

Rental Agreement & Order Form



Please complete your order with this request form and scan and email to classroom@coleylearning.us

We offer services to help make your event effortless and successful. With your rental space we include the following items: free wi-fi, classroom layout, phone, smart TV with webcam, whiteboard, wheelchair accessibility, filtered water, hosted reception, restroom & kitchen access, free parking and filming is allowed

1 Details

Company Name				Phone	
Reserved by			Title		
Email				<input type="checkbox"/> Are you a Coley GCS Client?	
Topic:			<input type="checkbox"/> Attached copy of material or subject being covered		

2 Reservations — Reservations outside of standard hours of operation are subject to approval +10% fee of total amount.

Total number of guests:				<i>Total can not exceed 30 per day. Capacity for 20 students with individual power sources.</i>							
Dates	Start Date:				End Date:				<i>Room is billed at \$50 per hour</i>		
Times	Day 1		Day 2		Day 3		Day 4		Day 5		Total days:
start/end	S	E	S	E	S	E	S	E	S	E	Total Hours:

3 Additional Services

Technical Services	Hourly	Total Hours	Rentals	Daily rate	Total days
Audio visual support	<input type="checkbox"/> \$20	Hours:	Laptop & webcam (<i>windows</i>)	<input type="checkbox"/> \$40	Days:
Equipment set-up assistance	<input type="checkbox"/> \$50 (one time fee)		Projector rental	<input type="checkbox"/> \$40	Days:
Material Services			Qty		
Notary Services	<input type="checkbox"/> \$6 per document				
Print/Scan/Copy — Color	<input type="checkbox"/> \$0.69 ea. standard paper			<input type="checkbox"/> \$0.89 ea. premium paper	
Print/Scan/Copy — Black & White	<input type="checkbox"/> \$0.19 ea. standard paper			<input type="checkbox"/> \$0.39 ea. premium paper	

4 Food & Beverage

Coffee/Tea	<input type="checkbox"/> \$10 ea.	Coffee	Qty	Tea	Qty	<i>A pot is 18 cups</i>
Soda & Bottled Water	<input type="checkbox"/> \$0.75 ea.	Regular	Qty	Diet	Qty	Water Qty
Days to include food and beverage <input type="checkbox"/> Day 1 <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5						

In-House Catering (*In-house Catering Services 20% service charge + 8.25% sales tax*)

Breakfast (ea.)	<input type="checkbox"/> \$12 <i>Fruit, Juice, Coffee, Pastries</i>	Qty	Lunch (ea.)	<input type="checkbox"/> \$17 Buffet	<input type="checkbox"/> \$12 Boxed	Qty
Days to include in-house catering <input type="checkbox"/> Day 1 <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5						

Outside Catering Support

Catering Assistant (Daily rate)	<input type="checkbox"/> \$60	Total Days:	<i>Receive & assist in catering set-up</i>
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5 Special Requests

Facility Rental Agreement



THIS FACILITY RENTAL AGREEMENT (hereinafter referred to as the "Agreement"), is made and effective on the date executed by the parties hereto, by and BETWEEN COLEY LEARNING CENTER ("Coley"), a Texas corporation with headquarters located at 140 Heimer, Suite 400, San Antonio, Texas 78232, and _____ ("Client")

This agreement is to allow you to use the Coley Learning Center located at 140 Heimer Rd. Suite 400b on the following dates and times:
_____ **from** _____. Allows for 45mins before and after the hours agreed upon within this contract for set-up and tear down.

For the use of the facility, you agree to pay Coley the amount of \$_____. To confirm reservation of the Coley Learning Center, full payment is due. Cancellation policy. 48 hours or more notice: full refund less a 20% processing fee. Less than 48 hours, no refund. Total cost of Food & Beverage including taxes leaves a total balance due of \$_____.

Payment is to be made in full, by check or credit card, prior to or on the date of the contracted space. Coley reserves the right to charge outstanding balances or any fees assessed to the credit card provided for the rental space guarantee deposit.

You agree to follow all rules and regulations established by Coley with respect to usage of the facility. The facility is to be left in the same condition as when the rental period began; if it is not, a cleanup fee, actual repair and/or replacement cost will be assessed.

You acknowledge and agree that audio visual equipment or other property on the premises during the rental period is the property of the Coley. You agree to financial responsibility for any damage that occurs to the equipment or property during your rental period. Audio Visual equipment is available for use at rates per attached schedule. If you chose not to use the Coley audio visual equipment, but assistance from the Coley staff is needed with setup of your own equipment, a \$50 fee will be assessed.

Coley requests that you refrain from using scotch tape, nails, pushpins or other damaging fasteners to hang signs or other materials on the walls. Liability for damage to the premises and its contents will be charged at actual repair or replacement cost.

Outside food and/or drinks are permitted to be brought into the Coley Learning Center require prior approval. Alcoholic beverages, cooking and using heat sources for food preparation are prohibited. You agree to properly dispose of and clean up food or drinks served by you during the rental period. Spills and stains must be promptly cleaned.

Coley is not responsible for equipment and/or personal belongings left at the Coley Learning Center or other locations within the building.

Smoking is not permitted in the building and is allowed only in the designated areas located outside of the building.

Parking spaces are limited; carpooling is recommended for groups over 20. You acknowledge and agree that the Coley is not liable for injury, damage or loss to any person or property caused by any other person, including but not limited to, theft, burglary, trespass, assault, vandalism or any other crime. You further agree that Coley shall not be responsible for any loss or damage to you, your guests, or any other persons who use the facility pursuant to this agreement. You further acknowledge that the Coley is not liable for injury, damage or loss to any person or property on account of fire, flood, water leak, rain, snow, hail, ice, smoke, lightning, wind, explosion, interruption of utilities or any other occurrence. Coley makes no representations that any effort on Coley's part will increase security or decrease the likelihood of assault, theft, or illegal entry upon the Premises.

You agree that if you fail to comply with any provision of the agreement, you shall be deemed in default. In the event that you are in default of the agreement, you further agree to indemnify the Coley Learning Center for any damages suffered as a result of your default, including, but not limited to, reasonable attorney's fees and any other costs that Coley incurs as a result of your default.

by:

Signature

Printed Name

Date

Credit Card Payment Authorization



Please complete the information below and sign the form. All requested information is required. Upon approval, we will automatically bill your credit card for the amount billed each month for services related to the Agreement. You may cancel this automatic billing authorization at any time by contacting us.

1 Customer Information *(to be completed by merchant and customer)*

Customer Name	Phone
Email	

2 Payment Information *(to be completed by merchant)*

I authorize Coley Learning Center to automatically bill the card listed below as specified:

Total Amount \$

3 Credit Card Information *(to be completed by customer)*

Coley Learning Center. accepts the following credit cards: American Express, MasterCard, Visa, and Discover

Credit Card Type:	Credit Card Number
Expires: / /	Security code:
Cardholder's name	Cardholder zip <i>(req.)</i>
Customer's Signature	Date

Please email this signed agreement, along with the credit card authorization form and order form, to classroom@coleylearning.us