



Room Rental Agreement

CONTACT INFORMATION

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Email: _____
 Employer: _____

EVENT INFORMATION

Event Name: _____
 Event Date(s): _____
 Event Time Start: _____ End: _____
 Guest Count: _____

Room (Circle): Trinity (Whole) Ranchview/Unity Comb. Gateway Overlook
 Trinity (Half) Ranchview Unity Summit

Setup (Circle): Classroom Lecture U-Shape Banquet 60" Rounds Pods As-Is

Additional Services (Circle): Polycom System Flip Chart/Easel Trinity Kitchen Access
 Water Soda Coffee: (Pot) (Pods)
 Snacks Additional Hours CERA Attendant

Notes: _____

I consent to CERA taking photographs of this event for any and all of its marketing and publications, including print or web-based. Accept: _____ Decline: _____ Room Setup Only: _____

For CERA use only:

Facility Rental Cost: _____ Additional Services Cost: _____
 20% Down Payment (due upon booking): _____ Total Due: _____
 Remaining Balance (due 7 days prior to event): _____

A credit card must be on file to cover the remaining balance due, and will automatically be charged 7 days prior to event. Down payment is non-refundable. There will be no refunds for cancellations within 7 days of rental date.

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 event.

Customer Signature: _____

Date: _____

CERA Staff Signature: _____

Date: _____