



RENTAL POLICY AND PROCEDURES

The Rental Policies and Procedures apply to all events held at the TCEA Facilities.

USE OF SPACE

The facility is not available for political, religious, or fund-raising programs or activities.

RESTRICTED AREAS

Contractee is notified that the building is a working office for TCEA staff. Attendees should be made aware that the public areas and offices are off limits during the event. We have designated quiet areas on our private back porch or in the kitchen for personal calls or business.

STORAGE SPACE

Due to limited storage space, we will not accept shipments more than three business days prior to the event. No items may be stored overnight without prior approval. Any non-approved items will be regarded as trash and removed.

LOADING DOCK

The loading dock is strictly for loading and unloading. The contractee is free to use the loading dock before, during, and after the event, as long as they receive prior approval.

PARKING

Free parking is available in both the front and the back of the building for all events.

DAMAGED PROPERTY AND EQUIPMENT

Contractee shall be responsible for expenses associated with excessive clean-up of function space, repair and/or replacement of damaged equipment.

Any equipment that TCEA does not provide should be arranged by the contractee. TCEA will not set up, maintain, or troubleshoot any outside equipment and is not responsible for damages associated with it.

PAYMENT ARRANGEMENTS

TCEA accepts Visa, MasterCard, American Express, and company checks for payment. Full payment is due before the date of the event.

ADDITIONAL SERVICES

Additional services will be billed to the credit card on file. Additional services may include, but are not limited to, facsimile transmittals, photocopying, and additional supplies.

CATERING AND ALCOHOLIC BEVERAGES

No food and beverage may be brought into the facility unless approved by TCEA. Under no circumstances is alcohol to be served or consumed in facility or on property.

CANCELLATION POLICY

Cancellations must be submitted to TCEA in writing. The following cancellation policy will apply:

- 30 days prior to the event date: a full refund will be given
- 14 - 29 days prior to event date: 25 percent of the total rental fee will be retained by TCEA.
- 0 - 13 days prior to the first date of the event: No refunds will be granted to cancellations received 13 days or less from the first day of the event.

INDEMNIFICATION

Contractee agrees to indemnify and hold harmless TCEA, its officers, board of directors, and employees, and incurs and assumes responsibility from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event.

AMENDMENTS TO CONTRACT

All points not covered herein are subject to settlement by the Association, and the Association reserves the right to make such changes, amendments and additions to this contract.

If legal action is required to enforce this contract, the prevailing party is entitled to recover reasonable attorney fees, administrative costs, costs of court and any other expenses incurred in enforcing the contract. This agreement shall be governed by and construed in accordance with the laws of the State of Texas, County of Travis. Venue for any action under this contract shall be in Austin, Travis County