



CERA Room Rental Policies

Rental Use

Events may not interfere with any programs, services, or other events taking place on CERA property. CERA reserves the right to limit the use of any CERA property at any time. Rental use is confined to the specific room or space paid for in the Rental Agreement. Renters and guests must refrain from using or congregating in common areas such as lobbies, hallways, or other rooms/facilities not included in the rental. Rental policies and terms are subject to change without notice; however, terms stated in an executed Rental Agreement will remain in effect for that event.

Payments

A 20% nonrefundable down payment is due upon execution of the Rental Agreement. The remaining balance must be paid in full at least 7 days prior to the event. A credit card must be kept on file to cover the final rental balance, any overtime, damages, or excessive cleaning fees. Failure to pay the remaining balance by the due date may result in cancellation of the reservation and forfeiture of the deposit. There will be no refunds for events cancelled within 7 days of the rental date. If payment is not received as scheduled, CERA reserves the right to automatically charge the balance to the card on file.

Occupancy Time

CERA allows 1 hour prior to the event time for setup at no additional charge. Cleanup time must be included within the total hours booked. Any additional time beyond the reserved hours will be billed at the same hourly rate as the event and charged to the card on file in 30-minute increments. All events must be completed and vacated by 11:00 p.m., including removal of decorations and personal items. Early entry beyond the 1-hour setup period is not permitted without prior written approval.

Alcohol Use

No alcoholic beverages are allowed without prior written permission from CERA. Permission, if granted, will be specified in the Rental Agreement. Alcoholic beverages may be brought into the facility only by an approved catering service hired by the Event Host. All alcohol must be served by a Texas Alcoholic Beverage Commission (TABC) licensed server. Shots and keg beer are prohibited. Alcohol consumption is limited to designated areas within the event space and may not be taken outside or into parking lots. The legal drinking age in Texas is 21. The Event Host, catering vendor, and servers must ensure that alcohol is not served to minors, and all guests must be prepared to present valid identification. The bar may remain open for a maximum of four (4) hours and must close at least 30

minutes prior to the event's ending time. CERA expects responsible alcohol service. If at any time the catering vendor, security, or CERA staff determine that alcohol consumption has become excessive, CERA reserves the right to discontinue alcohol service or end the event immediately. CERA assumes no responsibility for any alcohol-related incidents occurring before, during, or after the event. The Event Host assumes full responsibility for compliance with all TABC and CERA alcohol policies.

Decorations

All decorations must be approved in advance by CERA staff. Decorations must be easy to remove and may not cause damage to the facility. Use of nails, tacks, tape, staples, or any adhesive materials that leave residue is prohibited. Confetti, glitter, and similar small decorative particles are not allowed. Candles must have flames fully enclosed at all times (e.g., inside glass containers). Failure to follow decoration guidelines may result in additional cleaning or damage fees.

Damage and Cleaning Policy

The Renter is responsible for ensuring all trash is placed in designated bins and that all decorations, food, and personal items are removed by the end of the rental period. CERA is not responsible for any items left after an event. A fee, determined by CERA staff, will be charged to the card on file to cover any damages or excessive cleaning beyond normal wear and tear. This includes damage or mess caused by the Renter, guests, or service providers. Excessive cleaning may include, but is not limited to, removal of confetti or glitter, food and beverage spills, or adhesive residue. Any fees assessed will be charged to the card on file, and the Renter will receive written notice of such charges within five (5) business days of the event.

Liability

CERA is not liable for injury, loss, or damage to persons or property occurring before, during, or after the event. The Renter agrees to indemnify and hold harmless CERA, its employees, and affiliates from any claims, damages, or expenses arising from event use or attendee conduct.

Cancellations by CERA

CERA reserves the right to cancel any event due to facility emergencies, unsafe conditions, weather, or policy violations. In such cases, all payments will be refunded in full unless the cancellation results from renter misconduct or breach of policy.

Noise and Conduct

All event activity must remain respectful and not interfere with CERA operations, neighboring rooms, or outdoor programs. Amplified sound, disruptive behavior, or illegal activity is prohibited. Failure to comply may result in early termination of the event without refund.