



# ENVY EVENT ROOM

## Room Rental Agreement

Name \_\_\_\_\_ Date \_\_\_\_\_

Group Name \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) requested \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ (Please include set up time)

Purpose of rental use \_\_\_\_\_

Approximate attendance: \_\_\_\_\_

CC # to be placed on file for security \_\_\_\_\_

CCV \_\_\_\_\_ Ex. Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name on Card \_\_\_\_\_

**The maximum occupancy of the Envy Event Room is 50 people (45 SEATED).**

### Terms

- Room rental shall be on a first come, first serve basis once rental agreement is on file.
- Regular room availability is Monday-Saturday 7:00 am - 10:00 pm and Sunday 12 pm – 7 pm. After hours usage can be arranged upon request.
- Why Not Envy Me LLC. reserves the right to cancel this contract.
- All individuals and/or businesses must complete a room rental agreement form.
- Down Payment of 50% is due at time of signing and balance due on the day of the event.
- Cancellation must be completed Two weeks prior to the scheduled event or the 50% deposit will be forfeited.
- Envy Event Room is a smoke-free building. **A \$300 FINE WILL BE IMPOSED IF THIS IS VIOLATED.**
- Audio /visual equipment is available for rental.
- The Events Coordinator at Why Not Envy Me LLC. can provide a list of caterers in the area if you would like to serve lunch or light refreshments. Service ware such as plates, silverware, stemware and linens are available for rental.
- If serving food you must provide a copy of your health permit prior to your event (if the event is open to the public).
- Alcoholic Beverages (Wine/Beer) are available for purchase from Envy Wine Room, LLC. No outside Alcoholic Beverages will be allowed on premises. **A \$300 FINE WILL BE IMPOSED IF THIS IS VIOLATED.** Please contact Envy Wine Room, LLC at 281-528-9868 for additional details.

## Regulations

- Renters are responsible for any damage to the facility and/or contents and/or fixtures. All damages must be reported to Envy Event Room staff immediately
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$100.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement. **Set-up and Clean-up must be done in your allotted time. If you stay over, you will be charged for a full hour.**
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that the Why Not Envy Me LLC. is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold Why Not Envy Me LLC. harmless of any such damages.

Room set up Instructions: (please indicate if you require a specific set up):

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### Pricing Non-profit rates please speak to Event Coordinator

Monday-Thursday ½day=4hours	\$150	
Monday-Thursday Whole day=8hours	\$300	
Monday-Thursday Additional Hours	\$ 50 per hour	
Friday-Sunday ½ Day=4 hours	\$300	
Friday-Sunday Whole Day=8 hours	\$600	
Weekend additional Hours	\$75 per hour	
Speaker System with Aux Cord	\$100	
Wait Staff	\$25 per hour per person (4 hour minimum)	
Dinner/Tableware/Flatware (36x36 table)	\$12 per table (Seats 4)	
Additional Fees	\$	
	Total fees:	\$

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The form with the deposit must be returned as soon as possible in order to confirm your meeting room date and time.**

Return completed form to:

Why Not Envy Me LLC.

317 Gentry Street, D1

Spring, Texas 77373

PH: (281) 528-9868

[sales@whynotenvyme.com](mailto:sales@whynotenvyme.com)