

CERA

MEETINGS

RENTAL AGREEMENT

Name: _____

Phone: _____

Email: _____

Employed by Associate Company?

Yes No

If yes, company:

If no, Sponsor Name:

Date: _____

Time: _____ to _____

Meeting Name: _____

Guest Count: _____

Setup: _____

- _____ • Ranchview
- _____ • Gateway
- _____ • Unity
- _____ • Summit
- _____ • Ranchview/Unity (Joint)
- _____ • Overlook
- _____ • Trinity

Facility & Pricing

Included with reservation:
tables and chairs, TV monitors , Wi-Fi.

Overlook or Summit

4 hrs - \$175 8hrs - \$300

Unity, Ranchview, or Gateway

4 hrs - \$200 8hrs - \$350

Ranchview/Unity

4 hrs - \$350 8hrs - \$500

Trinity

4hrs - \$500 8hrs - \$850

Additional Services

Polycom System \$75/day

Flip Charts/Easels \$25 each

Copy Machine Copies \$0.15/page

Computer printing \$0.50/page

Sodas* & Bottled Water*

(*based on consumption)

\$1 /water \$1.50/soda

Coffee Service

\$35 per pot \$2 per k-cup

Snacks (Chips, Cookies, Crackers, Candy)

\$3/person

Lunch Service Available, meals cost between
\$10-\$15, please see the menu packet to make your
selection, order form at the back

FINE PRINT

Cancellations must be submitted 7-10 business days for refund. At the time of signing a 20% down payment of the facility cost is due. I have read these policies set in place by CERA and accept these terms.

Client Signature: _____

Date: _____

CERA REP Signature: _____

Date: _____

PLEASE EMAIL FORM TO EMILY@CERA-FW.ORG

MEETING COST

Facility Cost: _____

Down Payment: _____

Add'l Services: _____

Total: _____