

## Venture X Plano Event Center and Meeting (Conference) Room Agreement

We hope you enjoy your event at Venture-X Plano. We strive to make the facility the best place for everyone. To make this possible, we ask that you read the key points from our "Terms of Use" and follow our very simple, ethical and common standards.

### **Terms of Use:**

Respect: We ask that users of Venture-X Plano be highly respectful of the members and individuals that are also utilizing our space. We are a professional workspace, where many companies are developing private and secure work. In order to keep the culture trustworthy, we ask that if you see someone's monitor, white/blackboard drawings, or copies to keep it to yourself, and erase it from your memory.

Internet Usage: No spamming, posting, or downloading of any files, software, programs, etc., that you know, or should know are illegal and/or inappropriate. Any use of hacking or misuse of one's computer within Venture X Plano workspace will not be tolerated and will be found in termination of membership and/or agreements, and no refunds will be granted.

Liability: Every member is liable for his or her own belongings, actions, and materials, whether a physical product or computer-based software. Should any action cause damage to Venture X, that member or members would be held liable for the repair. If anything happens such as your computer gets hacked, blog goes down, Wi-Fi goes out, or if someone steals from you, it's not on us. We are truly sorry for this, but we are not held legally responsible for these actions.

Reservations: All required documents must be returned and executed prior to the Event Center or Conference Room being reserved. Reservations will not be scheduled or held without payment. 'Only' the remittance of payment-in-full will lock in quoted rates, rooms, and dates.

Building Access Pass: All bookings for the event space usage after-hours or weekends shall need to designate a person, responsible to pick up the building access pass from the reception before 3pm on the last working day before the event. The renter or the designated person shall also be responsible for returning the access pass to the reception before noon on the first following business day after the event. Failure to do so shall incur a fee of \$50 per access card, deductible from the deposit.

Payments: The payment-in-full for the Deposit amount must be made on the same day as execution of this contract. The payment-in-full for the balance amount should be made at least 7 business days before the event date. The contract shall be void and the reservation shall stand cancelled, if either of the payments are not received accordingly.

Deposit: The deposit is refundable 7 business day after the event. Costs if any of cleaning or damages shall be deducted from the deposit as deemed fit by the management.

Space Access: The renter can access the space ONLY 30 minutes before the event booking for set up, if pre-approved by the management. This access shall be restricted to not more than 5 people from their team. The food delivery can be scheduled not more than half hour before the event time and the renter, and/or the designated person has to be present on site for the same.

### **Cancellation Policies:**

Event Center Cancellation Policy: Cancellations of booking must be submitted in writing, emailed to [planolegacywest@venturex.com](mailto:planolegacywest@venturex.com), and must be *prior to 7 business days* of the actual event date. Cancellations made outside of this required time frame will be subject to an automatic 50% cancellation fee. For any reservation cancelled within 48 hours of the event date; the full rate of the room rental is non-refundable.

Cancellation of reservations scheduled 48-hours prior to the event date, and cancelled, room will be charged at full rate.

Building Meeting Room Cancellation Policy: Cancellation must be submitted in writing and emailed to [planolegacywest@venturex.com](mailto:planolegacywest@venturex.com) and must be cancelled *prior to 3 business days* of the actual event date. Cancellations made outside of the required time frame will be subject to a 25% cancellation fee. Any reservation cancelled within 48 hours of the event date; the full rate of the room rental is non-refundable. Cancellation of reservations scheduled 48 hours prior to the event date and cancelled, room will be charged at full rate.

For questions or additional information, please email [planolegacywest@venturex.com](mailto:planolegacywest@venturex.com) or [salesplw@venturex.com](mailto:salesplw@venturex.com)

- Email [planolegacywest@venturex.com](mailto:planolegacywest@venturex.com) to schedule a brief orientation of the center and equipment operations prior to your event.
- Please check-In and/or check-Out with the 4<sup>th</sup> floor reception desk or building security for the after-hours events.
- Over-time will be billed and charged accordingly.
- It is possible to extend your time with prior approval ONLY.
- The inviting host/user will be responsible for all his/her guest's actions
- Certificate of Insurance (COI) is required to be submitted for the building management for 3<sup>rd</sup> party movers. COI must be provided 5 business days prior to the event.

Rates:

Refundable Deposit:

Event Space- Hourly Rate: \_\_\_\_\_ Total: \_\_\_\_\_.

Building Meeting Room- Hourly Rate: \_\_\_\_\_ Total: \_\_\_\_\_.

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Additional Requests: \_\_\_\_\_

I have read, and acknowledge, the information that has been given to me evidenced by my signature.

Full Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Sales Director: \_\_\_\_\_.