

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 20% nonrefundable down payment is due upon the execution of the Rental Agreement. A credit card will be on file to cover the final rental balance, which must be paid in full at least 7 days prior to the event. There will be no refunds for events cancelled within 7 days of rental date.

Occupancy Time: CERA will allow Renter 30 minutes prior to event time for set up. Clean up time will be included in the rental hours booked. Any additional time will be billed at the same hourly rate as the event with the credit card on file. All events must be completed by 11:00pm.

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 with 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, including confetti and glitter, are prohibited. Candles must have the flame contained at all times.

Damage and Cleaning Policy: The Renter is responsible for making sure all trash is in trash bins, all decorations and personal items are removed at the end of the rental, and for any excessive cleaning (non-routine) of the property. CERA is not responsible for items left after an event. A fee, determined by the CERA staff, will be charged to the card on file to cover any damages and excessive cleaning above normal wear and tear. This includes damage done by the Renter, Renter's guests, and Renter's service providers.