cancel a scheduled event if the National Weather Service issues a severe weather watch and/or the street and side walk conditions are deemed to be unsafe. In this case, fees will be refunded or the event can be moved to an available date within one year of the original date with no additional charge.

**Occupancy Time:** Set up, event and clean-up times will be designated on the rental contract. Any additional time used will be billed at the same rate as the event.

**Alcohol Use:** No alcoholic beverages will be allowed without permission from CERA. Such permission will be specified in the rental contract. Alcoholic beverages may be brought into the facility only by the approved catering service hired by the Event Host. All alcoholic beverages must be served by a Texas Alcohol and Beverage Commission (TABC) licensed bartender. Shots, Keg beer, and Champagne fountains are not allowed. Alcohol may only be consumed within designated areas within the event space and may not be taken to the parking lot. The legal drinking age in Texas is 21. The Event Host, catering vendor and bartenders shall not permit alcohol to be served to minors. All guests should be prepared to present proper identification. CERA expects responsible alcohol service. If, during the event, the catering vendor, bartenders, security or CERA staff deem alcohol consumption to be excessive, CERA has the authority to discontinue alcohol consumption and service at the event and to evict any offending guest from the event space and surrounding property. The Event Host will be responsible for communicating and enforcing this policy with guests. Non-compliance of this policy may result in early termination of the event. The bar may be open a maximum of 3.5 hours and must be closed 30 minutes prior to the event's ending time.

**Decorations:** Decorations must be able to detach with relative ease and not cause damage to the room. Nails, Tape, Glitter, confetti and any other small decorating particles are prohibited. Candles must have the flame contained at all time.

**Damages:** A Credit Card must be on file for any damages, above normal wear and tear, done to the event space and CERA property during the time of the rental. This includes damage done by the Renter, Renter's guests, and Renter's service providers.

# CERA Meetings & Events

## RENTAL AGREEMENT

NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EVENT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_ GUEST COUNT: \_\_\_\_\_

EMPLOYED BY ASSOCIATE COMPANY? **YES NO**

IF YES, WHO: \_\_\_\_\_ IF NO, SPONSOR NAME: \_\_\_\_\_

ROOM: TRINITY(WHOLE) TRINITY (HALF) RANCHVIEW/UNITY RANCHVIEW UNITY  
GATEWAY OVERLOOK SUMMIT

SETUP: \_\_\_\_\_

ADDITIONAL SERVICES: \_\_\_\_\_

### EVENT COST (CERA REP TO FILL OUT)

### BREAKDOWN

FACILITY: \_\_\_\_\_

ROOM RATE: \_\_\_\_\_ FOR \_\_\_\_\_ HOURS

ADD'L SERVICES: \_\_\_\_\_

SERVICE: \_\_\_\_\_ AT \_\_\_\_\_

DOWN PAYMENT: \_\_\_\_\_

SERVICE: \_\_\_\_\_ AT \_\_\_\_\_

SERVICE: \_\_\_\_\_ AT \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

### FINE PRINT

I HAVE READ THE POLICIES SET IN PLACE BY CERA AND ACCEPT THESE TERMS. I UNDERSTAND THAT ANY CHANGES TO THIS AGREEMENT MUST BE APPROVED BY CERA IN ADVANCE OF THE EVENT.

CLIENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CERA REP SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_