Room Rental Agreement

**Wheatsville Food Co-op, Community Room**

**4001 South Lamar, Austin, TX 78704**

**Date of Event:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Renter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Included in the rental:**

• Privacy door rolled down 15 minutes prior to start time

• 9 tables (seat 4 people each)

• 36 chairs

• ADA entrance and restroom facilities

• Recycling, compost and waste bins

• Cleaning supplies: cleaning spray, towels, broom, sponge, soap

• Kitchen Use Permitted (Yes or No) **Authorized Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Check all that apply: q Fridge q Stovetop q Oven

**You may:**

• Serve food and drinks bought from Wheatsville

• Bring your own presentation equipment

• Bring your own music or audio equipment

• Move tables and chairs around

**You may not:**

• Drink beer, wine or any other alcohol on-site

• Bring food or drinks in from outside vendors

• Use tape or nails on the walls

• Use the kitchen unless given prior permission by Wheatsville

• Smoke or vape within 15 feet of any entrance

**Cleaning**

The room must be picked up, tables and chairs returned to original spots, and returned to Wheatsville in usable condition. Any damage to the room will be billed to you.

**I agree to the above room usage rules as outlined above and I will be responsible for any damage done to the room during my rental usage time. I understand that cancellations made less than 48 hours from the start of event will be subject to a $50 cancellation fee.**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail or deliver this form with your payment to Wheatsville Food Co-op, 3101 Guadalupe, Austin TX 78705.