



## Room Rental Policies

**Rental Use:** An event may not interfere with any of the programs or services of CERA or other events on CERA property. CERA reserves the right to limit 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 Agreement 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. Cancellations must be made within 7 days of rental date in order to receive refund. No refunds will be given within 7 days of rental date.

**Occupancy Time:** Set up and clean up time will be included in the event start and end time. Any additional time will be billed at the same hourly rate as the event.

**Alcohol Use:** No alcoholic beverages will be allowed without permission from CERA. Such permission will be specified in the rental agreement. 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 server. Shots and keg beer 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 servers 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, servers, 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 declare the event to be ended. The Event Host will be held 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 4 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, tacks, and any other small decorating particles are prohibited. Candles must have the flame contained at all times.

**Cleaning Policy:** The Renter is responsible for making sure all trash is in trash bins and all decorations and personal items are removed at the end of the rental. CERA is not responsible for items left after an event.

**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.